

ECONOMIC DEVELOPMENT

SECTION X

A GUIDE TO

**BUILDING PERMITS**

*Resolution #344/November 2021*

**Introduction**

New structures may be built on developed lots available for purchase from the Town, on vacant infill lots, or where structures currently exist in areas zoned for development. The different zones dictate the type of building that may be constructed. Policy regarding the sale of lots and properties is available on request.

All Structures must meet minimum standards as set out in the National Building Code of Canada (1995). The owner of the building is responsible for conformance but may have a contractor act on his/her behalf.

When building or altering a structure, the owner is required to obtain a building permit. In some instances, a demolition permit is also required. Required permits are obtained through the Town Office.

Applications will be reviewed by the Development and Properties Committee to ensure conformance to applicable Town Bylaws. Applications will then be forwarded on to the Town's building inspector to be reviewed for compliance with National Building Code (1995). A permit is only valid for the plans submitted. Deviations to plans must be approved by the Building Inspector prior to the change taking place on the construction site.

**Permits**

Prior to construction, a building permit must be issued. It is the property owner's responsibility to ensure that a permit is applied for by either the owner or an agent acting on his/her behalf. Plans must be submitted with the permit application before the application will be considered. A list of documents required is listed further in this guide.

**Permit Fees**

The rate charged by a person, firm or corporation employed under contract to the Town

Demolition or removal permits	\$100.00 plus applicable Restoration Deposit
	\$45.00 garages/sheds
Fences	\$50.00 Line Locate
Administration Fees	\$45.00

Building permits serve several purposes. They maintain uniformity in building placement along established site lines. Issues regarding public safety are met by insuring conformance to applicable regulations. The value of existing properties in the area of the proposed development is maintained. Permit Fees are calculated based on the value of construction. In the event that a structure must be removed prior to construction, a *Demolition Permit* is required.

**Property Lines**

If placement of the building is questionable within the boundaries of the property the property owner shall be required to have a legal survey performed to ensure the Zoning Bylaw is adhered to. Town property line locates are not a legal survey.

## A Guide to Building Permits Cont'd

### Documents Required with the Building Permit Application

For new construction or a major alteration to an existing dwelling, additional information is needed before a building permit will be issued. A minimum of one (1) set of complete construction drawings are required for plan review. The Town will retain these drawings for its records. A minimum set of construction drawings includes:

**Site Plan** – showing the location of the principal structure, any accessory buildings, decks, or covered structures, road access design, water and sewer service connection plans, etc

**Floor Plans** – showing all room dimensions, wall types, window and door schedules and room finish schedules.

**Building Elevations** – showing exterior finishes (all views), finished grade level, windows, doors, stairs, chimneys, etc.

**Sections** – showing building and wall sections (all construction materials), grade level, floor heights, stair sections.

**Structural Drawings** – showing foundation plan (type, size & dimensions), floor plans, columns, bearing walls, stairs, ramps, roof plan and structural details.

Each drawing page is required to contain the name of the owner, the name of person completing the drawings, and the civic address.

### Required Inspections

A building will be inspected several times during its construction. **It is the responsibility of the owner or his/her agent to arrange for required inspections.** If work requiring inspection is covered up, the financial burden of uncovering the work and its replacement is the owner's responsibility.

Typical inspections required are (but not limited to):

- Footings
- Framing
- Insulation
- Final (occupancy)

A set of construction drawings must be on site at all times during construction. Any changes must be inked in red. The Building Inspector may visit a site at any reasonable hour without notice.

The installation of a fireplace or solid-fuel burning appliance in an existing building must be carefully considered. Check with fire officials regarding the National Fire Code of Canada and the insurance provider for additional requirements. The operation of a fireplace or other solid fuel burning appliance may cause spillage of non-direct vent gas appliances and improvements to the home's ventilation system may be required.

A building permit is required if the structure is altered to accommodate installation of the fireplace or solid-fuel burning appliance.

## A BUILDING PERMIT IS REQUIRED FOR:

- New building construction
- Structural change
- Building demolition
- Swimming pools (installing or removing) in ground/permanent fixture
- Building repairs or renovations
- Interior alterations
- Exterior landings that are greater than 2.25m<sup>2</sup> (25ft<sup>2</sup>) in area and/or landings that are 600mm (24in.) or more above grade level
- Accessory buildings that are greater than 10m<sup>2</sup> (107ft<sup>2</sup>) in floor area
- Decks that are more than 200mm (8in.) above grade
- Roof enclosure over an existing or new deck
- Structural change in a roof
- Moving in any structure

**All wood burning appliances, decks and basement rooms that are not included in the approved Building Permits will require a separate permit.**

**NOTE:** It is the responsibility of the owner to locate all utility lines and easements. Check with Land Titles and Utility companies.

