



NEW & RTM HOMES GUIDELINES

BUILDING PERMITS

Applicant must complete a Development Permit, Building Permit, Garage Checklist, Deck Checklist, Incentive Form and submit two copies, one paper copy and one digital PDF copy, along with a plot plan and detailed blueprints, engineered stamped. If the basement is to be developed under the same permit, submit a floor layout including the size and type of room usage, location of switches, plugs, and smoke/CO² detectors. All construction is to be inspected by the Town's Building Inspector. Permits are to be completed and signed by the applicant. **A building permit is valid for 6 months.** If the work has not started prior to this period, a new permit must be obtained; unless prior written approval has been granted. **All contractors are required to be licensed with the Town and should be listed on the permit. Please contain loose debris on construction site.**

****Building Restriction – Battle Springs Subdivision – R1****

All building permit applications received for the construction of new single detached dwellings **MUST include a double attached garage.**

PLOT PLANS

To ensure the house fits on the lot, prior to purchasing house plans, provide a plot plan for approval.

Submit **in ink**, duplicated plot plans **1 PDF format and 1 paper copy drawn to scale on an 8 1/2" x 11" paper (use a ruler)** indicating the direction (north), the lot size, locations of all existing and proposed buildings and setbacks. Pictures or pamphlets can be submitted in addition to the permit and plot plan. Submit a copy of surveyor's certificate if available. **All measurements must be done in metric.**

INSPECTIONS

Please contact the Town's Building Inspector, Ryan Shepherd, CCA at 306-441-3989. Allow 2 business days notice before inspections are required.

PROPERTY PIN LOCATION

It is the property owner's responsibility to find the property pins.

ZONING REGULATIONS

The minimum zoning regulations as per the Zoning Bylaw:

	R1	R2	R3	R4 & R4a
Front Yard	6 metres	6 metres	6 metres	7.5 metres
Side Yard	1.2 metres	1.2 metres	1.2 metres	3 metres
Side Yard (corner)	3 metres	3 metres	3 metres	3 metres
Rear Yard	7.5 metres	7.5 metres	4.5 metres	7.5 metres
Min. Building Floor Area	110m ³	85m ³	75m ³	93m ³
Max. Site Coverage (%)	40%	40%	50%	-

ATTACHED GARAGES & CARPORTS

Private garages and carports attached to the principal building by a substantial roof structure are considered as part of the principal building and subject to the regulations governing the principal building.

SERVICES

The homeowner is responsible for the sewer and water installation from the property line. Applications are to be completed at the Town Hall. The Town's contractor performs the work. A deposit of \$600 is required and will be applied to the final bill; which is invoiced to the applicant. If the pavement and curb need to be destroyed in order for the connection to be made, the homeowner will be invoiced for the cost. This deposit is refunded by applying to the final bill.

As per the Plumbing and Drainage Agreement Bylaw, a floor drain and/or interceptor located in a residential garage shall not be connected to the plumbing system that drains into the Town's sewer system.

MOVED-IN BUILDINGS

An on-site inspection may be required before move-in buildings are approved.

Requires a minimum of (1) interior and (4) exterior pictures (of all sides).

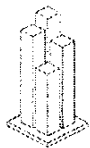
INFORMATION

If fill becomes a hazard to the neighbouring property or street, a barrier or retaining wall shall be the responsibility of the homeowner. The retaining wall must be engineered.

GRADING AND LEVELLING OF LOTS

Any lot for which a development permit has been issued shall be graded and leveled at the applicant's expense to provide for surface drainage, which does not adversely affect adjacent property.

This is to be used as a quick reference only. More information may be required depending on the type of development. Please refer all your questions to the Town Hall at (306) 937-6200. Before any type of construction, it is your responsibility to locate all utilities.



Construction Code Authority
Of Saskatchewan

Building & Fire Code Services

P.O. Box 535
North Battleford, SK S9A 2Y7
Ryan@ccask.ca
306.441.3989
www.ccask.ca

ATTENTION: ALL Contractors/Homeowners

Re: Battle Springs Subdivision
Foundation Requirements

I have spoken with Ryan Rogal from Catterall & Wright Consulting Engineers as well as Ken Jamison from Garry Construction Ltd. About the fill that was brought into the Battle Springs Subdivision. The roadway to each Cul-de-sac was fill brought in and compacted with motor scrapers. The rear yards had minor amounts of fill brought in and are generally virgin soil.

Therefore the following applies to new Building Permit applications in the Battle Springs Subdivision:

1. Footings must rest on undisturbed soil. Wall systems located on the Cul-de-sac side will typically require over a meter of excavation. Rear yards are expected to have no fill material.
2. Concrete piles will not be an acceptable foundation for any portion of a structure. Pile and Grade Beams are also not acceptable foundations.
3. Footings must have a minimum of 4' of backfill for heated spaces. Garage footing foundations must be constructed as frost walls unless they are below frost.
4. Owners are responsible to ensure final grade meets the grading plan provided for this subdivision, fill may be required to be brought in. Have land surveyor mark final grades. (See Battle Springs Subdivision – Grading Plan)
5. Lots 5-6, 10-11, 16-18, 22-23, 28-29 and 31 may be constructed as Bi-Level or Walk-Out Foundations.
6. Lots 7-9, 19-21 and 30 must be constructed as walkout basements.
7. Foundation conforming to Part 9 are acceptable in this subdivision. Any design not conforming to this letter or Part 9 of the National Building Code of Canada will be required to hire the servicing of a Professional Engineer.

If you have any questions on the comments provided above please contact myself or the Town of Battleford.

Yours Truly,

Ryan Shepherd, A.Sc.T.
Class 3 Building Official (#BOL0360)
CCA Construction Code Authority



RE: Battle Springs Subdivision (Terrace, View & Ridge) – Elevations & Landscaping

Due to the design of the Battle Springs Subdivision, the Town needs to ensure that all owners adhere to the elevation map as established by the Town's Consultants, Catterall & Wright (see attached) prior to landscaping. If you are unsure of your lot number, please contact the Town.

The owner must submit a plot plan to the Town showing the proposed landscape plans to ensure that they are adhering to the elevation and not creating any drainage issues that may affect neighbouring property. We would also like to remind you that the planting of trees or shrubs on the Town's boulevard is not permitted.



- LEGEND:**
- FINISHED GROUND
 - ELEV AT HOUSE
 - XXX.XXX
 - LOT CORNER
 - LOT DRAINAGE DIRECTION
 - CURB STOP
 - HYDRANT



CATERALL & WRIGHT
CONSULTING ENGINEERS
1221 - 48 STREET EAST
SASKATON SK S7N 0S5
TEL: (306) 242-7280 FAX: (306) 246-3199

PRELIMINARY
NOT FOR CONSTRUCTION

LOCAL INFORMATION	
DATE	14/09/14
REVISION	
1	WORK SUBMITTED TO AUSTIN FOR FINAL REVIEW
2	FINAL LAYOUT TO BE REVIEWED BY AUSTIN
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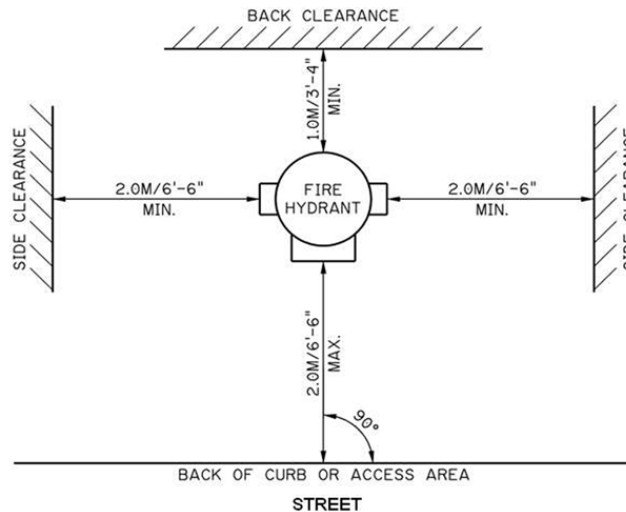
TOWN OF
BATTLEFORD
SPRINGS SUBDIVISION
PHASE 2
STREETS AND CURBS
LOT GRADE PLAN

DATE	DESCRIPTION
11/09/14	PLAN
09/10/14	CHECKED
09/10/14	DESIGNED
13/05/13	1 OF 1
039-06301	



FIRE HYDRANTS

Fire hydrants are placed on Town boulevards adjacent to private property to assist in the protection of property in case of fire and for annual maintenance. All fire hydrants should be free and clear of all obstacles/obstructions (landscaping). A minimum of two (2) metres clearance on each side and a minimum of one (1) metre clearance to the rear is required in accordance to the following diagram. Residents must remove all obstacles/obstructions immediately. All fire hydrants shall be painted **RED**.



CURB VALVES

Curb valves are located on Town boulevards and require access at all times. Please ensure nothing is placed on or near the curb valves.

LANDSCAPING

All residential landscaping, other than grass, should have a clearance of at least two (2) metres from all Town boulevards/curbs for Town maintenance and snow removal. Any landscaping with woodchips should be removed permanently adjacent to the curbs to ensure proper drainage of our streets; as they are floating away during heavy rains and plugging the storm drains.

The owner must submit a plot plan to the Town of the proposed landscape plans for review prior to landscaping, especially extensive landscaping and those on corner lots, to ensure all bylaws are being considered and to ensure there are no drainage issues that may affect neighbouring properties. **The planting of trees or shrubs on the Town's boulevard requires written approval from the Director of Parks and Recreation and a minimum setback of 3m from the curb. Please refer to the Urban Forestry Policy at www.battleford.ca for more information.**

RETAINING WALLS

A permit is required for all retaining walls over 600mm (24") high. Retaining walls over 1070mm (42") high must be designed by an engineer. All retaining walls over 600mm must be provided with a 900mm (36") guard for fall protection and retaining walls over 1800mm (6') must be provided with a 1070mm (42") guard. If a person chooses to step the transition down with landscaping tiles/stones, the individual steps must not drop more than 24" – there must be at least a 24" horizontal separation between subsequent steps.

This is a quick reference guide only. More information may be required depending on the type of development. Before any type of construction, it is your responsibility to locate all utilities (dial before you dig). Contact Town Hall (306) 937-6200 for all inquiries. Your cooperation on these matters is greatly appreciated.

FENCE & RETAINING WALL GUIDELINES

Fence: an artificially constructed barrier erected to enclose or screen areas of land.

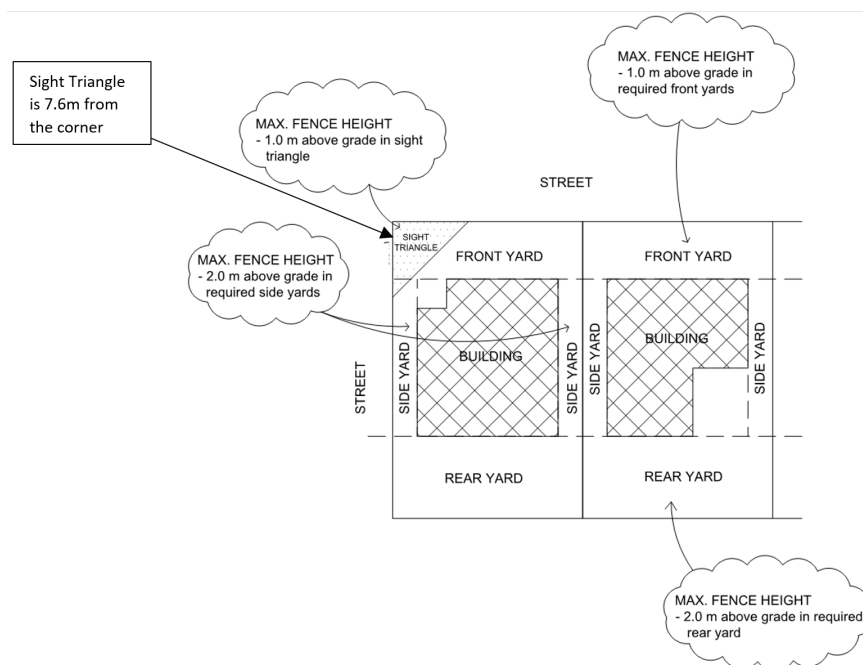


Figure 1 Fence Requirements in Residential Districts

The Town of Battleford's Zoning Bylaw sets out the regulations governing the height and location of fences built in Residential, Commercial, Industrial, Community Service, Parks or FUD districts. Building permits are not required for fences but compliance with the regulations is required.

FENCE HEIGHT

	R1, R2, R3, R4, R4A, RMH	CS, C1, C2, M, FUD
Front Yard	1m (3ft 3in)	3m (9ft 9in)
Side & Rear Yard	2m (6ft 6in)	3m (9ft 9in)
Site Triangle (see Figure 1)	1m (3ft 3in)	N/A

FREQUENTLY ASKED QUESTIONS

How is the height of a fence measured? The height of a fence is the distance from the ground level immediately adjacent to the fence to the highest point of the fence.

What type of fence is permitted? The choice of design, construction and materials is up to the individual. However, fences must be maintained in a safe and reasonable state of repair.

If a neighbour is building a fence between two properties, is the other party obligated to pay half? Cooperation between neighbours often results in cost-shared projects. The Town of Battleford has no jurisdiction in disputes arising over fence construction, cost or maintenance as these matters fall within provincial jurisdiction and can be resolved through civil litigation.

How are property lines determined? A surveyor's certificate or real property report prepared by a Saskatchewan Land Surveyor can be used to accurately locate property site lines. It is the responsibility of the property owner to ensure the accurate location of fencing relative to their property site lines.

Does the front of a house always face the front property line? Not necessarily, the narrowest width of the lot is generally considered the front of the property.

RETAINING WALLS

A permit is to be taken out for all retaining walls over 600mm (24”) high and retaining walls over 1070mm (42”) high must be designed by an engineer.

All retaining walls over 600mm must be provided with a 900mm (36”) guard for fall protection and retaining walls over 1800mm (6’) must be provided with a 1070mm guard.

Also, note that if a person chooses to step the transition down with landscaping tie/stones, the individual steps must not drop more than 24”; there must be at least a 24” horizontal separation between subsequent steps.

NOTE: RETAINING WALLS REQUIRE A PERMIT AND ENGINEERED PLANS

DIAL BEFORE YOU DIG

It is recommended that you contact the following utility agencies **at least 48 hours prior to digging**, so that all lines can be properly located. There is no fee for this service:

SaskPower	1-888-757-6937	SaskEnergy	1-866-828-4888	SaskTel	611
Access Cable	306-445-4045	Battleford Utility Dept.	306-937-6220		

This reference has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. The Town of Battleford accepts no responsibility to persons relying solely on this information. If you have further questions or require assistance, please contact the Town Office at 306-937-6200.



TOWN OF BATTLEFORD
RESIDENTIAL BUILDERS INCENTIVE PROGRAM
APPLICATION GUIDELINES

Implemented – March, 1992

Revised – June 6, 2017

ELIGIBILITY:

The program is open to any individual(s) desiring to construct a new residential dwelling or a new RTM (ready to move) home in the Town of Battleford. Homes built for speculation purposes by contractors are subject to certain conditions. The incentive also applies to new properties constructed for rent. The incentive does not include existing homes to be moved into Town or Mobile Homes.

INCENTIVE:

All approved applicants will be eligible for the following incentive:

- 1) **No municipal taxes** will be levied for a 3-year period, commencing 90 days from the date the building permit is approved.

APPLICATION PROCEDURES:

Applicants are encouraged to proceed as follows:

- 1) Determine eligibility by discussion with Town Office Staff.
- 2) Submit an application, on the approved form (see reverse side), prior to construction. No applications will be accepted once construction commences, with the exception of spec homes.
- 3) Applications should be submitted at the same time as the building permit application is forwarded to Council for approval.

CONDITIONS OF DWELLINGS BUILT ON SPEC BY CONTRACTORS:

The person making application for a house built on spec by a contractor must:

- 1) Be the first owner and occupant of the residence.
- 2) The start date and incentive of the program remain the same as stated in the section INCENTIVE. (date of application, not date of offer to purchase between the contractor / buyer).
- 3) If the house is not approved under this program before it becomes taxable, the house no longer qualifies for the incentive program.

TRANSFERABILITY:

The Incentive Program applies only to the original applicant(s) and is not transferable. The Incentive Program terminates should the property be sold.

Council reserves the right to amend these guidelines from time to time or cancel as deemed necessary (without notice). Please ensure you have the most recent application guidelines.

Application on Reverse



TOWN OF BATTLEFORD
RESIDENTIAL BUILDERS INCENTIVE PROGRAM
APPLICATION FORM

Date

I / We, _____
(Print) Name(s)

of _____
Mailing Address

hereby make application for a Residential Builders Incentive for the construction of:

_____ Residential Dwelling _____ RTM _____ Contractor Spec _____ Rental Property

Lot: _____ Block: _____ Plan: _____

Street Address: _____

I / We understand the Incentive is as follows:

- 1) **No municipal taxes** will be levied for a 3-year period, commencing 90 days from the date the building permit is approved.

I / We further agree and understand that the program applies only to the original applicant(s) and is not transferable, but terminates should the property be sold.

Applicant(s) Signature

Applicant(s) Signature

APPLICATION APPROVAL

The above applicant(s) are hereby approved for the Residential Builders Incentive Program at the location specified in the above application and as set out in the Building Permit No. _____ approved on the _____ day of _____.

Date

Chief Administrative Officer

=====

FOR OFFICE USE ONLY:

Date of Building Permit Approval: _____

Date of Incentive Application Approval: _____

Tax Exemption Period: Start: _____ Expiry: _____

Exemption: Land ☐ Improvements ☐



TOWN OF BATTLEFORD

Application #: _____

APPLICATION FOR DEVELOPMENT PERMIT

THIS IS NOT A DEVELOPMENT PERMIT

You are advised to check the regulations in the Town of Battleford Zoning Bylaw that govern the type of development being proposed prior to completing this application. Fill out only those sections of the application which are relevant to your proposal. Attach additional sheets if necessary.

1 Applicant Information

Full Name _____
Address _____

Phone _____
Fax _____
Email _____

2 Registered Owner Information (if different from applicant)

Full Name _____
Address _____

Phone _____
Fax _____
Email _____

3 Property Information (include any applicable)

Civic Address _____
Lot _____ Block _____ Registered Plan No. _____ Parcel No. _____
LSD _____ ¼ _____ Sec. _____ Twp. _____ Rge. _____ Mer. W3M

4 Proposed Development Information

a) Existing use of land and/or buildings: _____

_____ **EXISTING SIZE:** _____

b) Proposed use of land and/or buildings: _____

_____ **PROPOSED SIZE:** _____

c) Proposed construction and alteration of buildings: _____

d) List any adjacent or nearby land uses: _____

e) Any additional information which may be relevant: _____

f) Proposed date of start: _____ g) Proposed date of completion: _____

CONTINUE →

5 Development Context

Consult the Town of Battleford Official Community Plan Bylaw, Map 1 – Future Land Use Concept, and indicate with ☐ whether the proposed development site is located within any of the following areas:

Existing Residential	<input type="checkbox"/>	Future Industrial	<input type="checkbox"/>
Existing Mixed-Use	<input type="checkbox"/>	Future Community Service	<input type="checkbox"/>
Existing Commercial	<input type="checkbox"/>	Future Parks & Recreation	<input type="checkbox"/>
Existing Industrial	<input type="checkbox"/>	Future Utilities & Infrastructure	<input type="checkbox"/>
Existing Community Service	<input type="checkbox"/>	-----	
Existing Parks & Recreation	<input type="checkbox"/>	Potential Residential	<input type="checkbox"/>
Existing Utilities & Infrastructure	<input type="checkbox"/>	Potential Mixed-Use	<input type="checkbox"/>
Vacant & Agricultural Land	<input type="checkbox"/>	Potential Commercial	<input type="checkbox"/>
-----		Potential Industrial	<input type="checkbox"/>
Future Residential	<input type="checkbox"/>	Potential Community Service	<input type="checkbox"/>
Future Mixed-Use	<input type="checkbox"/>	Potential Parks & Recreation	<input type="checkbox"/>
Future Commercial	<input type="checkbox"/>	Potential Utilities & Infrastructure	<input type="checkbox"/>

6 Site Plan / Vicinity Map

On the last page of this application, or on an additional attached page, include a Site Plan of the proposed development that clearly shows:

- | | |
|--|---|
| a) boundaries and dimensions of the site and adjacent lots | d) treed areas, water courses or bodies, landscaping and proposed lot grade information |
| b) location and size of all existing and proposed buildings and structures | e) location of existing and proposed access points to streets and lanes |
| c) utility lines, easements, or topographic features | |

7 Application Fees

As per the Town of Battleford Zoning Bylaw, Section 3.14 – Fees, the applicable fees for a development permit are as follows:

- | | | | |
|---------------------------------|----------|---------------------------------|---|
| a) Permitted principal use: | \$100.00 | e) Discretionary accessory use: | \$200.00 |
| b) Permitted accessory use: | \$100.00 | f) Discretionary ancillary use: | \$200.00 |
| c) Permitted ancillary use: | \$100.00 | g) Development appeal fee: | up to \$50.00 |
| d) Discretionary principal use: | \$200.00 | | (as specified by the Development Appeals Board) |

These fees do not include building permit fees. Building permit fees will be in addition to any Development Permit Fees.

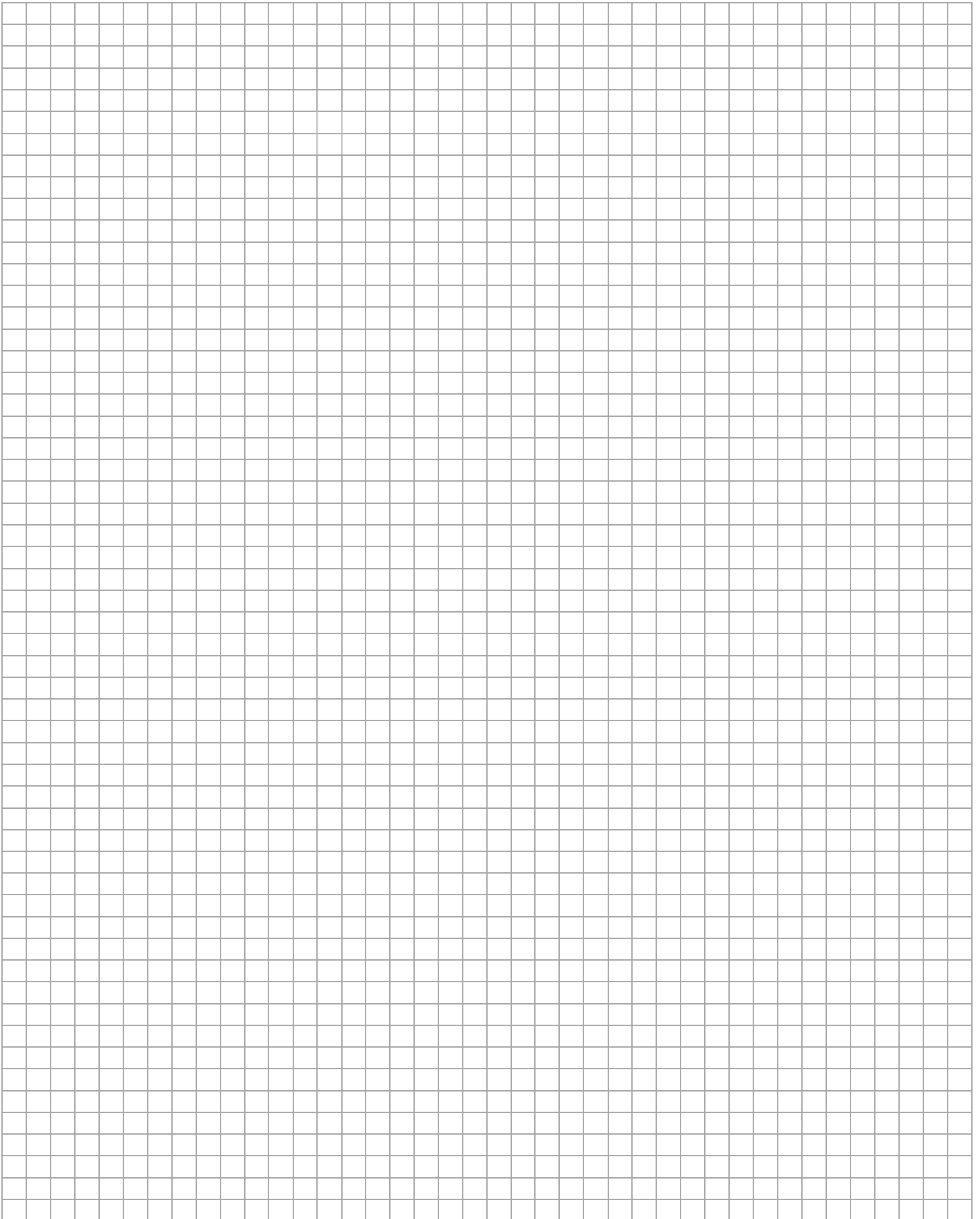
8 Declaration of Applicant

I, _____ of the _____ of _____ in the Province of Saskatchewan, solemnly declare that the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act. I have no objection to the entry upon the land described herein by the person(s) authorized by the Town of Battleford for the purpose of site inspections required for reviewing this application.

Signature of Applicant

Date

SITE PLAN / VICINITY MAP





**TOWN OF BATTLEFORD
APPLICATION FOR BUILDING PERMIT**

FORM A **PERMIT #** _____

The undersigned owner or agent hereby applies for a permit to:

_____ construct; _____ alter; _____ re-construct; _____ move-in pre-built; _____ move-in existing,
a building according to the information below and to the plans and documents attached to this application.

Type of Building: _____ One-Unit Dwelling _____ Two-Unit Dwelling
 _____ Other _____

Intended Use: _____

Civic address of construction: _____

Owner: _____ Telephone: _____

Mailing Address: _____

Designer: _____ Telephone: _____

Mailing Address: _____

Contractor: _____ Telephone: _____

Mailing Address: _____

Zoning District: _____

CONSTRUCTION DETAILS

Building Size: _____ Length: _____ Width: _____ Wall Height: _____

No. of Storeys: _____ Fire Escapes: _____ No. of Stairways: _____

Width of Stairways: _____ No. of Exits: _____ Width of Exits: _____

If moved in, year built: _____ (include exterior and interior pictures)

Route: _____

Mover: _____ Date of Proposed Move: _____

ITEM:	MATERIAL:	SIZE:	SPACING:	OTHER DETAILS:
Footings:	_____			
Mobile Homes:	_____			
* Blocking:	_____			
Foundation:	_____			
Ext. Walls:	_____			
Int. Walls:	_____			
Roof:	_____			
Studding:	_____			
Floor Joists:	_____			
Beams:	_____			
Rafters (Truss):	_____			
Chimney:	_____			
Other:	_____			

Heating: Type: _____ Size: _____

Plumbing: No. Baths: _____ Sinks: _____ W.C.'s: _____ Urinals: _____

Lighting: _____ Foundation Soil Classification and Type: _____

Continued on Reverse

FORM A (contd)**CONTRACTORS**

NAME: _____ MAILING ADDRESS: _____ TELEPHONE: _____

Structural: _____

Plumbing: _____

Electrical: _____

Painting &
Decorating: _____Excavation &
Trucking: _____

Roofing: _____

Masonry: _____

Estimated Cost of Building: (excluding site): \$ _____

Floor area of building: (excluding unfinished basement) _____ sq. ft. (m)

Building Permit Fee \$ _____ Receipt No. _____

I hereby agree to file with the municipality, a list of the tradesmen for licensing purposes and to pay their license fees to the Town of Battleford should I fail to provide the said list within **10 days** of the permit approval.

I hereby agree to comply with the bylaw of the municipality respecting building and acknowledge that it is my responsibility to ensure compliance with the building bylaw of the municipality 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 municipality or its authorized representatives.

Date_____
Signature of Owner or Owner's Agent

FORM B (completed by Building Inspector)

Permission is hereby granted to _____ to _____

a building to be used as a _____ on civic address or location _____

Lot _____ Block _____ Plan _____

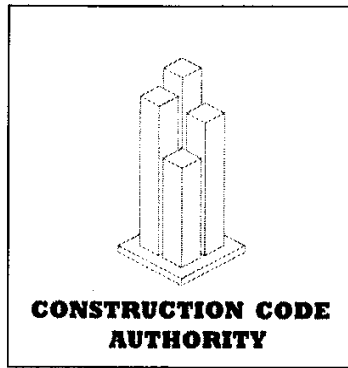
in accordance with the application dated _____.

This **permit expires 6 months from the date of issue** if work is not commenced within that period or if work is suspended for a period of 6 months, unless by prior written agreement from the municipality or its authorized representative. This permit is issued under the following conditions, any deviation, omission or revision to the approved application requires approval from the municipality or its authorized representative:

Estimated value of construction \$ _____

Permit fee \$ _____

Date
zoning.building.permit.application.June/2013_____
Signature of Authorized Representative



Plan Review Checklist – New House

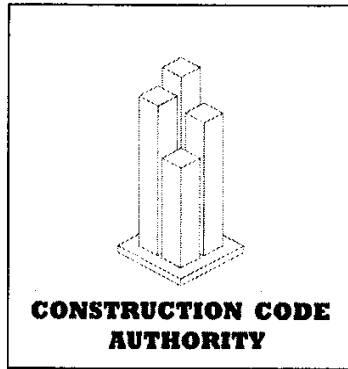
Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

Required Information:

- 2 sets of **Site Plans** with the following information
 - Show size and location of proposed house
 - Show size and location of existing buildings on property
 - Show lot dimensions and shape
 - Show distance between buildings and property lines
 - Show North direction arrow
- 2 sets of **House Layout Drawings** with the following information
 - Exterior and Interior wall locations
 - Window sizes and locations
 - Door sizes, locations and swing direction
 - Heating unit/system location
- 2 sets of **House Structural Drawings** with the following information
 - Foundation Detail (type, size, layout and location)
 - Wall Detail (interior and exterior)
 - Roof Detail (eng truss design and layout, roof rafters)
 - Floor Detail (eng joists design and layout, dimensional lumber)
- 2 copies of the **Mechanical Ventilation Design Summary** filled out by the mechanical contractor
- 2 copies of the **Building Permit Application** properly filled out

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Plan Review (Prior to the commencement of any construction)
- Step Footings (Prior to pouring concrete)
- Foundation (Prior to pouring concrete on engineered foundations or prior to backfill)
- Framing (Prior to insulating and applying vapour barrier to the exterior walls)
- Insulation and Vapour Barrier (Prior to covering walls and ceiling with wall/gypsum board)
- Final (Prior to moving in or occupying the building)



Plan Review Checklist – New House (RTM)

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

Required Information:

- 2 sets of **Site Plans** with the following information
 - Show size and location of proposed house(RTM)
 - Show size and location of existing buildings on property
 - Show lot dimensions and shape
 - Show distance between buildings and property lines
 - Show North direction arrow
- 2 sets of **House Layout Drawings** with the following information
 - Exterior and Interior wall locations
 - Window sizes and locations
 - Door sizes, locations and swing direction
 - Heating unit/system location
- 2 sets of **House Structural Drawings** with the following information
 - Foundation Detail (type, size, layout and location)
 - Wall Detail (interior and exterior)
 - RTM anchorage detail
- 2 copies of the **Mechanical Ventilation Design Summary** filled out by the mechanical contractor
- 2 copies of RTM certification and RTM plant certification.
- 2 copies of the **Building Permit Application** properly filled out

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Plan Review (Prior to the commencement of any construction)
- Step Footings (Prior to pouring footing)
- Foundation (Prior to pouring concrete on engineered foundations or prior to backfill)
- Framing (Prior to insulating and applying vapour barrier to the exterior walls)
- Insulation and Vapour Barrier (Prior to covering walls and ceiling with wall/gypsum board)
- Final (Prior to moving in or occupying the building)

Ventilation Requirements

Project Address:	Municipality:
Owner's Name:	Phone #:
Mechanical Contractor:	Phone #:
HRAI #:	

A) Total Ventilation Capacity

Room	Capacity, L/s
Master Bedroom	10
Other Bedroom	5
Living Room	5
Dining Room	5
Family Room	5
Recreation Room	5
Basement > 2/3 of the floor area	10
Basement < 2/3 of the floor area	5
Other habitable rooms	5
Kitchen	5
Bathroom or water closet room	5
Laundry / Utility room	5

Capacity	No. of Rooms	
5 L/s x		=
10 L/s x		=
Total Ventilation Capacity 1		

Remember: 1 bedroom must be designated as the master bedroom
 Combined rooms (living/dining) shall be considered separately
 Consider future development

B) Principal Exhaust Capacity

Minimum Principal Exhaust Capacity = 1 x 50% =
 Maximum Principal Exhaust Capacity = 1 x 75% =
 Remember: If the principal exhaust fan rating is greater than Max. PEC, a control is required to make the fan adjustable to +/- 10% of the Min. P

Fan #	Location	Sone	Duct Size / Type	Cap. (L/s)
Principal Exhaust Capacity 2				

C) Supply Air Capacity

*If the supply air duct is connected to the return air plenum without an additional supply fan, then information for Fan # and Sone is not required.

*Fan #	* Sone	Duct Size	Duct Type	Cap. (L/s)

D) Supplemental Exhaust Capacity

Remember: -Bathrooms or kitchen not exhausted with the principal exhaust require supplemental exhaust.

Bathrooms: 25 L/s

Kitchen: 50 L/s

Where the principle exhaust fan serves the kitchen and bathroom, an additional supplemental fan is required in the kitchen

All supplemental exhaust fans or appliances that exhaust more than 75 L/s require make-up air

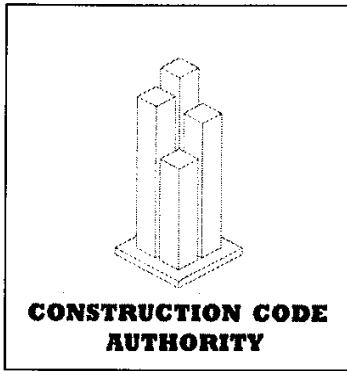
Fan #	Location	Sone	Duct Size / Type	Cap (L/s)
Supplemental Exhaust Capacity 3				

E) Ventilation System Balance

The Principal Exhaust Capacity + the Supplemental Capacity is to be greater than or equal to the Total Ventilation Capacity.

Line 2 + Line 3 ≥ Line 1

2	+	3
=		



Plan Review Checklist – Attached Garages

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

Required Information:

- 2 sets of **Site Plans** with the following information
 - Show size and location of proposed attached garage
 - Show size and location of existing buildings on property
 - Show lot dimensions and shape
 - Show distance between buildings and property lines
 - Show North direction arrow
- 2 sets of **Attached Garage Layout Drawings** with the following information
 - Interior wall location
 - Window sizes and locations
 - Door sizes, location and swing direction
 - Heating unit/system location (if applicable)
- 2 copies of the **Attached Garage Checklist** properly filled out
 - A professional design is required for the garage foundation if the attached garage is 2 stories or includes any living quarters being constructed above.
 - See Minimum Grade Beam and Pile Requirements for attached garages
- 2 copies of the **Building Permit Application** properly filled out

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Plan Review (Prior to the commencement of any construction)
- Foundation (Prior to pouring concrete on engineered foundations or prior to backfill)
- Framing (Prior to insulating and applying vapour barrier the exterior walls)
- Final (Prior to moving in or occupying the building)

Municipality: _____

Permit #: _____

Attached Garage Checklist

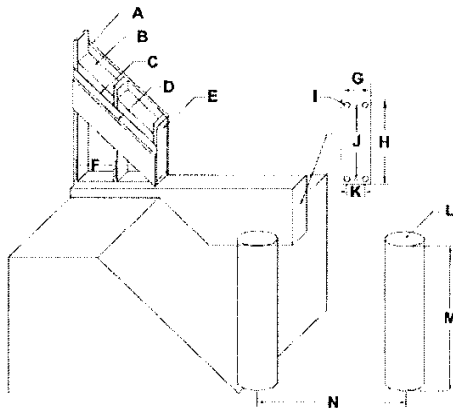
Site Plan



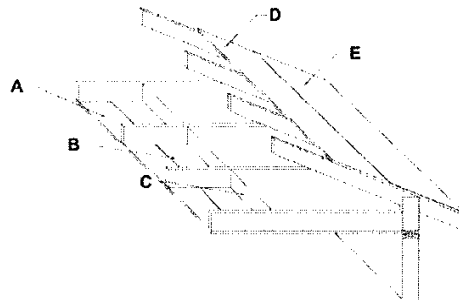
On Site Plan:

- Show size and location of proposed attached garage
- Show distance to side property line
- Show distance to rear property line
- Show location on dwelling
- Show lot dimensions and shape of lot
- Show all existing buildings
- Show direction of North
- Show all windows and doors on existing structures

Wall System



Roof System



Wall System	Roof System
A - Outside Sheathing:	A - Interior Finish:
B - Insulation Value:	B - Type of Vapour Barrier:
C - Type of Vapour Barrier:	C - Insulation Value:
D - Interior Finish:	D - Exterior Sheathing:
E - Stud Size	E - Type of Roofing:
F - Stud Spacing	Roof Overhang
G - Grade Beam Thickness:	Garage Door
H - Grade Beam Height:	Door Span _____
I - Size of Rebar:	Lintel Size _____
J - Rebar Spacing:	Ply _____
K - Rebar Spacing:	
L - Pile Diameter:	
M - Pile Depth:	
N - Pile Span:	
Wall Height:	
Void Form Type and Size:	

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all Municipal By-Laws and/or Provincial Laws regulating building.
It being expressly understood that the issuing of a permit does not relieve the applicant from complying with all By-Laws, though not called for in the specifications, or shown on plans and/or application submitted.

Applicant (Print Please) _____ Date _____

Applicant Signature _____ Date _____

Application Received By _____ Date Received _____



Minimum Grade Beam Requirements (Attached Garages)

1. Foundations which include piles and grade beams that support any fully finished livable floor space or second storey must be designed in accordance with Part 4 of the National Building Code and sealed by a professional engineer licensed to practice in the Province of Saskatchewan.
2. Foundations which include piles and grade beams that support non-finished floor spaces including attached garages with no livable floor space in or above, attached covered decks, and three season rooms shall meet the minimum specifications described below.

Grade Beam Construction

Grade beams must be a minimum of 200mm by 600mm (8 inches by 24 inches) with 2 – 15M bars top and bottom. Thickened edge slabs are not acceptable as a grade beam without an Engineer's seal. An acceptable void form must be placed under all grade beams.

Stirrups

It is the builder's responsibility to assess the soil conditions to determine the need for stirrups.

Void Forms

Void forms must be placed under all grade beams including extensions under garage door openings.

Cutouts in grade beams

Cutouts in a grade beam cannot occur without adequate structural provisions across the opening. The builder is solely responsible for cutouts where the grade beam is not dropped accordingly. Cutouts shall not exceed 300mm or the grade beam must be dropped accordingly. Where cutouts occur it is the builder's responsibility to ensure the top and bottom bars extend across the openings with sufficient overlap. Piles placed under cutouts must extend a minimum of 4 meters deep. A minimum of 1-15M bar must extend from the top bars in the grade beam to the full depth of the piles. Where possible piles must be placed at the edge of all cutouts unless designed by an engineer.

Pile Construction

Pile sizing and spacing must be designed for the anticipated loads. The following forms a general guide that will be accepted without an engineer's seal where used in accordance with item 2. above.

1. Small loads from 1 – vehicle attached garages, covered decks and/or 3 season rooms
200mm by 2400mm @ 2400mm on center concrete piles may be used to support roof spans up to 4.8 meters or floor joists spans up to 2.4 meters. Piles that support floor joists and roof loads must comply with 3) below.
2. Moderate loads from 2 – vehicle attached garages, covered decks and/or 3 season rooms
250mm by 3000mm piles @ 2400mm on center may be used to support roof spans up to 9.8 meters or floor joists up to 4.9 meters.
3. Combination roof and floor loads – covered decks and/or 3 season rooms
250mm by 3000mm piles @ 2400mm on center may be used to support floor joists and roof spans up to 3 meters. The span may be increased up to spans noted in 2. above, by reducing the spacing of the piles and/or increasing the length of the piles proportionally.

All piles must be reinforced with a minimum of 1-15M bar full depth of the pile extending to the top bars of the grade beam.

Piles adjacent to a foundation wall

Piles must also be placed within 0.9 meters of a concrete foundation wall. This pile should be a minimum 4 meters deep when within 1 meter of a recent excavation. See below for piles in excavated area.

Piles within 1 meter of a service trench

All piles located within 1 meter of a service trench are required to be a minimum of 4 meters deep. It is the builder's responsibility to ensure compliance.

Piles placed in excavated area

Piles must be extended for the depth of the excavation plus the minimum depth required under "Pile Construction", above. This is the builder's responsibility to ensure compliance.



DECK GUIDELINES

Deck: a raised platform, with or without rails, for use by those occupying the principal building.

BUILDING PERMITS

Applicant must complete a Development Permit; Building Permit and CCA Checklist Form. All construction to be inspected by the Town's Building Inspector. Permits are to be completed and signed by the applicant. **A building permit is valid for 6 months.** If the work has not started prior to this period; a new permit **must be obtained**, unless prior written approval has been granted. **All contractors are required to be licensed with the Town and should be listed on the permit. Please contain loose debris on construction site.**

PLOT PLANS

Submit **in ink**, a **plot plan drawn to scale on an 8 1/2" x 11" paper (use a ruler) or PDF file** indicating the direction (north) or use area provided in checklist. Show the lot size, locations of all existing and proposed buildings and all setbacks (see Figure 1). Date and sign the plot plan, include street address and legal description. Pictures or pamphlets can be submitted in addition to permit and plot plan. Submit a copy of a surveyor's certificate if available. **All measurements are to be done in metric.**

INSPECTIONS

Please contact the Town's Building Inspector, Ryan Shepherd, CCA at 306-441-3989. Allow 2 business days' notice before inspections are required.

PROPERTY PIN LOCATION

It is the property owner's responsibility to find the property pins.

REQUIRED DECK SETBACKS

Front Yard Deck		
	Less than 0.4m in height	More than 0.4m in height
Front Yard Projection	N/A	1.8m
Side Yard	0m	0.5m

Rear Yard Deck		
	Less than 0.6m in height	More than 0.6m in height
Side Yard	0m	0.5m
Rear Yard	3m	see rear yard projection
Rear Yard Projection	N/A	3m
Minimum setback requirements measured from the property line (See Figure 1)		

PROPERTY SETBACKS

Minimum setback requirements measured from the property line:				
	R1, R2	R3	R4, R4A	RMH
Front Yard	6 meters	6 meters	7.5 meters	3 meters
Side Yard	1.2 meters	1.2 meters	3 meters	1.2 meters
Rear Yard	7.5 meters	4.5 meters	5 meters	3 meters
Side Yard (corner)	3 meters	3 meters	3 meters	3 meters or 4.5 meters no lane or door faces side yard

This is to use as a quick reference only. More information may be required depending on the type of development. Please refer all your questions to Town Hall at 306-937-6200. Before any type of construction, it is your responsibility to locate all utilities.

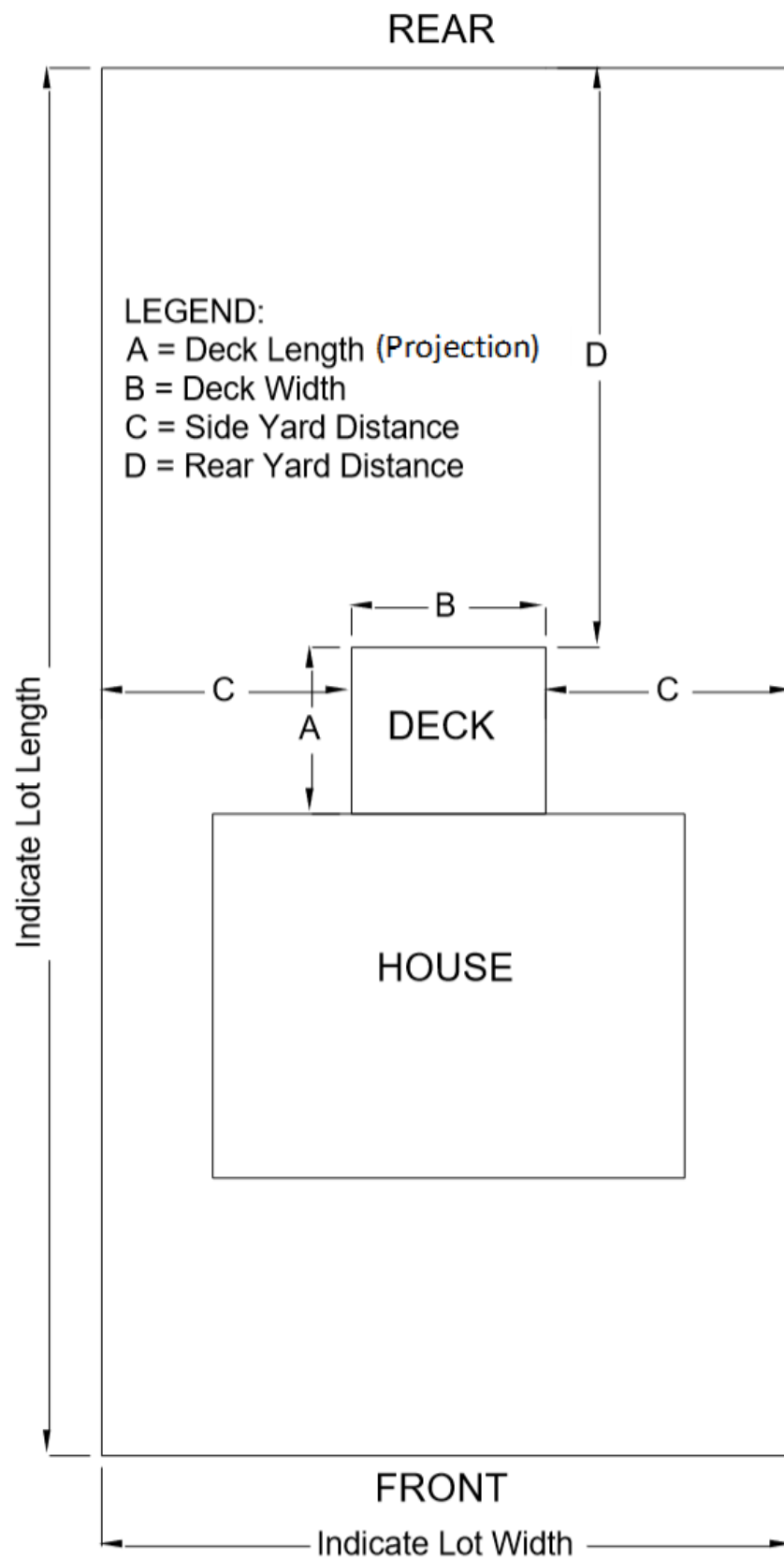
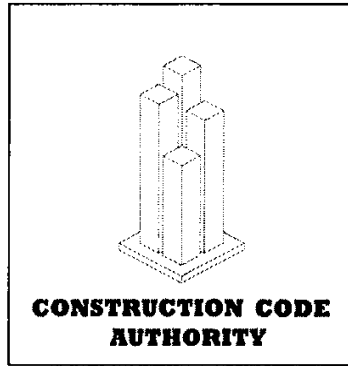


Figure 1 – Typical Site Plan



Plan Review Checklist – Decks

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

Required Information:

- 2 sets of **Site Plans** with the following information
 - Show size and location of proposed deck
 - Show size and location of existing buildings on property
 - Show lot dimensions and shape
 - Show distance between buildings and property lines
 - Show North direction arrow
- 2 sets of **Deck Layout Drawings** with the following information
 - Interior wall location (if enclosed)
 - Window sizes and locations (if enclosed)
 - Door sizes, location and swing direction
- 2 copies of the **Deck Checklist** properly filled out
 - Piles or an engineer's design may be required for a deck greater than 2' and 55m² or if the deck is supporting a roof load.
- 2 copies of the **Building Permit Application** properly filled out

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Plan Review (Prior to the commencement of any construction)
- Framing/Final (Prior to using deck)

PROPERTY LINE

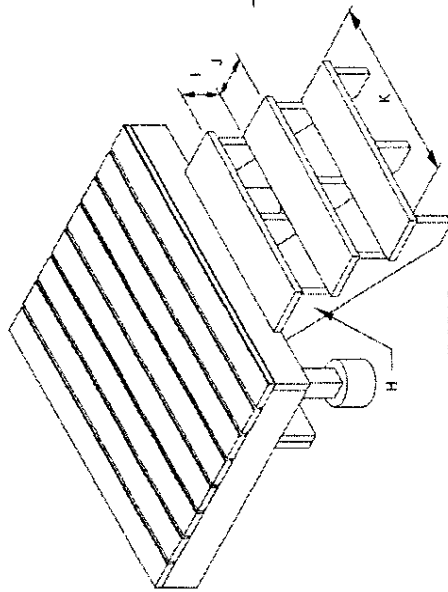


STREET

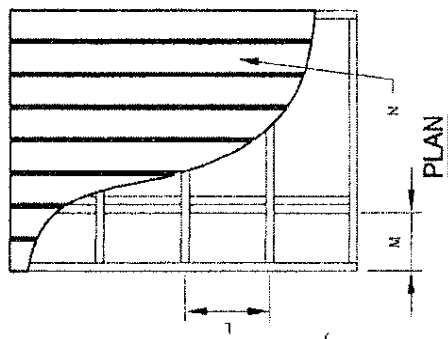
SITE PLAN

On Site Plan:

Show size and location of house
Show size and location of proposed deck
Show distances to property lines
Show lot dimensions and shape of lot
Show direction of North



ISOMETRIC



PLAN

- | | |
|----------------------------|--|
| A) Deck Height Above Grd.: | |
| B) Guard Rail Height: | |
| C) Spindle Spacing: | |
| D) Joist Size: | |
| E) Beam Member Size: | |
| No. of Members: | |
| F) Column: | |
| G) Foundation/Footing: | |
| H) Stair Stringer Size: | |
| No. of Stringers: | |
| I) Stair Rise: | |
| J) Stair Run: | |
| K) Stair Width: | |
| L) Joist Spacing: | |
| M) Cantilever: | |
| N) Floor Decking: | |

Note:

Guard Rail required when deck walking surface height is > 24" (600 mm) above finished grade.

Minimum Guard Rail Height is 36" (900 mm) when the walking surface is not more than 72" (1800 mm) from finished grade, serving one dwelling unit and 42" (1070 mm) in height when walking surface is over 72".

A Stair Handrail is required when there are more than 3 risers.

Exterior wood steps shall not be in direct contact with the ground unless suitably treated with wood preservative.

A deck is allowed to project into a 24.6' (7.5 m) front yard setback 6" (1.8m).

Owner's Information

Owner's Name:

Owner's Address:

Date: _____

DATE REVISED	BY
--------------	----

DESIGNED BY:

DATE: _____

SCALE:

PAGE:

A

PROJECT:

CHECKED BY:

CHECKED

DECK CHECKLIST WITH NATIONAL BUILDING CODE AND REGULATORY BYLAW INFORMATION



TOWN OF BATTLEFORD

NOTICE

WATER AND SEWER SERVICE CONNECTIONS

APPLICATION FOR WATER AND SEWER CONNECTION SERVICES IS TO BE MADE THROUGH THE TOWN OFFICE.

A COMPLETED APPLICATION FORM AND A MINIMUM DEPOSIT OF \$600.00 IS REQUIRED BEFORE ANY INSTALLATION COMMENCES.

REQUIREMENTS FOR CERTAIN DEVELOPMENTS

APARTMENT STYLE DEVELOPMENT WHETHER CONDOMINIUM OR APARTMENT RENTAL MAY HAVE ONE DEDICATED SERVICE.

DUPLEXES, SEMI-DETACHED, TOWNHOUSE AND ROWHOUSING DEVELOPMENT WILL REQUIRE AN INDIVIDUAL WATER AND SEWER SERVICE FOR EACH UNIT. ONE APPLICATION CAN BE MADE BUT IT MUST INDICATE THE NUMBER OF SERVICES REQUIRED.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE TOWN OFFICE AT 937-6200



TOWN OF BATTLEFORD

NOTICE

WATER SERVICE

THE TOWN OF BATTLEFORD IS INSTALLING POLYETHYLENE PLASTIC WATER SERVICE PIPE.

PLUMBING REGULATIONS REQUIRE THAT YOUR PLUMBER INSTALL A DUAL CHECK VALVE ON THE WATER SERVICE CONNECTION BY THE METER AND THEN AN EXPANSION TANK OFF THE HOT WATER TANK.

THE WATER METER WILL NOT BE RELEASED UNTIL THE PUBLIC HEALTH INSPECTORS HAVE CONFIRMED THAT THESE HAVE BEEN INSTALLED.

IF YOU HAVE ANY QUESTIONS PLEASE CALL THE TOWN OFFICE AT 937-6200



Temporary Water Service for Construction Purposes

Upon request and payment of required fee the Town of Battleford will provide a temporary water service for construction purposes as follows:

1. Application must be completed, signed and fee paid
2. All other necessary permit applications must be made – a plumbing permit is mandatory and building permit, if necessary.
3. The Town will supply and install a temporary meter with a dual check valve and hose adapter.
4. The MAXIMUM time allowed for temporary water service is three (3) months. A one-month extension may be granted by the Town.
5. A temporary meter will be installed for a non-refundable fee of \$50.00 paid in advance of meter installation.
6. Water usage charge will be \$3.00 per cubic meter, invoiced once temporary meter has been removed by Town.
7. Any damage to the meter and attachments is the responsibility of the property owner and an invoice will be issued for such damages.
8. Any charges for a temporary water service that remain unpaid will be added to the property owner's tax account and form part of the taxes.



TEMPORARY WATER SERVICE FOR CONSTRUCTION PURPOSES APPLICATION

Name of Applicant: _____

Civic Address: _____

Plumber's Name: _____

Plumbing Permit Issued: _____

Building Permit Issued: _____

Date meter in service: _____ Meter reading: _____

Date meter out of service: _____ Meter reading: _____

Meter condition when removed: _____

Application Fee: _____ Receipt Number: _____

Water usage charge: _____ Invoice number: _____

Signature: _____

Opting Out Clause:

I/We do not wish to obtain a Temporary Water Meter for use during the construction of my/
our building.

Signature: _____