

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 ft² 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.

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.

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

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	A SITE PLAN IS REQUIRED FOR ALL PROJECTS	
	<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 www.ccask.ca
	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 in 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 & compliance with the information & 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

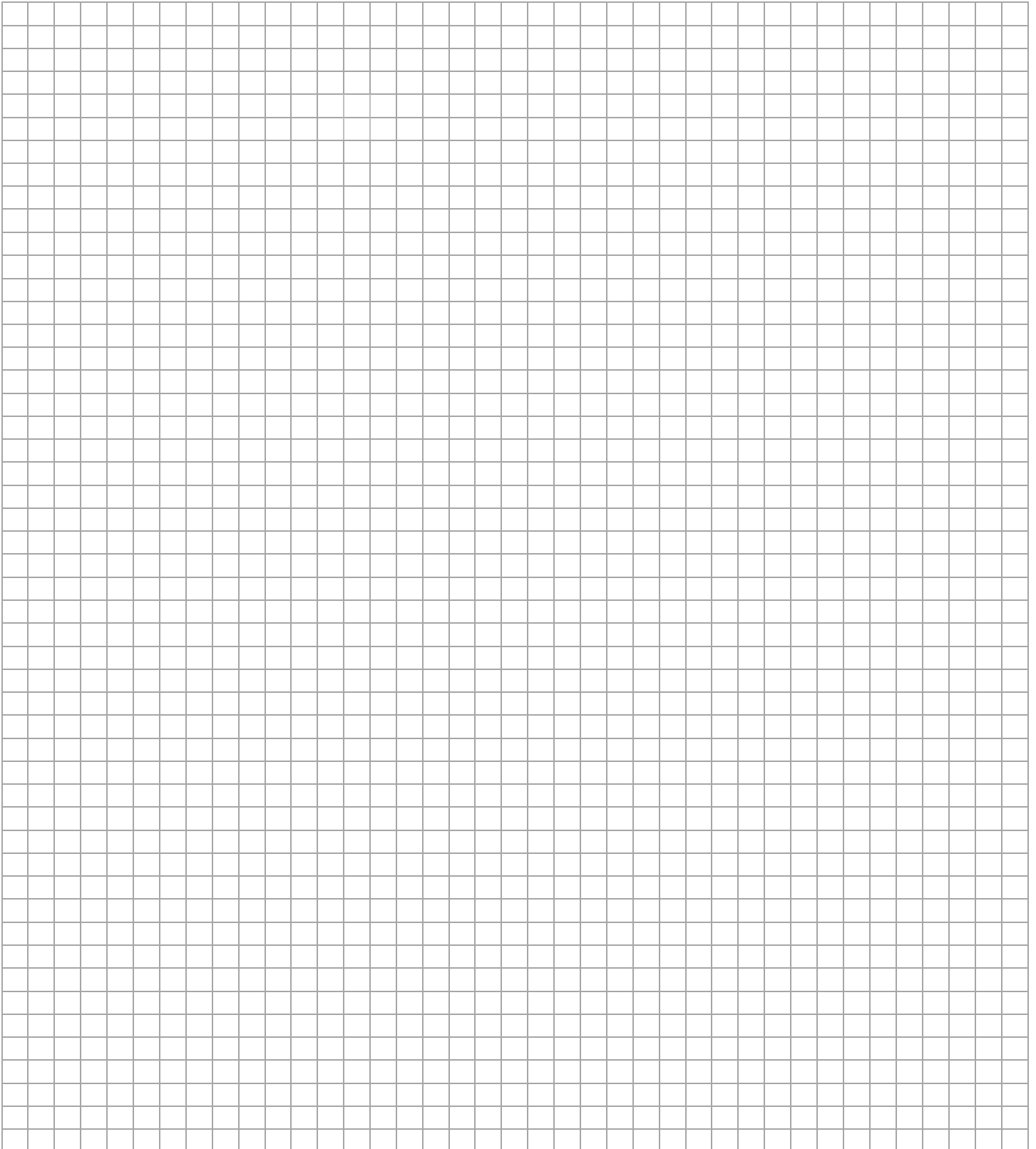
Mobile Homes: C.S.A.Z240 Approval Number (from Black and Silver Sticker)

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]

**SHED & SMALL GARAGE**
(less than 592 ft²)

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
R E Q U I R E D	<input type="checkbox"/>	Permit Application: Ensure all contact info including email address is provided. 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"/>	Site Plan <ul style="list-style-type: none"> Lot dimensions and shape, Size, shape and location existing house and other buildings, All dimensions from proposed garage to property lines (ok to 'guess' if distance is very large), North direction arrow. 	SAMPLE SITE PLAN
	<input type="checkbox"/>	Construction Details Fill out and submit the Shed 'fill-in-the-blanks' worksheet.	SHED / SMALL GARAGE – FIB WORKSHEET
	Width: _____ ft Length: _____ ft Height: _____ 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"> 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. 	
		<ul style="list-style-type: none"> Anchorage? Size threshold for ground anchors?? 	
		<ul style="list-style-type: none"> All structural framing components (mud sills, skids, joists, sheathing) within 6" of grade is required to be pressure-treated (not just outdoor treated wood). 	
		<ul style="list-style-type: none"> 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. 	
		<ul style="list-style-type: none"> 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. Stick-frame roofing components shall comply with all NBC or CWC spans, and all NBC structural and framing requirements, and are shown on the attached construction designs. 	
	<ul style="list-style-type: none"> All roofing shall be installed as per the manufacturer's instructions. 		

Additional Reference Material:	
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
When is an Engineer Required? 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).	

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: _____

SHED- PERMIT APPLICATION CHECKLIST

Applicant's Name: _____ Please fill in all requested information and checkboxes to ensure a proper building code assessment can be completed prior to issuing a building permit.

Project Street Address: _____

DIMENSIONS: _____ X _____

ROOF SLOPE: _____

ROOFING MATERIAL: _____

SHEATHING: _____

SPACING OF TRUSSES: _____

WALL CLADDING: _____

SHEATHING: _____

STUD FRAMING /
SPACING: _____

WALL
HT: _____

BASE PREPARATION: _____

SKIDS SIZE & SPACING: _____

FLOOR JOIST SIZE & SPACING: _____

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

CONSTRUCTION
CODE
AUTHORITY