**NOTE:** The plumbing system shall not be constructed, extended, altered, renewed or repaired unless a plumbing permit has been obtained. For plumbing permit information call (306) 287-3224.

**In order to have your building permit passed by Town Council, packages must be completed in full and submitted to the Town Office the Friday prior to a scheduled regular council meeting. No construction shall start until Building Permit is obtained.**

\*Municipality may accept any excess materials in the form of dirt, clay, etc. when excavating site.

# A BUILDING PERMIT IS NOT REQUIRED FOR:

- Fences, driveways and sidewalks, but may require a line locate
- Cosmetic repairs such as paint or minor repairs to exterior finishes
- Replacing doors and windows in existing openings; unless the structure is altered (Note: the installation of “bay”, “bow” or “box” windows require a permit)
- Replacing siding on a one to four unit dwelling

**NOTE:** It is the responsibility of the owner and contractor to ensure all work carried out is in accordance with the National Building Code and the Zoning Bylaw even though a permit may not be required.

## RESIDENTIAL STRUCTURES

As per Zoning Bylaw 2012:

All residential structures must be at least 20 ft from the front property line unless otherwise stated.

All buildings must be 4 ft from the side property line

## COMMERCIAL STRUCTURES

Refer to Town Office

Town of Watson

Box 276 Watson, Saskatchewan, S0K 4V0 306-287-3224

Building Permit Application

Date: \_\_\_\_\_ Building Permit Number: \_\_\_\_\_

Erect  Demolish  Move-In  Renovate

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Owner: \_\_\_\_\_ Civic Address: \_\_\_\_\_

Contract With: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Application for a permit to:

\_\_\_\_\_  
\_\_\_\_\_

Size of Building: a) House \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Garage \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Deck \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Other \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Size of Lot (frontage) \_\_\_\_\_ Number of Stories \_\_\_\_\_

Basement \_\_\_\_\_

Estimated Cost: House \$ \_\_\_\_\_

Garage \$ \_\_\_\_\_

Deck \$ \_\_\_\_\_

Renovation \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL:**

**Regulations that must be adhered to:**

- a) No work is to be undertaken until application has been approved and a permit issued by the Town.
- b) The undersigned agrees to comply with all Zoning, Building, Fire, Health, and any other Provincial codes and to comply with any **caveats** or **liens** registered against said lands or property.
- c) No excavation may be started until location of foundation is approved by the building inspector.
- d) A copy of the floor and building plans must be submitted upon request of the Town's CAO. For move in permits, at least two (2) photos of the building must be attached to the application.
- e) The elevation of the residence shall be specified by the building inspector to be above the sidewalk and the builder must notify the inspector prior to pouring footings in order that the inspector may verify the elevations.
- f) Sask Power and SaskTel must be notified prior to construction to locate underground services.
- g) The undersigned agrees that the construction, demolition, move-in or renovation will be completed within six (6) months of the date of issue of the permit and they will clean up all debris and material resulting from the work. Failure to comply with site cleanup and/or repairs to Town property/infrastructure will result in the loss of any deposits.
- h) When moving a building in or out of the Town, the route must be accompanied with the permit.
- i) Construction is completed when all the painting, siding and roofing is finished. Used material may only be used with permission of the Inspector and all conditions stipulated by the Inspector are adhered to.
- j) No building can be permanently occupied until a final inspection is completed by the Building Inspector and an occupancy permit is issued.

