

BUILDING PERMITS

The owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, 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 are not limited to, any care occupancy, high hazard industrial occupancy, buildings larger than 600m², and 3 stories more in height.

Part 9 Projects: 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 service of any building official.

BUILDING PERMITS – CITY OF WEYBURN BYLAW 2023.3462

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
- Basement development in existing or new buildings

No owner or agent 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 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 at City Hall and are also available online at <https://weyburn.ca/application-forms/>.

INFORMATION REQUIRED TO BE SUBMITTED:

- Site plan showing the existing buildings on site as well as the location of the proposed project complete with all dimensions as well as setback distances to property lines
- Foundation Plan -show the location & 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
- Anticipated start and completion date
- Approximate construction value
- Additional information may be required by the Building Official

PLEASE NOTE: Some plan reviews can take up to 2 weeks or more 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 (<https://weyburn.ca/wp-content/uploads/2024/02/Building-Planning-2024-Fee-Schedule.pdf>)

Fees are based on \$7/\$1000 of construction value. Minimum permit fee of \$100 for Part 9 projects and \$2000 for Part 3 projects. The penalty fee for beginning a project without a permit is double the application permit fee.

Contact the Building Department at 306.848.3223 or building@weyburn.ca for more information.

