

Building Permits

The owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the building standards (current edition of National Building Code as adopted).

Construction Requirements ~ Section 8 of the UBAS Regulations (the Regs)

Part 3 Projects – the owner shall have an architect or engineer complete the design or design review of the building and all building structures. Part 3 projects require the services of a Class III Building Official. Part 3 projects include, but not limited to, any care occupancy, assembly occupancy, high hazard industrial occupancy, buildings larger than 600m², and 3 storeys or more in height.

Part 4 Structures – the owner shall have an architect or engineer complete the design or design review of the structure, an inspection of construction of the structure to ensure compliance with the design and the review required by the Code. Part 4 projects require the services of a Class III Building Official.

Part 9 Project – the owner shall ensure that a competent person acceptable to the appropriate local authority has designed or reviewed the design of the building. Part 9 projects require the services of any class building official.

Building Permits ~ City of Weyburn Bylaw 2012.3241

A permit is required whenever work regulated by the Act and Regulations is to be undertaken and shall include, but not be limited to:

- ✚ New building construction, including garages, decks and mobile homes;
- ✚ Structural changes to existing buildings;
- ✚ New and ready to move (RTM) buildings
- ✚ Demolition, repair, relocation, alteration or addition to an existing building or structure;
- ✚ Change of occupancy or use of an existing building;
- ✚ Accessory buildings larger than 10m² (100 ft²)
- ✚ Decks over 1200mm (12”) above grade, and roof enclosures over existing or new decks; and
- ✚ Basement development in existing or new buildings

No owner or agent of the owner shall work or authorize work or allow work to proceed on a project for which a permit is required, unless a valid permit exists for the work to be done. The owner and agents of the owner shall ensure that work regulated by the bylaw is completed in conformity with applicable codes, regulations, standards and any municipal bylaws.

If the scope of the proposed work requires the technical expertise of an Architect or Professional Engineer the Building Official may require, as a condition of the application, that all of the drawings and specifications, or any part thereof, be prepared, reviewed, sealed and signed by the Architect or Engineer who shall be registered in the Province of Saskatchewan.

Application for Building Permit

Building permit applications can be made a City Hall, Planning and Development Department, faxed or e-mail, along with the application form. Plan review will be completed for all projects to ensure compliance with the Code as well as any applicable municipal bylaws such as the Zoning Bylaw.

Information required to be submitted for permit

- # Site plan showing the existing buildings on site as well as the located of the proposed project complete with all dimensions as well as setback distances to the property lines.
- # Foundation Plan – show the location and dimensions of walls, beams, columns, piles, footings and all other construction details and materials;
- # Cross Section Plan – showing the details of construction for all exterior walls, floor systems, interior walls, roof system and exterior finish;
- # Floor Plan – show the location and dimensions of all labelled rooms, location of windows and doors. The floor plan shall also include the electrical plan showing smoke and carbon monoxide detector locations;
- # List of all contractors who will be involved in the project;
- # Estimated construction value of the project; and
- # Anticipated start and completion date
- # Additional information may be required by the Building Official in order to complete a thorough review to ensure compliance with the Code.

Please Note that NO development shall proceed, nor building permit application be made, without a Development Permit except for:

- # Maintenance or repair work where a building permit is not required;
- # Temporary facilities required for the duration of development operations in which a development permit has been approved;
- # Accessory buildings less than 75m²; or
- # Fences;

An approved **building permit** for a detached, semi-detached or duplex dwelling unit shall also constitute as a development permit.

Important Note: *Some plan reviews may take several weeks before approval can be granted so please take that into consideration when planning or scheduling your project and ensure all necessary approvals are in place prior to building permit application to avoid further delay.*

Building Permit Fee Schedule

Permit fees shall be paid at time of application or upon issuance of the said building permit.

Calculation of fees is based on \$5 / \$1,000 of construction value with a minimum permit fee of \$50 for Part 9 projects and a minimum fee of \$2,000 for Part 3 projects. The penalty for beginning a project without a permit is double the applicable permit fee.

For a more information regarding the building permit application process please contact Amanda Kaufmann, Licensed Building Official at akaufmann@weyburn.ca.