



## Structure Relocation – Information Sheet

A building permit is required when moving an existing building from one property (either inside or outside of Corman Park) to another property within Corman Park. If you are proposing additional alterations or additions to the proposed building you can include them on the same application form.

	<b>Agricultural Building</b>	<b>Non-Agricultural Building</b>
Application Fee:	\$215	\$465 (includes the costs of the Pre-Move Inspection*)
Process:	If the existing and proposed use is for agricultural purposes only, the relocation <b>may</b> be exempt from inspection fees at the discretion of Corman Park	Step 1: Complete Pre-Move Inspection* Step 2: Building and Development Permit Plan Review

*\*A Pre-Move Inspection is completed by the R.M. appointed Building Officials prior to the relocation of a structure. Upon completion of the Pre-Move Inspection, a report is provided by the Building Official to the R.M. and to the applicant for review.*

### Additional Applicable Fees:

The following fees are applicable and must be paid prior to release of your permits:

Agricultural Building Permit **\$0.00**

All Other Building Permits **Greater of \$100 or \$5.50/1000 construction value**

**Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee shall be paid in an amount equal to 100% of the permit fee or \$10,000, whichever is less.**

### Application Requirements:

The following is required in order to make and process an application:

- 1) a completed **application form** and receipt of full payment of the **application fee**;
- 2) a scaled **site plan or Google Earth/Maps image or equivalent**, showing in detail the site proposed for development including the following:
  - north arrow;
  - boundaries of the parcel including approximate dimensions;
  - location and dimensions of existing and proposed buildings, structures and decks, including distances from the property boundaries and adjacent buildings or structures;
  - location of all existing and proposed utilities, easements or utility right-of-ways;
  - the location of all standing water, sloughs, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.

**Rural Municipality of Corman Park No. 344**

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- 3) If applicable, a copy of the **approved Saskatchewan Health Authority (SHA) sewage permit**. A sewage permit is required if proposed development includes installation of a new septic system or alteration to an existing septic system. New permits from SHA may be required to ensure the existing system is adequate, prior to issuance of the building permit;
- 4) A dimensioned **Floor Plan** of all floors including the use of rooms and the sizes, location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, washrooms, and built-in furnishings;
- 5) **One (1) full set of construction plans. All drawings must be legible, dimensioned, drawn to scale and include;**
  - the landowner's name, project name and the date plans were issued for construction;
  - where required, an architect's or engineer's stamp; and
  - clearly show the location of existing and new construction;

**Note: Depending on the scope of work, an accessory building worksheet or engineered plans may be required. Please discuss your proposed building with the R.M. of Corman Park and/or MuniCode Services Ltd. to confirm requirements.**

**One (1) full set of Construction Plans may include the following depending on the scope of development:**

- a) A **Foundation Plan** providing the overall size of the foundation, size and location of footings, piles, foundation walls, size and openings for doors and windows and foundation drainage.
  - b) A **Structural Plan** including the size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and precast concrete walls and floors and related structural details;
  - c) A **Cross Section Plan** providing cut through views of the building, lists of all materials cut through including structural and finishing materials, vertical dimensions, stair and handrail dimensions, height of finished grade, wind, water and vapour protection and insulation;
  - d) An **Elevation Plan** illustrating views of all sides of the building, height of finished grade, exterior finishing materials, size and location of exterior doors and windows and location of chimneys.
  - e) If heating or ventilation equipment are proposed, a **Declaration of Conformance with Ventilation Requirements** form completed by the plumbing and heating contractor chosen to complete the work. **Mechanical Plans** may be required;
  - f) An **Electrical Plan** illustrating the type and location of lighting, electrical panels, fire alarm systems, location of exit lights and emergency lighting;
  - g) **Energy Efficiency Compliance Forms**, if applicable. Additions, alterations and/or foundations for the relocated building may require Energy Efficiency Compliance Forms to be completed. Please contact the R.M. of Corman Park or MuniCode Services Ltd. for more information.
- 6) If development is proposed within a multi-parcel country residential subdivision, additional requirements may apply such as:
- Developer approval regarding architectural design;

- Lot specific minimum building elevations or lot grading requirements;
- Engineered design in conformance with geotechnical investigations;

Please contact the developer or the R.M. Planning Department prior to application to discuss potential requirements if development is proposed within a multi-parcel country residential subdivision.

