

New Construction/Additions/ Attached Garages

Included in package:

1. **Development Permit Application**-Fee \$200.00 & \$500.00 Security Deposit
 - Indicate the location- Civic address and Beach or Legal Land Description
 - The Applicant contact information
 - The property owner name (if different than the applicant)
 - The proposed development – i.e. construct new dwelling with attached garage and decks.
 - Date and sign form
 - Include with the development permit 1 set of blue prints and if piles are being used we require that you have a stamped engineered plan drawn for them
 - Before the building permit is issued we require that you to submit a Real Property Report and if screw piles are used the Pile log that is printed during installation will need to be submitted as well. Please insure your installer has the equipment to print this report.

2. **How to draw a site sketch** (sample attached)
 - Indicate north with an arrow
 - Location of all four property pins
 - Indicate the road and /or the lake
 - Location and size of all existing and proposed buildings and structures including all front, sides and rear setbacks
 - Location and size of access to site including parking plan (must have parking area for two vehicles).
 - The method and location for onsite sewage disposal facilities and for water/well

3. **How to draw a drainage and landscaping plan** (sample attached)
 - Clearly demonstrate site development will not adversely affect adjacent properties
 - Clearly demonstrate natural drainage patterns will not be affected
 - Landscaping plans shall provide for soft landscaping features in an area that comprises 30% of the total area of the site, add to that the maximum prescribed area of the building site coverage area then hard landscaping features could comprise the remainder of the site. Zoning Bylaw 4.16(1)

4. **Building Permit Application**-Fee \$.55 a square foot for principle building and \$.30 a square foot for decks.
 - Fill in all applicant & property owner information as required
 - Fill in all information relating to size/dimensions, square footage, material , and estimated value of construction

- Date and sign form
5. **Contractor/Subcontractor list**- The contractor list must state all contractors from site preparation to the completion of your project. All contractors you hire must be licensed to do business in the District of Lakeland #521. A list of licensed contractors can be found on our website at www.lakeland521.ca under the Business Directory. It is the home owners’ responsibility to ensure that all contractors hired have a business license or have them contact our office to obtain a business license.

 6. **R1 residential Zoning bylaw attachments and definitions**
 - Table 6-1: R1 High Density Residential District Zone. This table projects the minimum site size and yard requirements, minimum floor areas, building height and maximum site coverage for a principle dwelling and accessory buildings.
 - *The maximum site coverage is the portion of the site that includes all roofed areas of all buildings including porches, verandas, garages, carports, membrane covered structures and all accessory buildings, decks, footpaths, driveways, steps, landings, in ground swimming pools, and other impervious surfaces.***(BYLAW NO. 15-2012)**Maximum site coverage in R1 Residential zoning is 50%
 - Definition for front and rear yards is as follows:

<u>Lakeshore sites</u>	<u>Non Lakeshore sites</u>
“Front yard is the roadside”	“Front yard is the roadside”
“Rear yard is the lakeside”	“Rear yard is the backside”

 7. **List of inspections**- The list of when inspections are required is attached. Remember to give the inspector at least 24 hours’ notice to book inspections

 8. **Permit Issuance** – The District of Lakeland #521 will contact you once the permit is ready to be picked up. The Development Department will respond to your application within 10 business days. A Conditions List must be read and signed by the property owner or an agent acting on his behalf. The property owner or agent will be responsible to ensure all contractors are informed of conditions pertaining to permits issued.

General Information

- **Parking** – The District now requires each residential lot to have 2 parking spaces.
- **Lighting** – *Council shall require that site and other outdoor lighting for new residential construction incorporate principles, techniques and standards consistent with the current version of the International Dark Sky Lighting Code Handbook for outdoor lighting in the **EI Environmental Lighting Zone**, as defined by the International Commission on Illumination. (**BYLAW NO. 14-12**). The web address is www.darksky.org*

- **Real Property Report** – This is required after the foundation is poured or in the case of screw piles, after they are installed. A surveyor of your choice will come out and record all structures on your property and show the measurements to the lot lines.
- **Septic Tanks & Plumbing Permits** – These applications can be obtained from the District office.
- **Wells** – If you are planning on digging a well you will need a Development Permit from the District.

Reports to be submitted to the District office

- 1) A stamped plan from the manufacturer of engineered joists, if they are to be used, which should include all required blocking, point loading, web stiffeners and any other recommendations from the manufacture.
- 2) A stamped plan from the manufacturer of truss rafters, if they are to be used in your project. Homemade truss rafters are not permitted to be used in new construction according to the NBC. Manufactures must include all required bracing and blocking.
- 3) If metal/steel piles are to be used, an engineered plan must be submitted to the District office and a field sheet provided once the piles are installed.

Any modification to any of these plans must be approved by the manufacture or a structural engineer licensed in Saskatchewan.

Permits will not be issued and work cannot be started until these reports are turned in and approved by the District office.

PLEASE SHARE THE ABOVE INFORMATION WITH YOUR CONTRACTOR

DISTRICT OF LAKELAND NO.521 APPLICATION NO. _____ 20 _____

Development Permit Application

Date _____ 20____

Land Description: Civic Address _____ Beach _____ or
_____ Quarter Section _____, Twp. _____, Rge. _____, M _____

Applicant Name: _____

Mailing Address: _____

Contact Information: Home () _____ Work () _____ Cell () _____
Fax () _____ Email _____

Property Owner: _____
(If different than Applicant)

As per the National Building Code, all screw piles must be stamped by an Engineer. The District is requesting the Field Report for all screw piles; to be submitted with the Real Property Report. Failure to submit either of these documents will result in the office withholding issuance of the Building Permit.

Proposed Development: _____

(Attach Site Sketch)

Applicant's Signature: _____

Development Permit

Decision Permitted Use – Approved - Date: _____ Denied – Date: _____

Discretionary use – Approved by Resolution No. _____,

Subject to the following conditions/reasons: _____

This permit expires _____
one year from the _____
date of issuance _____

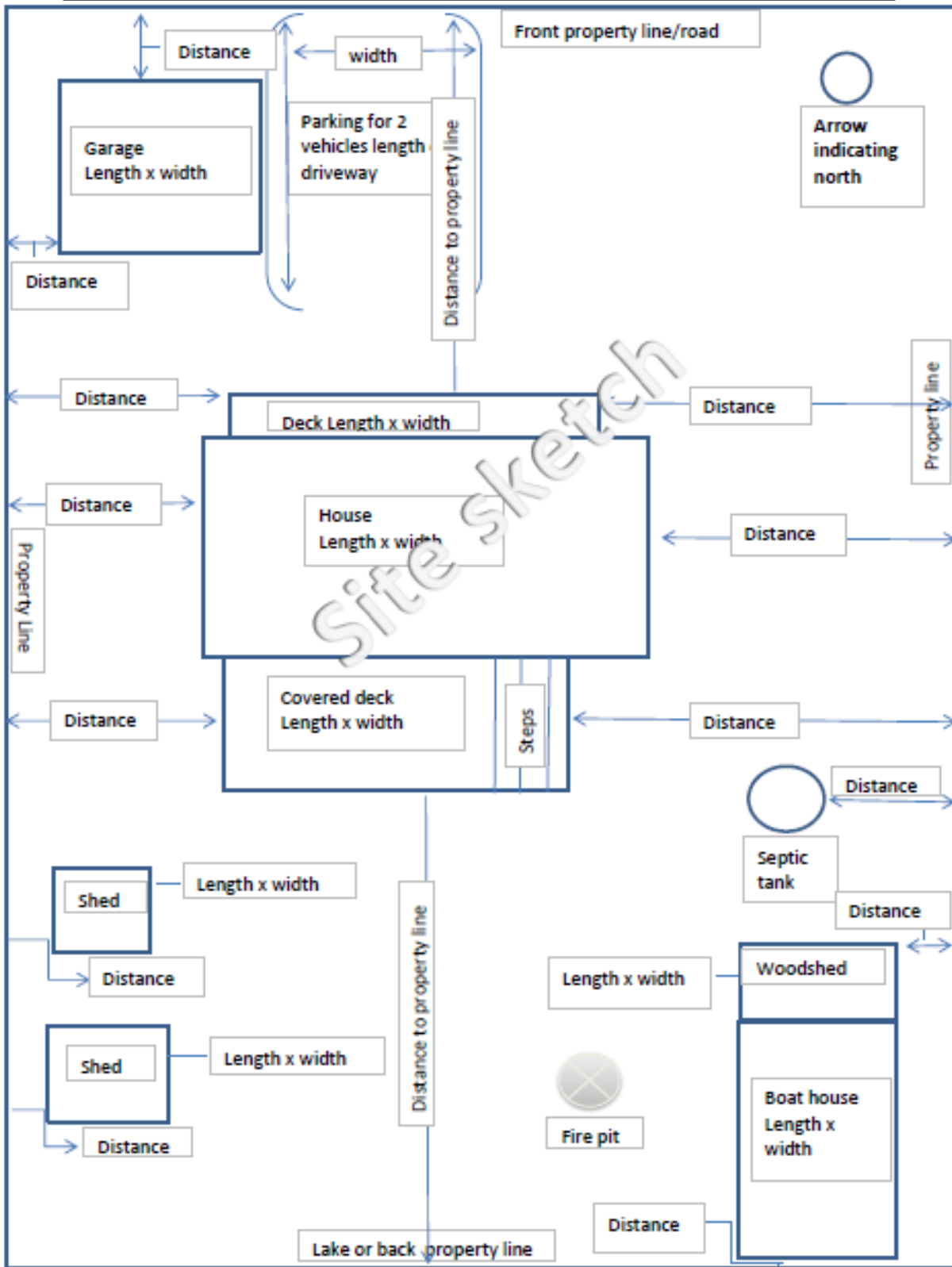
Note:

Approval of this application and issuance of a Development Permit does not absolve the applicant of obtaining other permits and approvals as may be required according to other municipal, Provincial and Federal government legislation.

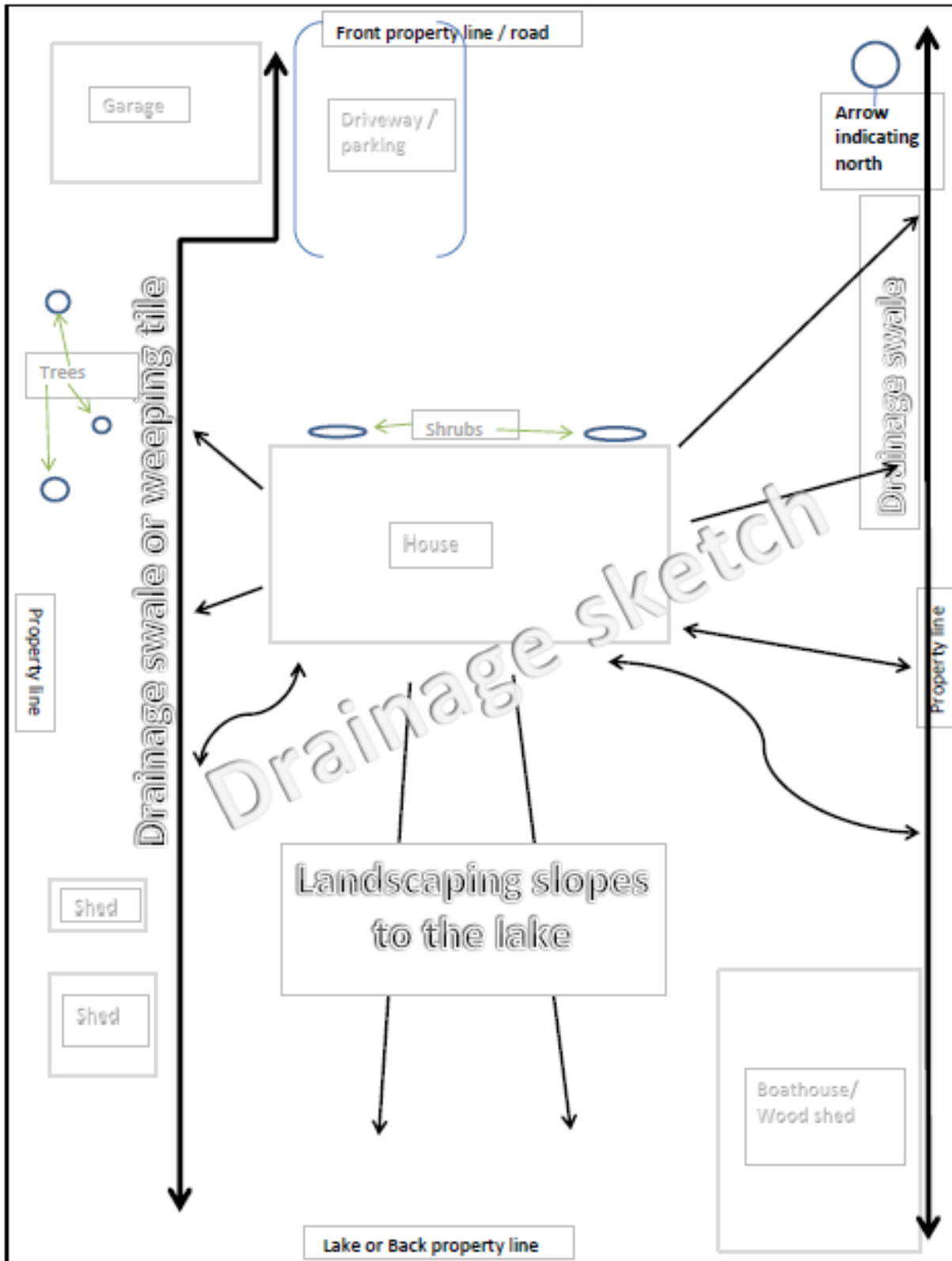
*All developments shall be in compliance with the Zoning Bylaw for the District of Lakeland No.521

DEVELOPMENT OFFICER: _____

Sample Site Sketch



Sample Drainage Sketch



APPLICATION FOR BUILDING PERMIT

Section 1 - Applicant Information

I hereby make application to: Construct Reconstruct Alter- Project description _____
 a structure according to the information below and to the plans and documents attached to this application

The estimated value of construction with material and labour (Statistic's Canada Info.) \$ _____

Name of Applicant: _____

Name of Property Owner: _____

Civic Address: _____ Subdivision/Beach _____

Phone # _____ E-mail _____

Land Description for Rural: _____ 1/4 Section _____ Township _____ Range _____ W _____ Meridian

Section 2 - Construction Information for a Building (Skip to Section 3 for Decks)

Intended use of Building or Structure _____

Building: Length _____ x Width _____ = Floor Area of: _____ sq. ft. /m Height _____ ft. /m

Garage Area: _____ sq. ft. /m Shed area: _____ sq. ft. /m

Type of Engineered Footing / Foundation Material for building: _____ Size: _____

Number of storeys _____ Fire escapes: _____

Number of stairways: _____ Width of stairways: _____

Number of exits: _____ Width of exits: _____

Stud Material: _____ Spacing: _____

Exterior Wall Material: _____ Size: _____

Floor Joist Material: _____ Spacing _____

Girder Material: _____ Spacing _____

Rafter Material: _____ Spacing _____

Roof Material: _____ Size: _____

Section 3 - Construction Information for Decks

Select type of Deck: Attached Deck with no roof **OR** Attached Deck with covered roof

Note: An attached Deck with a covered roof requires engineered piles for adequate support

Size of Deck(s): Deck #1 _____ (Width) x _____ (Length) = _____ sq ft/m _____ (Height from grade)

Deck #2 _____ (Width) x _____ (Length) = _____ sq ft/m _____ (Height from grade)

Deck #3 _____ (Width) x _____ (Length) = _____ sq ft/m _____ (Height from grade)

Type of Foundation: (deck blocks/concrete piles/engineered screw piles/footings) _____

Support beams/joists: Material: _____ Joist size: _____ Joist spacing: _____

Top Deck Board Material: _____

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 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. I understand that any inspections by an authorized representative of the local authority will be for construction progress assessment only and that the local authority reserves the right to require the applicant to provide certification at any time that all or any part of the building or structure is in accordance with this Bylaw.

Date _____

Signature of Owner / Agent _____

Print Name of Owner/Agent _____

Please be advised that although your application for a permit may comply with the municipality's regulations, there may be caveats registered against the title to your property which require stricter regulations for development. It is your responsibility to be aware of any encumbrances registered against the title of your property.

Section 4 – Fees and Construction values (For office use only)

Building Permit Fee for Dwelling: Area of building _____ X \$.55 = \$ _____

Building Permit Fee for Decks: Area of decks _____ X \$.30 = \$ _____

Building Permit Fee for Accessory Buildings: Area of building _____ X \$.30 = \$ _____

Total \$ _____

TABLE 6-1: R1 - HIGH DENSITY RESIDENTIAL DISTRICT DEVELOPMENT STANDARDS								
Principal Use	Minimum Site Area (m ²)	Minimum Site Frontage (m)	Minimum Front Yard (m)	Minimum Rear Yard (m)	Minimum Side Yard (m)	Maximum Building Height (m)	Minimum Building Floor Area (m ²)	Maximum Site Coverage (%)
Single detached dwellings, lakeshore sites ⁽¹⁾	460	15	3	6 ⁽²⁾⁽³⁾	1.5	10.5	55	50 ⁽⁴⁾
Single detached dwellings, except lakeshore sites ⁽¹⁾	460	15	6	3	1.5	10.5	55	50 ⁽⁴⁾
Bed and breakfast homes, lakeshore sites	460	15	3	6 ⁽²⁾⁽³⁾	1.5	10.5	55	50 ⁽⁴⁾
Bed and breakfast homes, except lakeshore sites	460	15	6	3	1.5	10.5	55	50 ⁽⁴⁾
Places of worship	no minimum	no minimum	6	3	3 ⁽⁵⁾	10.5	no minimum	no maximum
Schools	no minimum	no minimum	6	3	3 ⁽⁵⁾	10.5	no minimum	no maximum
Public parks and public recreational facilities, permitted public works, nature trails and exhibits, historical and archeological sites, wildlife management and conservation areas,	no minimum	no minimum	no minimum	no minimum	no minimum	10.5	no minimum	no maximum
Commercial marinas	no minimum	6	no minimum	no minimum	no minimum	10.5	no minimum	40 ⁽⁴⁾
Community marinas	no minimum	6	no minimum	no minimum	no minimum	10.5	no minimum	40 ⁽⁴⁾

Notes:

- ⁽¹⁾ the development standards in Table 6-1 that apply to sites and single detached dwellings shall also apply to bare land units and single detached dwellings that are part of an approved bare land condominium except where a bare land condominium development accommodates existing dwellings, the minimum site area shall be 380 square metres and the minimum site frontage shall be 11.5 metres.
- ⁽²⁾ any principal building constructed prior to February 19, 1979 will be considered to conform to this requirement
- ⁽³⁾ notwithstanding ⁽²⁾, the prescribed rear yard requirement for a site with an intervening public reserve between it and the lakeshore may be reduced up to the established building line

CONTRACTOR & SUB-CONTRACTOR LIST

DISTRICT OF LAKELAND NO.521 – BYLAW NO. 22 of 2010

GENERAL CONTRACTOR INFORMATION

<u>Name of General Contractor</u>	<u>Company Name</u>	<u>City/Town</u>	<u>Contact Number(s)</u>

<u>Contractor/Subcontractor</u>	<u>Type of Service</u>	<u>City/Town</u>	<u>Contact Number(s)</u>

Examples of Contractors/Sub-contractors

Demolition & Moving Contractors
 Site Excavation / Site Preparation
 Land Surveyors
 Concrete Companies/Concrete Forming

Framing & Roofing Contractors
 Heating & Plumbing
 Electricians
 Drywallers / Painters

Finishing Carpenters
 Installers (service provider)
 Landscaping Contractors
 Cleaning & Yard Maintenance

Cliff Letendre, Certified Canadian Building Official

Contact Number: 961-1418

Building Inspection Requirements

1. Footing Inspection
 - a. Footings are poured

2. Pre-backfill inspection- concrete foundation
 - a. Damp proofing is completed on the exterior of the foundation
 - b. Weeping tile is in place

3. Pre-backfill inspection – wood foundation
 - a. Poly is in place on exterior with protective cover
 - b. Adequate bracing has been installed

4. Real Property Report (RPR)
 - a. Is required prior to framing the building
 - b. The RPR must include all buildings, fences and encroachments on the lot

5. Framing inspection before poly and insulation installed
 - a. Framing of the main structure is complete including stairs but prior to insulation/vapour barrier/drywall
 - b. Shingling may or may not be started / completed
 - c. Windows and doors are installed
 - d. Exterior finish may or may not be started / completed
 - e. Rough-in for electrical, plumbing and heating has been completed

6. Poly and insulation inspection
 - a. Insulation has been installed in all exterior walls, floor joists, roof joists, cantilevers and areas over the garage
 - b. Poly has been installed and sealed
 - c. Drywall has not been installed

7. Final inspection
 - a. Interior items completed including hand and guard rails, stairs, door closers, bridging, insulation in attic, ventilation, etc.
 - b. Exterior items completed including cladding, soffits, eaves, downspouts, grading, stairs, hand and guard rails, etc.

It is the responsibility of the property owner to contact Cliff to book inspections.

Notice of 24 hours must be given for inspections.