**SUBCONTRACTORS AND SUPPLIERS OF MATERIALS**

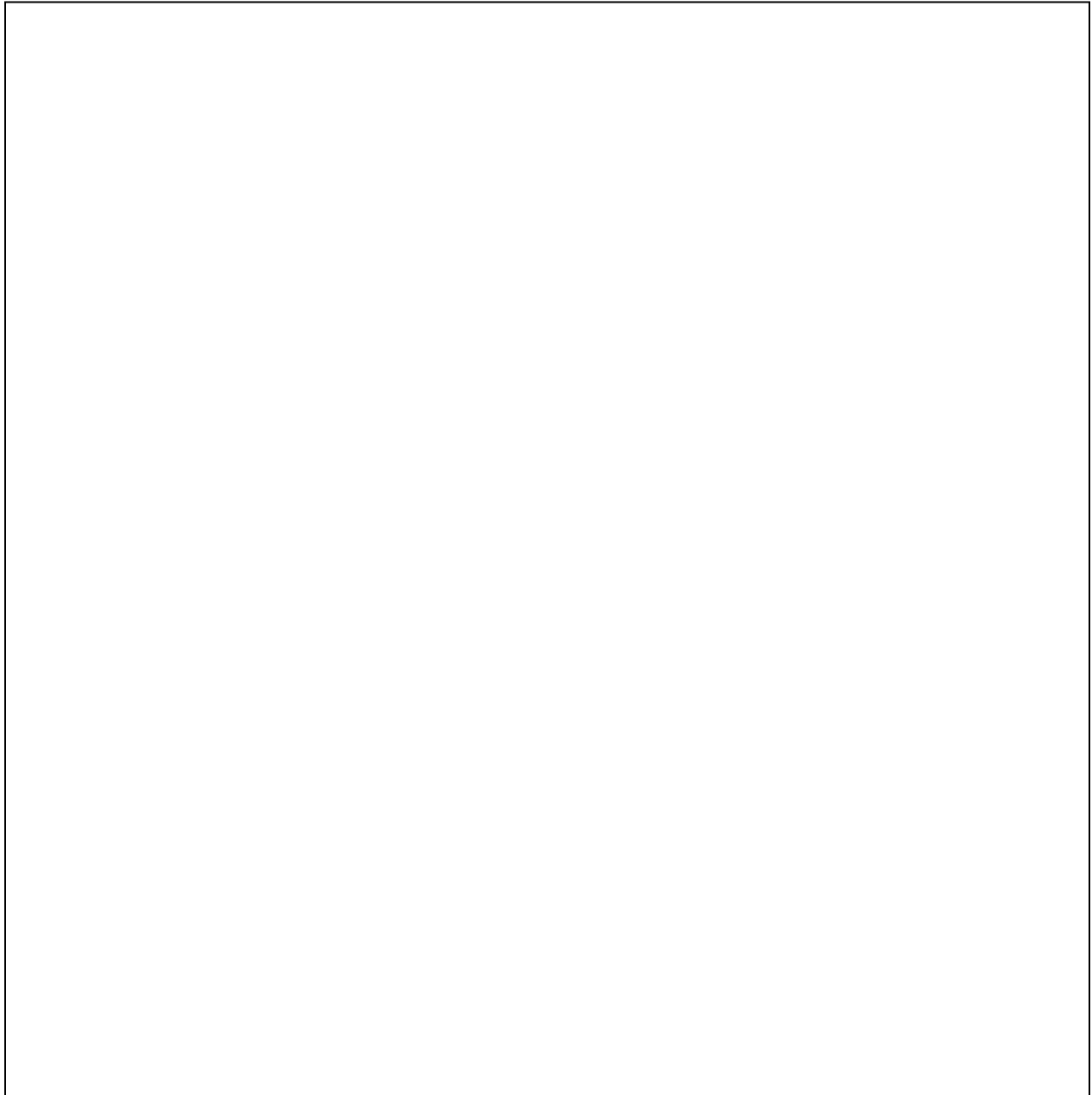
Application Has \_\_\_\_\_ Approved

Excavation: _____
Cement: _____
Roofing: _____
Siding: _____
Insulators: _____
Drywall: _____
Floor Covering: _____
Masonry: _____
Eavestroughing: _____
Plumbing: _____
Electrical: _____
Painting: _____
Cabinets: _____
Fireplace: _____
Other: _____

<b>Request for Building and Occupancy Permit</b>	
I hereby acknowledge that I have read this application and state that the information contained herein is correct and agree to comply with all Town Bylaws and/or Provincial laws regulating Building and Occupancy.	
It is being expressly understood that the issuing of a Permit does not relieve the applicant from complying with all bylaws though not called for in the specifications or shown on plans and/or applications submitted. The Building shall not be occupied until such time as an occupancy permit is issued to the owner.	
Owner or Authorized Agent	
_____	_____
(Please Print)	(Signature)
Date: _____	

## PROPOSED DEVELOPMENT – SITE PLAN SKETCH

Legal Description: \*Lot(s) \_\_\_\_\_ \*Block \_\_\_\_\_ \*Plan \_\_\_\_\_ Roll No \_\_\_\_\_



**Please use the above square to represent the following features in your site plan:**

Identify all existing and proposed features (natural and built) on lot; mark distances between existing/proposed structures and between property boundaries; indicate property dimensions and proposed setbacks; all existing and proposed landscaping and fencing; all existing and proposed accessway(s); all existing and proposed surface materials.

