

## **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)<br><input type="checkbox"/> Cell <input type="checkbox"/> Other |  | Email<br>(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<br><input type="checkbox"/> INDUSTRIAL   | <input type="checkbox"/> SHOP / STORAGE  | <input type="checkbox"/> VEHICLE STORE/REPR | <input type="checkbox"/> RETAIL<br><input type="checkbox"/> OFFICE | <input type="checkbox"/> ASSEMBLY<br>(I.E. RESTAURANT / CHURCH / HALL / GYM) | <input type="checkbox"/> CHANGE OF USE<br>(Lot or Building) | <input type="checkbox"/> INCREASE INTENSITY<br>(Lot or Building) |
|                 | OTHER / DETAILED DESCRIPTION: (I.E. COLD STORAGE; RENO SPACE FOR NEW COFFEE SHOP; TRUCK STORAGE & REPAIR W/ OFFICES; NEW HOTEL, ETC.)<br>(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<br>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> |      |
|                     | Applicant Signature  | Date |

**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

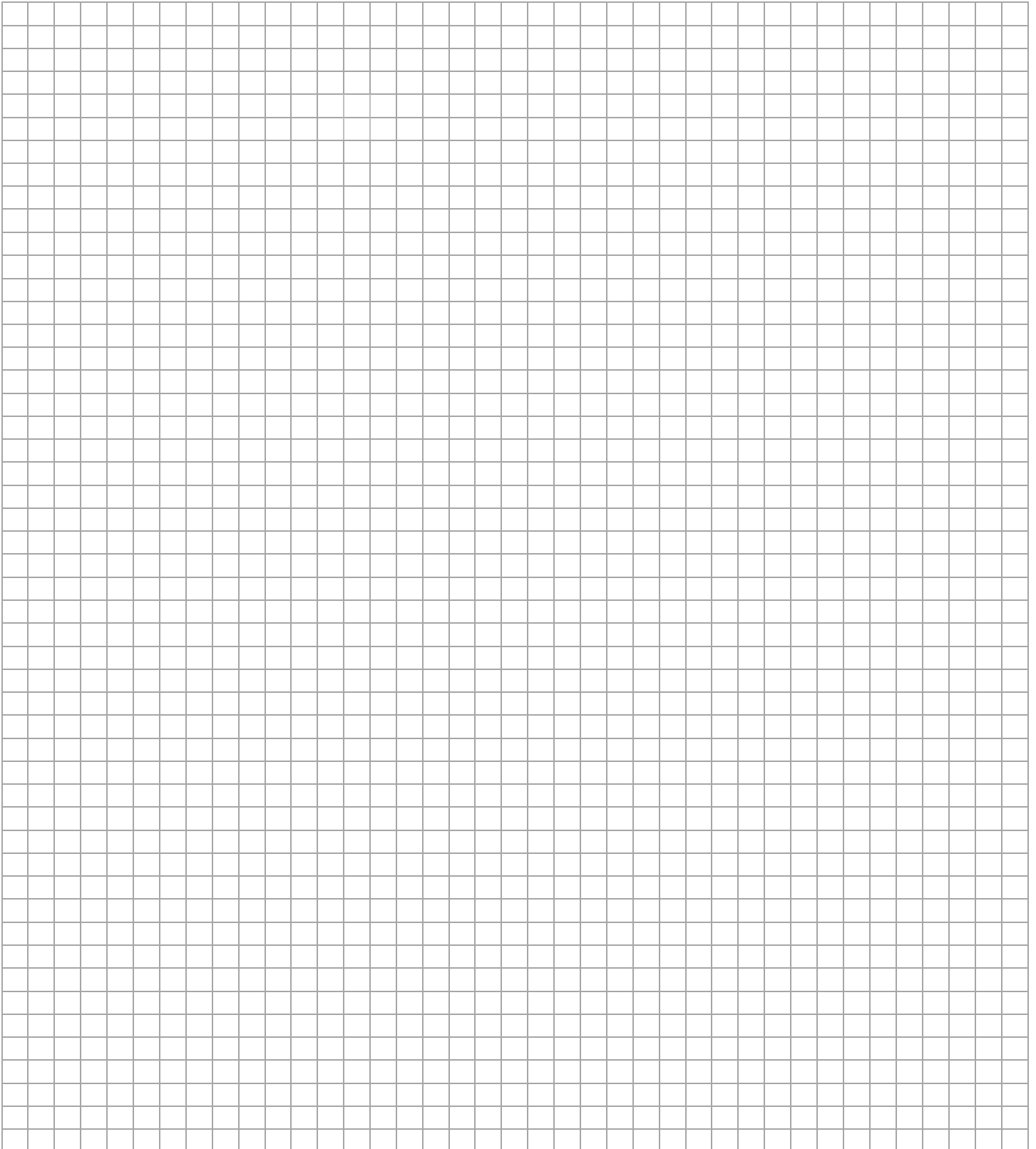
**Mobile Homes:** C.S.A.Z240 Approval Number (from Black and Silver Sticker)

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]



In order to adequately and efficiently process a building and development permit application, the following information is required to be submitted electronically to the municipal office (some offices may accept paper submissions).

