

## **NO CONSTRUCTION SHALL START PRIOR TO ACQUIRING YOUR PERMITS!!**

**In order to speed up the approval process, please ensure you have completed the following:**

1. Zoning Requirements

- Determine your zoning type BY USING THE Zoning map on our website or contact the Village Office. To view Zoning map on the website, go to [www.debden.ca/Development and Building](http://www.debden.ca/Development%20and%20Building).
- Once the zoning type has been determined, download the correct zoning information from Development/ Zoning on our website. This information will tell you everything you need to know about what you can and cannot do on your property.

2. Development/Building Permit Application

- Building permits will not be issued without a Development Permit. No deck or building over 100 ft<sup>2</sup> shall be placed or constructed until you have been issued a permit. No deck higher than 24" off the ground shall be constructed without a permit.
- Ensure you comply with the zoning requirements, including setback requirements.
- Complete the Permit Application and submit it to the Village office along with a complete set of building plans and the \$70.00 Development and SAMA Fee.
- Your application will be forwarded to CCA-SK Construction Code Authority to ensure it complies with the National Building Code Standards.
- Once the Village has received notification from CCA-SK that your building complies with the NBCS, along with confirmation of completed building value, you will be invoiced for the review costs as provided by CCA-SK. Once the invoice has been paid, the building permits will be issued.

If you have any questions, please call our office at (306) 724-2040 or email us at [office@debden.ca](mailto:office@debden.ca).

**Section 6(1) The Construction Codes Act** (...the owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, added to, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the construction standards.”

If you have any questions related to building standards, please call CCA-SK Construction Code Authority at (306) 370-2824 or email [admin@ccask.ca](mailto:admin@ccask.ca).

**Instructions on completing Development & Building Application Package:**

- Complete ALL pages and submit it to the Village office, along with a site plan and the Application Fee of \$70.00. Discretionary Use will be determined in office when application is received.
- Site plan must be completed with all setbacks clearly marked from building to all 4 property lines, north direction, all accessory buildings and drainage direction.

**Application for Building Permit**

- Must be completed and submitted to the Village office, along with all required drawings, information and forms included with the Permit Application Checklist from CCA-SK.

**Permit Application Checklist – CCASK**

- CCA-SK supplies these forms that must be completed before the permit will be approved. Once approved by CCA-SK, their invoice will be issued
- To speed up the approval process ensure all forms are completed before returning.
- Any questions regarding Energy Efficiency Compliance or the Form can be made to CCA-SK at (306)370-2824.

**Application for a Permit to Demolish or Move a Building**

- Must be completed and submitted to the Village office for any building to be moved into or out of the municipality.
- Must be completed and submitted to the Village office for any building to be demolished within the municipality, along with the Demolition Permit Fee and deposit. The Village must be informed when the demolition is complete. We will inform SAMA of the removal of building so your property can be re-assessed.

All documents must be fully completed and submitted as one package or the documents will be returned which will delay the approval process.

E-transfer: [villagedebden@sasktel.net](mailto:villagedebden@sasktel.net)

Cheque, cash or online payment if available through your banking institution.

# VILLAGE OF DEBDEN

## DEVELOPMENT PERMIT / BUILDING PERMIT APPLICATION (Check ALL ☐ that apply)

Box 400  
Debden, SK  
S0J0S0

TYPE OF WORK:		<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATIONS	PERMIT NO:		OFFICE USE:		
		<input type="checkbox"/> REMOVAL	<input type="checkbox"/> DEMO	<input type="checkbox"/> RELOCATION					
LOCATION	PROJECT CIVIC ADDRESS:			LLD:	1/4:	SEC:	TWP:	RGE:	<input type="checkbox"/> W3M
	SUBDIVISION:			LOT:	BLK:	PLAN:		PARCEL:	

OWNER / CONTRACTOR	Owner			Company Name (if applicable)		
	Mailing Address		City		Prov	PC
	Phone (Check best use) <input type="checkbox"/> Cell <input type="checkbox"/> Other			Email  (Most correspondence will be by email)		
	Contractor / Company		Phone		Email	

START DATE:	COMPLETION DATE:	ESTIMATED VALUE OF CONSTRUCTION:
NOTE: "Value" of construction is not the same as "cost" of construction; see bylaw for definition. A revised value may be determined.		

TYPE OF PROJECT	<input type="checkbox"/> RESIDENTIAL:	<input type="checkbox"/> SITE BUILT HOME	<input type="checkbox"/> RTM	<input type="checkbox"/> MOBILE HOME	<input type="checkbox"/> DECK	<input type="checkbox"/> DET GARAGE	<input type="checkbox"/> BSMT DEV
	DETAILED DESCRIPTION: (I.E. NEW CUSTOM HOME; RELOCATING EXISTING HOME; CONSTRUCTING NEW FOUNDATION FOR EXISTING HOUSE; DET. GARAGE; ETC.)						
	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> SHOP / STORAGE	<input type="checkbox"/> VEHICLE STORE/REPR	<input type="checkbox"/> RETAIL <input type="checkbox"/> OFFICE	<input type="checkbox"/> ASSEMBLY (I.E. RESTAURANT / CHURCH / HALL / GYM)	<input type="checkbox"/> CHANGE OF USE (Lot or Building)	<input type="checkbox"/> INCREASE INTENSITY (Lot or Building)
	OTHER / DETAILED DESCRIPTION: (I.E. COLD STORAGE; RENO SPACE FOR NEW COFFEE SHOP; TRUCK STORAGE & REPAIR W/ OFFICES; NEW HOTEL, ETC.) (Description of Proposed New Use, How is intensity increased- (more seating, additional floor area/new rooms)						

SUBMITTALS	<input type="checkbox"/> Site Plan Submitted	<b>A SITE PLAN IS REQUIRED FOR ALL PROJECTS</b>	
	<input type="checkbox"/> Drawings Submitted OR	Complete Drawing Package, including elevations, floor plans, sections, and details	Required for ALL projects, unless a deck or detached garage (use Worksheet)
	<input type="checkbox"/> Worksheet Submitted	CCASK Worksheet (in lieu of drawings); for decks and detached garage projects	See <a href="http://www.ccask.ca">www.ccask.ca</a>
	PERMIT APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION HAS BEEN RECEIVED		

APPLICANT SIGNATURE	<p>I hereby acknowledge that I have read this application and certify that the information contained herein is correct.</p> <p>I hereby acknowledge that I understand that permission to begin building is not granted to me until a Building Permit signed by the building official, administrator, or administration staff is returned to me.</p> <p>I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw and Zoning Bylaw of the local authority and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the local authority or its authorized representative.</p> <p>I agree to perform all construction work solely in accordance &amp; compliance with the information &amp; plans provided by me in this application and will obtain all other work permits required in conjunction with my development.</p>	
	<p>Applicant Signature _____ Date _____</p>	

**FOR NEW CONSTRUCTION PROVIDE A DETAILED SITE PLAN, drawn to scale showing, with labels, the following existing and proposed information:**

- a) a scale and north arrow;
- b) a legal description of the site;
- c) dimensions of site;
- d) bylaw site line setbacks including front, rear, and side yard requirements,
- e) site topography and special site conditions (which may require a contour map), including culverts, ditches, and any other drainage features,
- f) the location of any buildings, structures, easements, and dimensioned to the site lines;
- g) the location of trees and other vegetation, especially natural vegetation, street trees, and mature growth;
- h) proposed on-site and off-site services;
- i) a dimensioned layout of parking areas, entrances, and exits;
- j) abutting roads and streets, including service roads and alleys;
- k) an outline, to scale, of adjacent buildings on adjoining sites;
- l) fencing;
- m) proposed location of sewer and water lines;
- n) other, as required by the Development Officer or Council to effectively administer this Bylaw

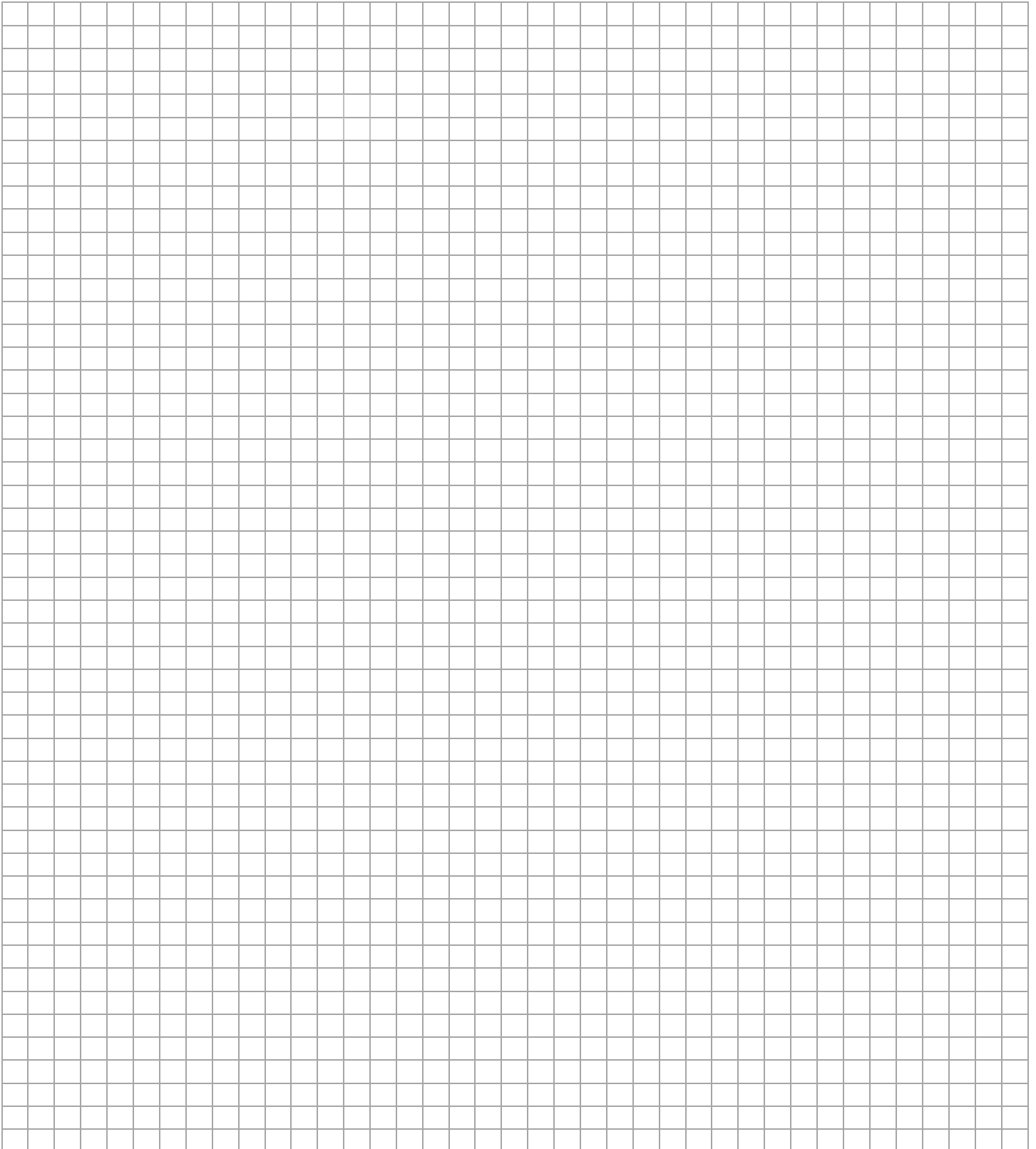
**Mobile Homes:** C.S.A.Z240 Approval Number (from Black and Silver Sticker)

