

## **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

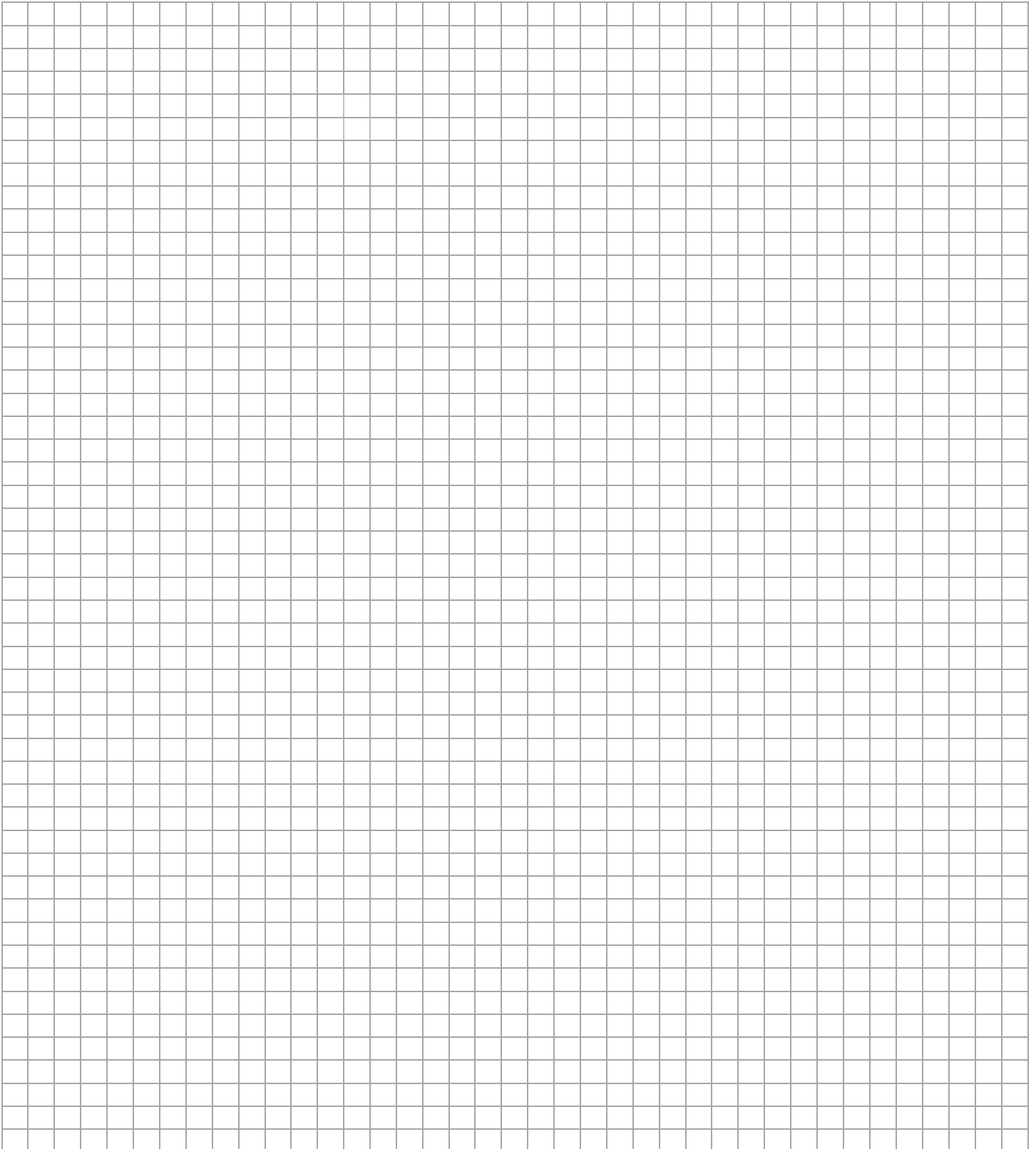
**Mobile Homes:** C.S.A.Z240 Approval Number (from Black and Silver Sticker)

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.

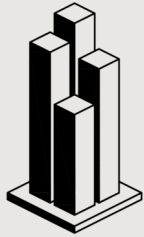
**VILLAGE OF DEBDEN**  
— SASKATCHEWAN —  
SITE PLAN / VICINITY MAP



## Additional Information

Please reference which section the additional information is referring too.

[illegible]



## Guidelines for New Secondary Suites - 2015 NBCC

These guidelines apply in the following situations:

- when developing a new secondary suite in an existing one-unit dwelling, and
- when developing a new secondary suite in a new one-unit dwelling.

This Bulletin is meant to serve as a guideline for some of the key safety concepts for secondary suite development, other regulations will apply.