The applicant is required to check every box and initial where required to indicate that they fully understand what information is required for a complete application, and all components of building a deck. Failure to check any boxes or sign below will result in the application being tabled until all information is received. If the applicant does not understand the questions being asked, a qualified contractor or designer is required. CCASK cannot be a design resource for owners / applicants.

|  | REQUIRED DOCUMENTATION / DESCRIPTION  | RESOURCES / WORKSHEETS / HELPFUL INFORMATION  |
|--|---|---|
| <b>R<br/>E<br/>Q<br/>U<br/>I<br/>R<br/>E<br/>D</b> | <input type="checkbox"/> <b>Permit Application:</b><br>Ensure all contact info including email address is provided.<br>Ensure to include Civic Address along with Lot, Block, and Plan, or Legal Land Location when not located in a subdivision.   | Provided by municipal office, or CCASK online application where acceptable to the municipality.   |
|  | <input type="checkbox"/> <b>Site Plan</b><br><ul style="list-style-type: none"> <li>Lot dimensions and shape,</li> <li>Size, shape and location existing house and other buildings,</li> <li>All dimensions from proposed garage to property lines (ok to 'guess' if distance is very large),</li> <li>North direction arrow.</li> </ul>                    | SAMPLE SITE PLAN  |
|  | <input type="checkbox"/> <b>Construction Details</b> Fill out and submit the Detached Garage 'fill-in-the-blanks worksheet.   | DETACHED GARAGE – FIB WORKSHEET   |
|  | <input type="checkbox"/> <b>Storage Mezzanine Details</b> (where applicable / storage only, no occupied space such as living, office, entertainment):<br><ul style="list-style-type: none"> <li>Floor plan showing size and location of mezz, and stair details,</li> <li>Cross section showing all beams, posts, joists, walls and / or guards.</li> </ul> |   |
|  | Width of garage: _____ ft      Length of garage: _____ ft      Height of garage: _____ ft   |   |
|  | Compliance Verification Initials: _____   | Initialing each construction detail is required for an accelerated permit application and puts onus the applicant for compliance which will be reviewed on site.  |
|  |   | <ul style="list-style-type: none"> <li>Where closer than 4' to a property line, than specific fire protection construction techniques are required regarding windows, type of cladding, interior drywall requirements, and soffit projections; I will follow the requirements set out in the appropriate CCASK Spatial Separation – Building Standards Bulletin.</li> </ul> |
|  |   | <ul style="list-style-type: none"> <li>The thickened edge slab shall be reinforced at minimum to the following specifications:<br/>○</li> </ul>   |
|  |   | <ul style="list-style-type: none"> <li>Bottom plate shall be treated, and be anchored to the slab w/ minimum ½" bolts spaced no less than 8' o.c.</li> </ul>  |
|  |   | <ul style="list-style-type: none"> <li>Headers for doors, windows, and overhead doors shall be sized as per the NBC or CWC span tables, or with engineered lumber sized by the supplier for large openings.</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>Trusses shall be engineered from the supplier, spaced no more than 24" o.c., have all required bracing / strapping installed as per designs, and be secured to the wall top plates according to the design.</li> </ul>   |   |
|  | <ul style="list-style-type: none"> <li>All roofing shall be installed as per the manufacturer's instructions.</li> </ul>  |   |

|   |  |
|---|--|
| <b>Additional Reference Material:</b>   |  |
| Spatial Separation Requirements: fire department response time meets 10-minutes or less in 90% of calls (applies to most cities, some larger towns with hybrid FD).   | BCB – SPATIAL SEPARATION – FDRT < 10 MINUTES |
| Spatial Separation Requirements: fire department response time DOES NOT meet 10-minutes or less in 90% of calls (applies to all RM's, resort villages, hamlets, many towns, and even parts of some cities). | BCB – SPATIAL SEPARATION – FDRT > 10 MINUTES |
| <b>When is an Engineer Required?</b><br>Professionally designed and sealed drawings, or drawings with professional engineer design review and sealed are required for the following conditions:             |  |
| When the municipality bylaw requires all foundations are designed by professional (engineer or architect).  |  |
| When the garage is more than 1200 ft <sup>2</sup> .   |  |

I understand that all information is required to be submitted before my permit application will be reviewed, and that incomplete applications will delay review of my permit application, and that a fee may be charged for incomplete applications.

I understand that *as the owner I am / the owner I represent* is ultimately responsible for compliance with the Construction Codes Act and the Saskatchewan Building Regulations:

Owner / Applicant:  
(Owner's rep)

Date:



# DETACHED GARAGE - PERMIT APPLICATION CHECKLIST

Applicant's Name: \_\_\_\_\_  
Project Street Address: \_\_\_\_\_

Please fill in all requested information and checkboxes to ensure a proper building code assessment can be completed prior to issuing a building permit.

GARAGE DIMENSIONS: \_\_\_\_\_ X \_\_\_\_\_

ROOF SLOPE: \_\_\_\_\_

ROOFING MATERIAL: \_\_\_\_\_

SHEATHING: \_\_\_\_\_

SPACING OF TRUSSES: \_\_\_\_\_

WALL CLADDING: \_\_\_\_\_

SHEATHING: \_\_\_\_\_

STUD FRAMING /  
SPACING: \_\_\_\_\_

ANCHOR BOLTS TYPE / SIZE /  
SPACING: \_\_\_\_\_

SLAB THICKNESS: \_\_\_\_\_

REINFORCING: \_\_\_\_\_

BASE PREPARATION: \_\_\_\_\_

FOUNDATION TYPE / SIZE: \_\_\_\_\_

ENTRANCE DOOR SIZE: \_\_\_\_\_  
( SHOW LOCATION ON SITE PLAN )

☐ GARAGE IS UNHEATED

☐ GARAGE IS HEATED:

CEILING INSULATION: \_\_\_\_\_

WALL INSULATION: \_\_\_\_\_

VAPOUR BARRIER: \_\_\_\_\_

INTERIOR FINISH: \_\_\_\_\_

HEATING SOURCE: \_\_\_\_\_

## SITE PLAN:

Please provide a site plan for this project showing your proposed Detached Garage. It is recommended that your proposal be drawn on **photocopied** Real Property Report or Surveyor's Certificate. Do not use your 'only copy' of these documents as the municipality is not responsible for lost or damaged reports.

The SITE PLAN should include the following:

- Size and location of proposed garage.
- Distance to all property lines.
- Distance to house.
- Dimensions of garage.
- Location of entrance door and overhead door.
- Lot dimensions and shape of lot.
- All other existing buildings, including area of house.

☐ Site Plan Attached

Prepared by



**Construction Code Authority**

**DETACHED GARAGE DEVELOPMENT CHECKLIST, PAGE 2**  
**CODE ARTICLES**

| <b>Item No:</b> | <b>Article NBCC 2015</b> | <b>Description</b>  |
|-----------------|--------------------------|---|
|                 |                          | <b>The following NBCC Article descriptions are summaries of the articles and sentences, not the actual NBCC 2015 code article.</b>  |
| 1.              | 9.19.1.2.                | The roof space is required to be vented with a minimum ventilation area of 1/300 of the insulated ceiling area. At least 25% of the required ventilation openings shall be located at the top of the roof space (ridge vents, dome vents near the peak, and / or gable end vents), and at least 25% of the openings shall be located at the bottom of the space (soffit).   |
| 2.              | 9.23.6.1.                | The garage walls shall be anchored to the slab with 1/2" anchor bolts spaced no more than 8' o.c., or 3/8" bolts spaced no more than 4' o.c. Anchor bolts are required at every corner, and adjacent to every door opening.   |
| 3.              | 9.23.12.3.               | If the overhead doors are located in a loadbearing wall (non-gable end), then the lintel (header) sizes are to conform to the span tables and requirements in 9.23.12.3., or be designed and specified using engineered lumber products.  |
| 4.              | 9.23.16.7.               | For truss spacing at 600 mm (24") o.c., and sheathing less than 12.5 mm (1/2"), the unsupported edges of the roof sheathing are required to be supported by H-clips, and solid blocking at the ridge.   |
| 5.              | 9.23.2.3.                | The wall bottom plates are required to be pressure-treated, or separated from the concrete with .05 mm polyethylene sheet.  |
| 6.              | 9.25.3.2.                | Polyethylene sheet used as air / vapour barrier must be 6 mil, and must conform to CAN / CGSB-51.34-M.  |
| 7.              | 9.27.3.3.                | All wall sheathing is required to be protected by a sheathing membrane (housewrap / building paper) installed as per the manufacturer's instructions for the specific finish or cladding. OSB and plywood are not suitable exterior finishes.   |
| 8.              | 9.35.3.1.                | <p>The thickened edge slab construction must meet the following requirements:</p> <ul style="list-style-type: none"> <li>a) Garage area &lt; 55 m<sup>2</sup> (592 ft<sup>2</sup>): 8" deep x 12" wide r/w 2 rows – 10M continuous;</li> <li>b) Garage area &gt; 55 m<sup>2</sup> (592 ft<sup>2</sup>) / truss span &lt; 32 ft: 12" deep x 12" wide r/w 3 rows – 15M continuous;</li> <li>c) Truss span &gt; 32 ft: Structural engineer's design required.</li> </ul> <p>Designs a) &amp; b) are generally accepted thickened edge slab details for a detached garage. However, actual site conditions and soil conditions may require alternative foundation construction. It is the owner's responsibility to ensure the foundation construction is suitable for all site and soil conditions. A professional designer may be required for the foundation design.</p> |