**The R.M. of Corman Park reserves the right to require any additional information deemed necessary to ensure that proposed construction meets municipal bylaws, the *National Building Code of Canada* and *The Construction Codes Act and Regulations* and any other applicable codes or regulations.**

### **Decision Time Frame:**

The timing associated with the provision of a development and building permit for a relocation will be based upon the completeness and quality of information provided on the application. A **minimum of twenty (20) business days** is required to complete both stages, and issue a permit. During peak application submission periods, a minimum of thirty (30) business days may be required to review, process and issue the appropriate permits. Please discuss the current processing timelines with planning staff when you submit your application as these are guidelines only.

*Disclaimer:* The information provided is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.



For Office Use Only	
Date Received:	
Receipt Number:	
Amount Paid:	

## Structure Relocation Application Form

- 1) **Applicant Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town/RM: \_\_\_\_\_ Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_
- 2) **Landowner Name:** (same as applicant ): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town/RM: \_\_\_\_\_ Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_
- 4) **Legal Description of Proposed Building Location:**  
All/Part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub>, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, W3  
LSD(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ CU \_\_\_\_\_  
Civic Address (if applicable): \_\_\_\_\_
- 5) **Legal Description of Current Building Location:**  
Municipality: \_\_\_\_\_  
All/Part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub>, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, W3  
LSD(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ CU \_\_\_\_\_  
Civic Address (if applicable): \_\_\_\_\_
- 6) **Contact Information of Current Building Owner:** (same as applicant

7) **Proposed Use of Building:**

- Residence**
- Residential Accessory** (Personal storage of household related goods and recreational vehicles)
- Agricultural Accessory** (Associated with farming operation regarding the storage of agricultural related items/goods or shelter for livestock)
- Home Based Business**
- Other:** \_\_\_\_\_

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8) **Existing Use of Building (please describe the current use of the building proposed to be relocated):**

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9) **Building Relocation Details:**

- a. **Estimated date of relocation:** \_\_\_\_\_
- b. **Building Dimensions:** \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height
- c. **Building Mover Name:** \_\_\_\_\_
- d. **Route Proposed:** \_\_\_\_\_

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10) **Proposed Relocation also includes the new construction of:** (Check all that apply and include construction details as required):

- Foundation                       Basement Development                       Sunroom(s)
- Attached Garage(s)                       Deck(s)

Addition to (please describe): \_\_\_\_\_

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Interior Alteration (please describe): \_\_\_\_\_

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Other (please describe): \_\_\_\_\_

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11) **Building Details (if applicable):**

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

Total Building Area: \_\_\_\_\_ ft<sup>2</sup> Total Construction Value\*: \$ \_\_\_\_\_

*\*Construction Value includes the total cost of the completed project (design, materials and labour). The R.M. of Corman Park reserves the right to assign a construction value, as applicable.*

12) **Saskatchewan Health Authority (SHA) Septic Permit Number: #R\_\_\_\_\_**

(Please attach a copy of the SHA Septic Permit to this application, if applicable)

13) **Declaration by Applicant**

I, \_\_\_\_\_ of \_\_\_\_\_

in the Province of \_\_\_\_\_ solemnly declare that all of the above statements within this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: \_\_\_\_\_ APPLICANT SIGNATURE: \_\_\_\_\_

14) **Declaration by Landowner**

If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

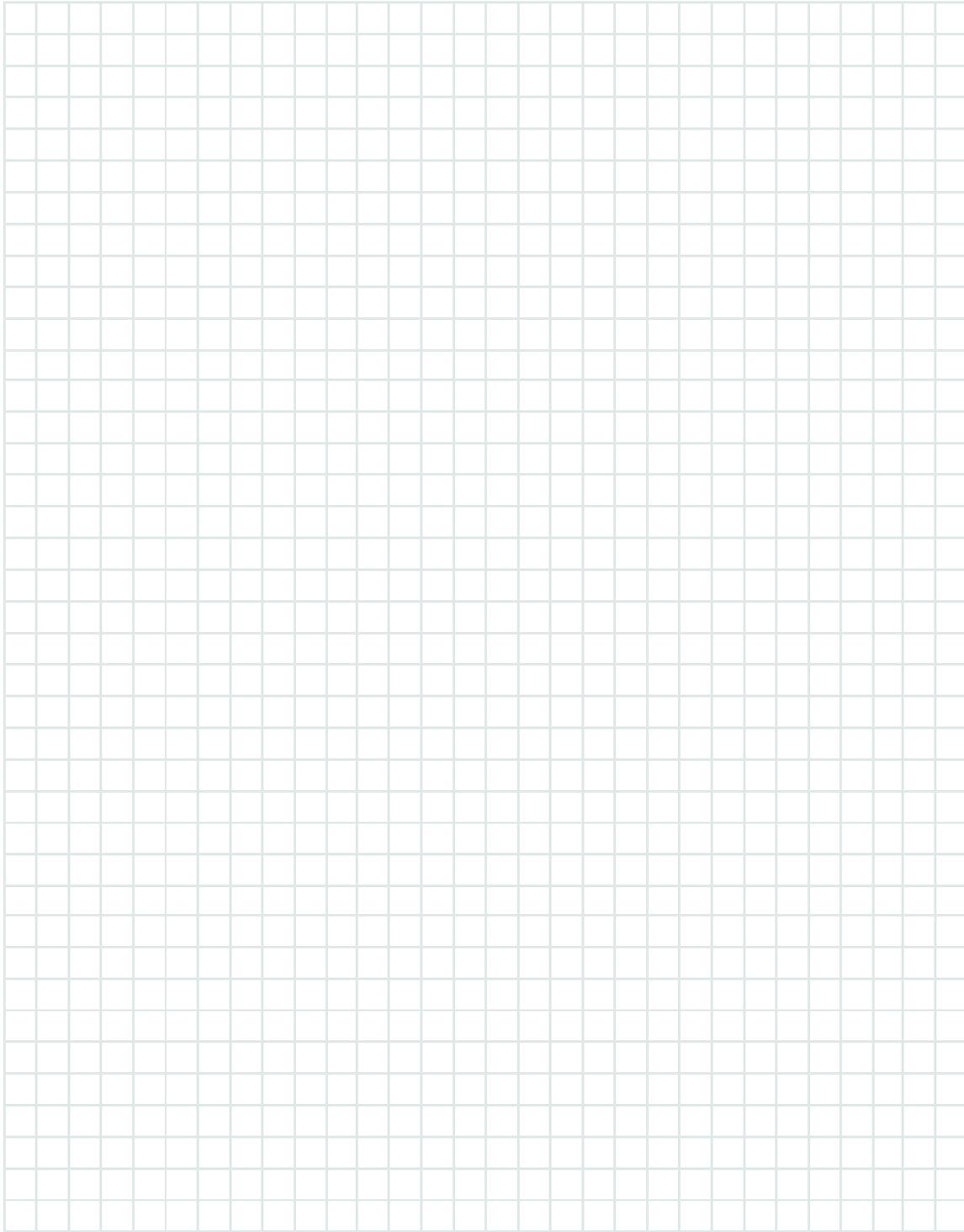
I, \_\_\_\_\_ of \_\_\_\_\_

in the Province of \_\_\_\_\_ solemnly declare that I am aware of and support the application of \_\_\_\_\_ on my land(s).

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: \_\_\_\_\_ LANDOWNER SIGNATURE: \_\_\_\_\_

# Site Plan

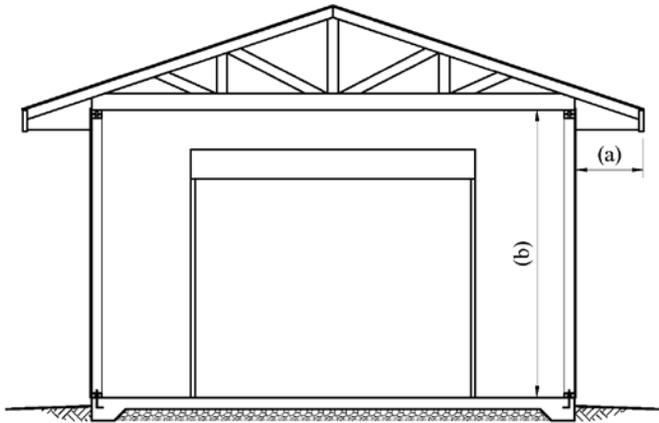




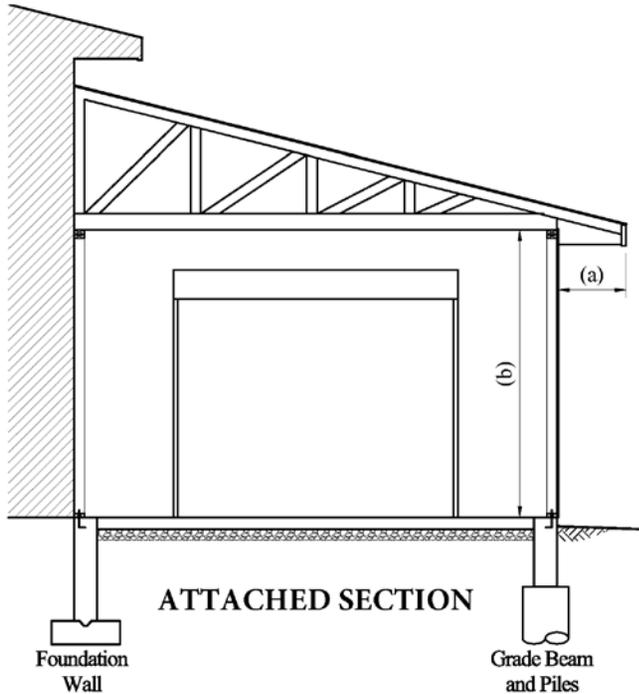
# ACCESSORY BUILDING WORKSHEET

Please select:

- Attached Building  
 Detached Building



**DETACHED SECTION**



**ATTACHED SECTION**

**Please complete the following:**

**ROOF:**

Roofing:

- Asphalt Shingles     Metal Roofing     Other: \_\_\_\_\_

Roof Sheathing:

- OSB     Plywood     Other: \_\_\_\_\_

Thickness of Sheathing:

- 3/8"     7/16"     Other: \_\_\_\_\_

Roof Structure:

- Pre-engineered  
 Other: \_\_\_\_\_

\*Provide additional information (size, spacing, ...etc.)\*

Spacing of Trusses:

- 16" o.c.     24" o.c.

Roof Overhang (a): \_\_\_\_\_

Roof Slope: \_\_\_\_\_

**FOUNDATION:**

- Thickened Edge Slab: (Detached Only)

Depth \_\_\_\_\_ x Width \_\_\_\_\_

Depth of Existing House Foundation: \_\_\_\_\_

- Foundation Wall

Wall: Height \_\_\_\_\_ x Thickness \_\_\_\_\_  
 Footing: Height \_\_\_\_\_ x Thickness \_\_\_\_\_

- Grade Beam and Piles

Grade Beam: Width \_\_\_\_\_ x Depth \_\_\_\_\_  
 Reinforcing \_\_\_\_\_  
 Pile: Diameter \_\_\_\_\_ x Depth \_\_\_\_\_  
 Reinforcing \_\_\_\_\_

- Other: \_\_\_\_\_

\*Provide additional information\*

**WALLS:**

Exterior Siding:

- Vinyl     Stucco     Other: \_\_\_\_\_  
 Hardboard     Metal    \_\_\_\_\_

Air Barrier:

- House Wrap     Building Paper

Wall Sheathing:

- OSB     Plywood

Thickness of Sheathing:

- 3/8"     1/2"     Other: \_\_\_\_\_

Wall Framing: 2x \_\_\_\_\_ @ \_\_\_\_\_  16" o.c.     24" o.c.

Height of Exterior Walls (b): \_\_\_\_\_

Wall Anchorage:

- 3/8" Bolts     1/2" Bolts

Spacing of Bolts: \_\_\_\_\_

Lintel Size and Number of Plies for:

Man Door(s):     2     3    - 2x \_\_\_\_\_

Window(s):     2     3    - 2x \_\_\_\_\_

Size of Window: \_\_\_\_\_ x \_\_\_\_\_

Overhead Door(s):     2     3    - 2x \_\_\_\_\_

Size of Overhead Door: \_\_\_\_\_ x \_\_\_\_\_

**INTERIOR FINISHES:**

Will the building:

- have insulation installed     Yes     No
- have vapour barrier installed     Yes     No
- have interior finishes installed     Yes     No
- have any plumbing fixtures     Yes     No
- be heated     Yes     No

**DOOR (INTO HOUSE):** (Attached Only)

- Weather stripped  
 Self-closer  
 Deadbolt Lock  
 Blocked at lock-height to frame  
 Hinges secured to solid wood frame  
 No openable windows

NOTE: Air duct systems cannot be interconnected with other parts of dwelling unit.

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