Article NBCC 2015	Summary
9.1.2.1.	The total <i>floor area</i> of a <i>secondary suite</i> shall be not more than 80% of the total <i>floor area</i> of all <i>storeys</i> of the other <i>dwelling unit</i> (excluding the garage and common spaces), up to a maximum of 80 m <sup>2</sup> .
6.2.3.9.	Air cannot be vented from one dwelling unit to another. If a forced air heating system is being used, then each dwelling unit requires its own furnace. Alternately, a furnace could be used for the heating system of one suite, and a non-forced air heating system can be used to heat the second suite (ie. electric, boiler). Also, a single central ventilation system cannot be used to provide ventilation to both dwelling units. If a suite has no forced-air heating system, than fresh air is required, and shall be distributed directly to bedrooms and the main living area.
9.5.3.	Ceiling heights shall be a minimum of 1.95 m (6'-4-3/4"); ceiling heights under beams and ductwork shall be a minimum of 1.85 m (6'-0 3/4").
9.9.10.1.	At least one window in each bedroom shall provide an unobstructed opening with a total area of not less than 0.35 m <sup>2</sup> (3.77 f <sup>2</sup> ) and with not dimension less than 380 mm (15 inches).
9.10.9.14.	Each dwelling unit must be separated from the other (vertically and horizontally) by a smoke tight barrier of not less than 12.7 mm drywall and construction that provides a minimum sound transmission classification rating of 43. This includes the ceiling of common spaces (i.e. furnace room).
9.11.2.1.	The required STC of 43 can be achieved with the following construction: The floor joist spaces must be filled with sound-absorbing material of not less than 150 mm thickness. The stud spaces must be filled with sound-absorbing material. Resilient channels (sound bar) must be installed at maximum 600 mm o.c. at the underside of the floor joists, and on at least one side of all separation walls.
9.9.4.2.	Each dwelling unit must have one of the following exit facilities: one separate exit, or one common exit at grade level. Any common exits must be separated from the dwelling units by a smoke tight barrier of not less than 12.7mm
9.10.9.3..	Doors from shared exits or common areas into dwelling units shall be minimum 45 mm thick solid core wood doors and be equipped with a latch and a self-closing device.



Article NBCC 2015	Summary
9.10.19.	Electrically operated and interconnected smoke alarms are required on all floor levels of each suite, and shall be installed in every bedroom, as well as in the hallway or living space serving the bedrooms for each suite. Common areas shall also be protected by smoke alarms (i.e. furnace room). <b>ALL SMOKE ALARMS WITHIN THE ENTIRE BUILDING ARE TO BE INTERCONNECTED.</b>  In the case of a new secondary suite in an existing dwelling, retro-fitting the existing dwelling unit bedrooms with interconnected smoke alarms is required.
9.32.3.9.	Carbon monoxide alarms shall be installed at or near the ceiling (as per manufacturer's instructions) in each bedroom, or within 5 m (16'-5") of each bedroom door. Properly located combination smoke / CO alarms will likely achieve this requirement.
9.32.	Section 9.32. "Ventilation" applies to each dwelling unit separately. The secondary suite bathroom requires an exhaust fan (can be HRV exhaust intake). Fresh air is required to be distributed directly to the bedrooms and main living area. If the suite heating system is not a forced-air system, than fresh air shall be provided directly by an alternative system (i.e. HRV for the suite).

#### Secondary Suites - Defined

*Secondary suite* means a self-contained *dwelling unit* with a prescribed *floor area* located in a *building* or portion of a *building* of only *residential occupancy* that contains only one other *dwelling unit* and common spaces, and where both *dwelling units* constitute a single real estate entity. (See Appendix A and Article 9.1.2.1. of Division B.)

#### A – 1.4.1.2.(1) - Secondary Suite

A secondary suite is a self-contained dwelling unit of a prescribed maximum total floor area that is part of a building containing not more than two dwelling units (including the secondary suite) and any common spaces such as common storage, common service rooms, common laundry facilities or common areas used for egress. Secondary suites are typically created within an existing single dwelling unit—commonly called a “house”—either constructed as an addition to an existing house or incorporated during the construction of a new house. A secondary suite may have more than one storey and may be on the same level as the principal dwelling unit of the house or be above or below it.

Examples of buildings where secondary suites are permitted include individual detached houses, or where the secondary suite is located in a portion of a building, semi-detached houses (half of a double) and freehold row houses.

Where a building has multiple occupancies, the secondary suite can only be created in a portion of the building that is of residential occupancy. Apartment buildings have more than two dwelling units and are therefore not permitted to have secondary suites.

Neither dwelling unit in a house can be strata-titled or otherwise subdivided from the remainder of the house under provincial or territorial legislation. This means that both dwelling units are registered under the same title.