



## TOWN OF BATTLEFORD

### RESIDENTIAL BUILDING PERMIT GUIDE

A building permit is required for:

- new building construction
- structural changes
- building relocation
- building demolition
- change of use
- installing "Bay", "Bow" or "Box" windows in new or existing openings
- building repairs or renovations
- interior alterations
- decks
- accessory buildings greater than 9.3 m<sup>2</sup> (100 sq. ft.)
- roof enclosure over an existing or new deck
- re-roofing of dwellings if support structure (roof sheathing) is being replaced.

Note: It is the responsibility of the owner to locate all utility lines and easements. Check with Land Titles and Utility companies.

A building permit is **not** required for:

- fences
- driveways and sidewalks
- cosmetic repairs such as paint or minor repairs to exterior finishes
- replacing doors and windows in existing openings; unless the structure is altered
- replacing roofing on a dwelling unless the roof sheathing is being replaced
- replacing siding
- accessory buildings less than 9.3 m<sup>2</sup> (100 sq. ft.).

Note: It is the responsibility of the owner and contractor to ensure all work carried out is in accordance with the Building Code and the Zoning Bylaw even though a permit may not be required. A Development Permit may be required for fences and accessory buildings.

#### **DRAWING REQUIREMENTS**

- ✓ Two (2) complete sets of engineered construction drawings are required for dwellings. One set will be returned.
- ✓ The drawings must be drawn to scale with dimensions and must include the following:

Site Plan: showing lot and building dimensions and distances to property lines.

Floor Plan: showing all room dimensions, wall types, window and door schedules and room finish schedules.

Sections: showing building and wall sections (all construction materials), grade level, floor heights, stair sections.

Structural drawings: showing foundation plan (type, size and dimensions), floor plan, columns, bearing walls, stairs, ramps, roof plan and structural details.

For more information:

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**92-23<sup>rd</sup> Street West**  
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**Office Hours Monday to Friday 8 am to 4:30pm**

This guide has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Town of Battleford for assistance as the Town of Battleford accepts no responsibility to persons relying solely on this information.