Mobile Home date of Manufacture: \_\_\_\_\_

**FOR CHANGE OF USE PROVIDE ADDITIONAL INFORMATION DETAILS SUCH AS:**

- a) Existing Use of Building/Lot including existing size
- b) Proposed Use of Building/Lot including proposed size if changing
- c) Proposed construction or alterations to be done to meet the proposed use
- d) If increasing intensity- how will it be increased- More seating? More floor space? More rooms?
- e) What are the uses of the adjoining lots?
- f) Any additional relevant information.

**VILLAGE OF DEBDEN**  
— SASKATCHEWAN —  
SITE PLAN / VICINITY MAP



## Additional Information

Please reference which section the additional information is referring too.

[illegible]

**BuildTECH****Consulting & Inspections Inc.**Building Code Enforcement, Inspections,  
& Consulting

p: 306.229.6916

f: 306.978.3014

e: chris@btsnspections.ca

Box 1612 . Martensville, SK . S0K 2T0

www.buildtechinspections.ca

## **BUILDING CODE ANALYSIS - COMMERCIAL**

### **Building Information**

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

Building Area: Existing \_\_\_\_\_ m<sup>2</sup> + New \_\_\_\_\_ m<sup>2</sup> = Total \_\_\_\_\_ m<sup>2</sup>

Storeys Above Grade: \_\_\_\_\_ Storeys Below Grade: \_\_\_\_\_

Number of Streets (as defined by 3.2.2.10): \_\_\_\_\_

Use(s) of the Building (i.e. restaurant, warehouse, apartment, etc.): \_\_\_\_\_

Major Occupancy Classification(s) (circle all that apply): A1 A2 A3 A4 B1 B2 C D E F1 F2 F3

Building Code Classification(s) under Subsection 3.2.2 of the NBC: \_\_\_\_\_

### **Allowable Unprotected Openings:**

North Wall (%) \_\_\_\_\_ South Wall (%) \_\_\_\_\_ East Wall (%) \_\_\_\_\_ West Wall (%) \_\_\_\_\_

Required Exterior Wall Fire Resistance Ratings / Exposing Building Face Construction:

North Wall (Hrs) \_\_\_\_\_ South Wall (Hrs) \_\_\_\_\_ East Wall (Hrs) \_\_\_\_\_ West Wall (Hrs) \_\_\_\_\_  
Comb / Non-Comb Comb / Non-Comb Comb / Non-Comb Comb / Non-Comb

Occupant Load: \_\_\_\_\_

Water Closets Required: Male \_\_\_\_\_ Female \_\_\_\_\_ Water Closets Provided: Male \_\_\_\_\_ Female \_\_\_\_\_

Number of Exits Required: \_\_\_\_\_ Floor Area(s) \_\_\_\_\_ Mezzanine(s) \_\_\_\_\_

Public Corridor Separations (Check one):

Fire Separation Required ☐ Yes ☐ No Fire Resistance Rating Required ☐ N/A ☐ ¾ Hour ☐ 1 Hour

### **Provide Required Fire Resistance Ratings (In Hours):**

Floors _____	Mezzanine _____	Roof _____
Bearing Assemblies _____	Fire Walls _____	Exit Stairways _____
Service Shafts _____	Furnace Rooms _____	Storage Rooms _____
Storage Garages _____	Repair Garages _____	Occupancy Separations _____
Suite Separations _____	Other (Specify) _____	Other (Specify) _____

### **Other Information (Check Yes or No for each question):**

Exit Signs Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Lighting Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standpipe & Hose System Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Smoke Alarms Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Alarm System Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Barrier Free Access Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sprinkler System Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Dampers Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attic Fire Stops Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Piping Fire Stops Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### **Professional Designer Information**

Name of qualified professional designer who has completed this form: \_\_\_\_\_

Submit to Build Tech Consulting &amp; Inspections Inc.: e: chris@buildtechinspections.ca or f:(306)978-3014.

## BUILDING CODE ANALYSIS DEFINITIONS

**Building Code Analysis** - A Building Code Analysis is required with building permit applications. For complex projects, a more comprehensive analysis should be provided on the drawing title sheet or fixed to the drawings. Appropriate *National Building Code (NBC)* and *Uniform Building and Accessibility Standards Act (UBASA)* references are required. The Articles quoted below are all from the 2005 NBC.

**Building Area:** The greatest horizontal area of a building above grade within the outside surface of exterior walls. Area is that of the building "footprint" or "shadow" only and not the sum of the areas of all storeys.

**Storeys Above Grade:** Number of storeys including the first storey. The first storey is defined in the NBC as *the uppermost storey having its floor level not more than 2 m above grade*.

**Number of Streets:** See Article 3.2.2.10 for an explanation of what a street is and how to determine the number of streets the building faces.

**Major Occupancy Classification:** See Article 3.1.2.1 for determination of classifications.

**Building Code Classification:** For Part 3 buildings, this is determined using the Building Area, Number of Storeys, Number of Streets and Occupancy of the building. This classification will fall into one of Articles 3.2.2.20 to 3.2.2.83. This classification is very important as it will be used to determine many of the items listed in the Building Code Analysis sheet.

**% of Allowable Unprotected Openings:** See Article 3.2.3.1 or 9.10.14.4 for an explanation of how to determine the area of allowable unprotected openings in each exterior building face. Please note that this is the allowable amount and not the actual amount.

**Required Fire-Resistance Ratings of Exterior Walls:** This is determined from Article 3.2.3.7, 9.10.14.5 or 9.10.15.4.

**Occupant Load:** See Article 3.1.17.1 to determine the occupant load of the building or floor area.

**Water Closets:** Article 3.7.2.2 describes how to determine the number of water closets required for a specific type of occupancy.

**Number of Exits Required:** Subsections 3.4.2 and 3.4.3, or Article 9.9.8.2 describe how to determine the number of exits required based on area, travel distance and occupant load.

**Public Corridor Separations:** Article 3.3.1.4 or 9.10.9.15 provides the requirements for public corridor fire separations and fire resistance ratings.

**Required Fire Resistance Ratings:** The required fire resistance ratings of floors, mezzanines, roofs and bearing assemblies are determined from the building code classification under Subsection 3.2.2 or 9.10.8. Firewalls from 3.1.10 or 9.10.11. Exit stairways from 3.4.4.1 or 9.9.4.2. Service shafts from 3.6.3. Furnace rooms from 3.6.2 or 9.10.10. Storage rooms from 3.3.4.3 or 9.10.10.6. Storage garages from 3.3.5.6. or 9.10.9.16. Repair garages from 3.3.5.5 or 9.10.9.17. Occupancy separations from 3.1.3.1 or 9.10.9.11. Suite separations from 3.3.1.1 or 9.10.9.13 & 14.

**Other Requirements:** These may be determined as follows: Exit signs from 3.4.5 or 9.9.10. Emergency lighting from 3.2.7.3 or 9.9.11.3. Standpipe systems from 3.2.5.8. Smoke alarms from 3.2.4.20. or 9.10.19. Fire alarm system from 3.2.4 or 9.10.18. Sprinkler system from the building code classification in 3.2.2. Barrier-free access from Section 3.8. Fire dampers from 3.1.8.7 and 3.1.8.8 or 9.10.13.13. Attic fire stops from 3.1.11.5 or 9.10.16.1. Piping fire stops from 3.1.9 or 9.10.9.6 and 9.10.9.7.

**Qualified Designer:** This designer must either be an architect or engineer licensed to practice in the province of Saskatchewan for Part 3 or Part 4 buildings or a person competent in the design of Part 9 for Part 9 buildings.