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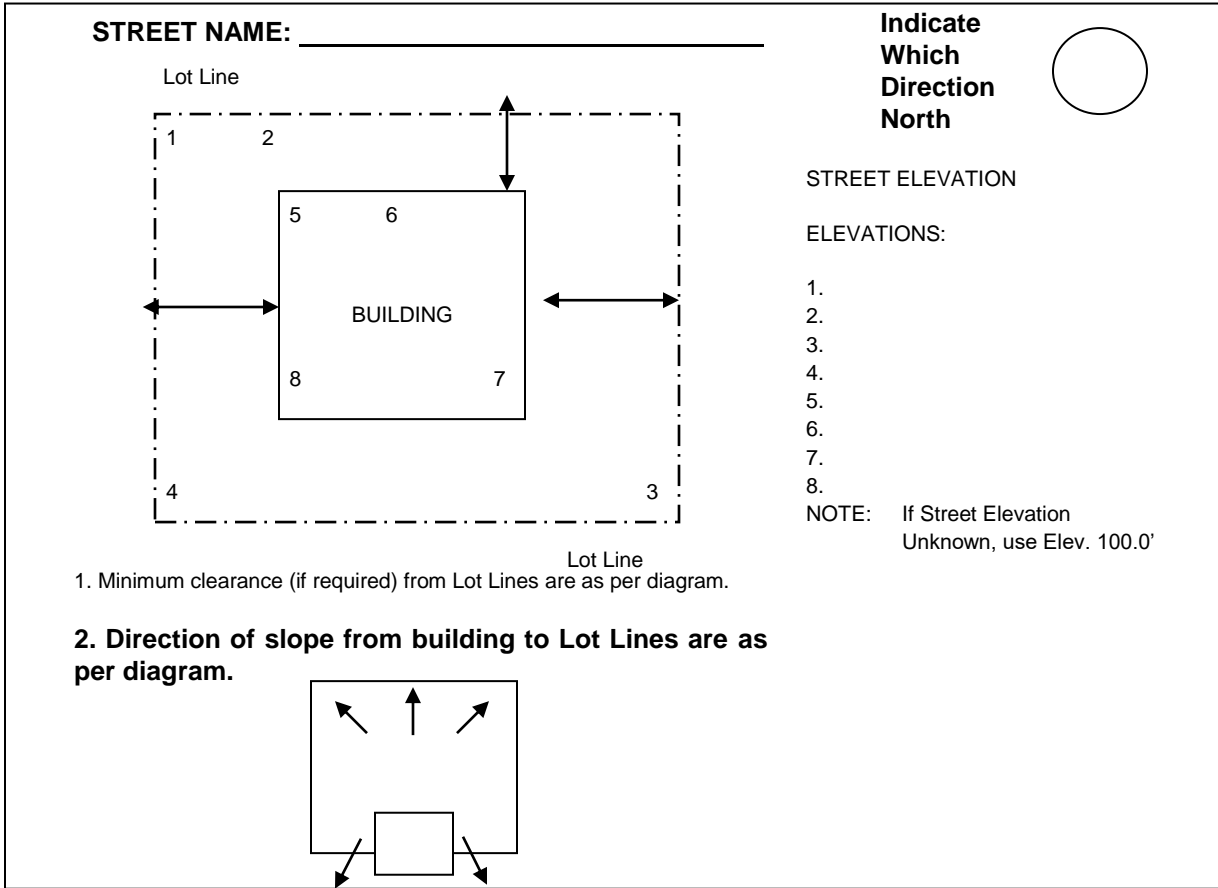
**Fields marked with an asterisk (\*) must be filled**

Town of Watson, Saskatchewan

BUILDING PERMIT # \_\_\_\_\_

Permission is hereby granted to \_\_\_\_\_  
to \_\_\_\_\_ a building to be used as a \_\_\_\_\_  
on civic address or location \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ in accordance with the  
application dated \_\_\_\_\_. **This permit expires six months from the date of  
issue if work is not commenced within that period or if work is suspended for a period of  
six months, unless otherwise authorized by the local authority or its authorized  
representative.** Grade lines of the building site are to be as indicated below and as shown on  
the diagram.



**This permit is issued subject to the following conditions:**

\_\_\_\_\_  
\_\_\_\_\_

Any deviation, omission or revision to the approved application requires approval of the local authority or its authorized representative.

Estimated value of construction \$ \_\_\_\_\_ Permit fee \$ \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative



Town of Watson  
Box 276 Watson, Sask. S0K 4V0 306.287.3224

**Demolition or Moving Permit # \_\_\_\_\_**

Permission is hereby granted to \_\_\_\_\_ to  
\_\_\_\_\_ Demolish OR \_\_\_\_\_ Move

A building now situated on

Civic Address or location \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

To

Civic Address or location \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

OR

Out of the municipality \_\_\_\_\_

In accordance with the application dated \_\_\_\_\_, 20\_\_\_\_. **This permit expires six (6) months from the date of issue.**

This permit is issued subject to the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any deviation, omission or revision to the approved application requires approval of the Chief Administrative Officer or Council for the Town of Watson.

Permit Fee \$145.00

Deposit Fee \$ \_\_\_\_\_

Mobile Homes without a basement \$1000.00

Residence 0-999 sq ft \$2500.00

1000-1499 sq ft \$3500.00

1500-2499 sq ft \$4500.00

2500 sq ft and up \$10,000.00

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer