



MOVING IN EXISTING HOUSES

BUILDING PERMITS

Applicant must complete a Development Permit, Building Permit and submit two copies, one paper copy and one digital PDF copy, along with a plot plan and (4) pictures of the exterior (all sides) and interior pictures of the kitchen, bathroom, living room. 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. An on-site inspection is required prior to moving a house from its existing location. The Town’s Building Inspector may provide recommendations and conditions following the inspection. 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.**

PLOT PLANS

To ensure the house fits on the lot, provide a plot plan for approval.

Submit in ink, a plot plan **drawn to scale on a 8 1/2" x 11" paper (use a ruler) or PDF file** 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 have to be destroyed in order for the connection to be made, the homeowner will be invoiced for the cost. A utility deposit of \$150 is required to hookup water. 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.

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.

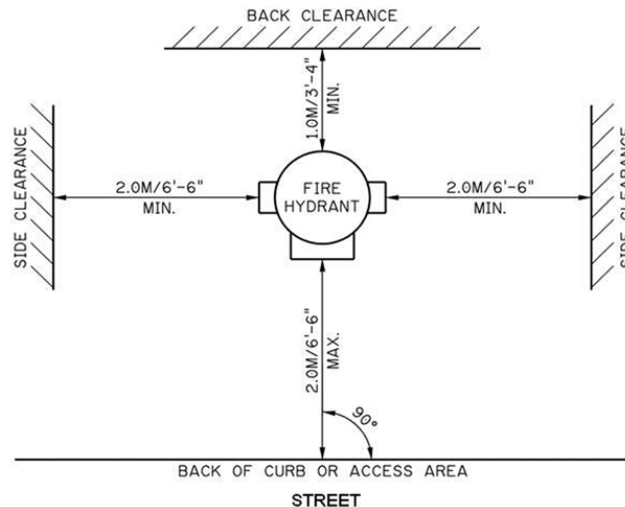
GRADING AND LEVELLING OF LOTS

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.

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.



TOWN OF BATTLEFORD

Application #: _____

APPLICATION FOR DEVELOPMENT PERMIT

THIS IS NOT A BUILDING 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.

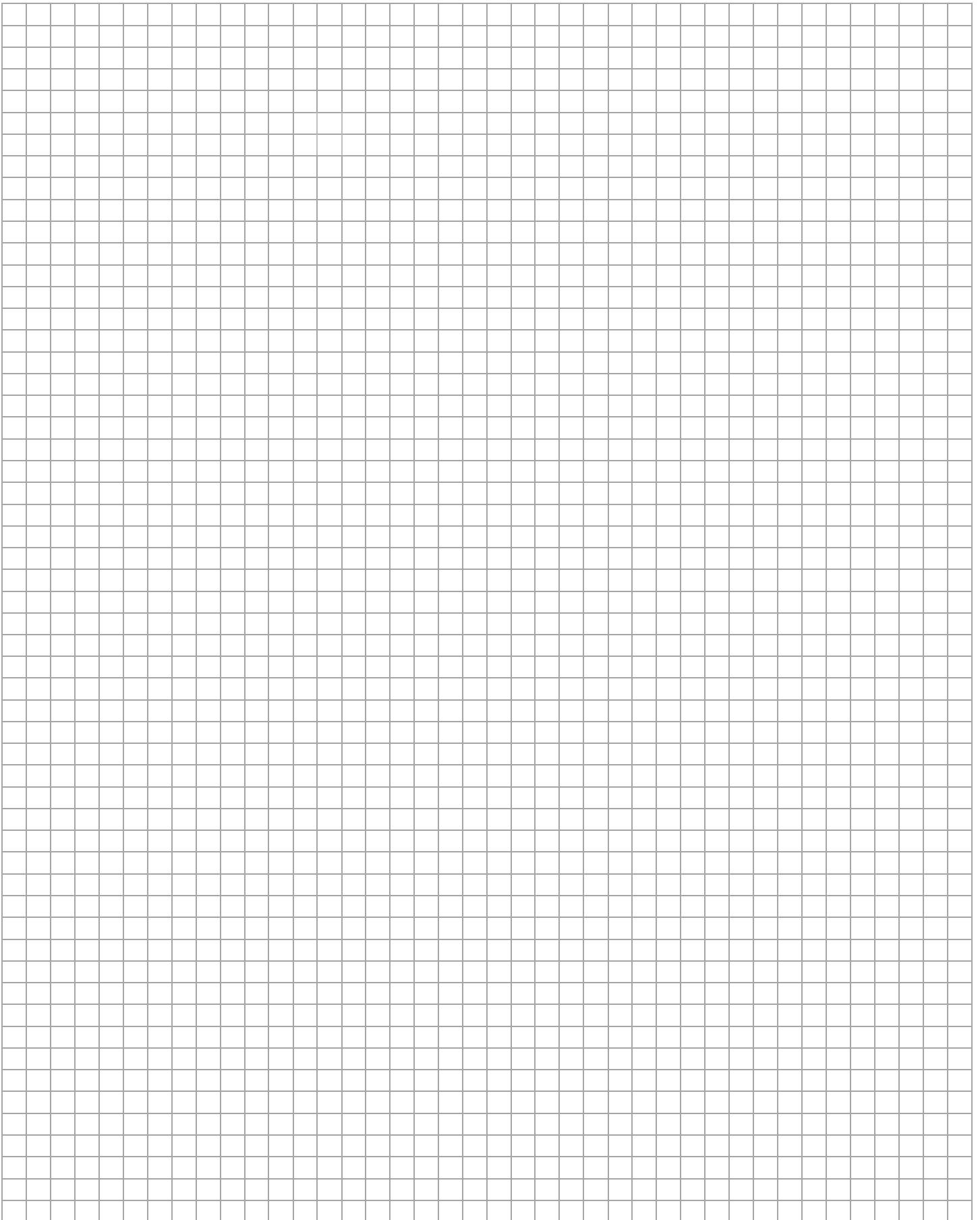
8 Declaration of Applicant

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