

Is a Building Permit Required?

Permits are required for:

- New construction
- Garages, carports, and boat houses
- Decks and platforms more than 300 mm (12") above ground level
- RTM, modular and manufactured homes
- Renovations and alterations affecting structural members or safety features (e.g. bedroom windows)
- Additions to existing buildings
- Basement development
- Secondary suites
- Accessory buildings greater than 10 m²
- Fireplaces, wood stoves and heaters
- Retaining walls that could affect a structure or are near a property
- Foundation repairs or replacements
- Roof replacements
- Solar panels that are roof mount
- Change to the use of the building
- Temporary buildings or structures
- Relocating an existing building
- Remedying an unsafe condition or fire inspection order
- Demolishing a building

Permits not typically required for:

- Fences
- Driveways, sidewalks, and parking lots
- Replacement of materials like shingles or siding, or cosmetic upgrades not affecting structural members or safety features
- Accessory buildings less than 10 m² (e.g. garden sheds or tool sheds); but maximum of one per lot.

Please check your local building bylaws, and if in doubt, contact **PBI**.



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PBI has been in business since 1992, and is Saskatchewan's **largest** locally owned and operated National Building Code inspection company.

All our inspectors are Licensed Building Officials and can cover Class 1 to Class 3 projects.



Building Safer Communities Together

Building Permits

According to the Construction Codes Act, the **owner** is responsible to ensure their building is designed and constructed to standard.

To save **time** and **money**, apply for a Building Permit before starting. It initiates a Plan Review, to assess your design against the standards. If your project is exempt for requiring a Permit, it will be determined at that time.

Process:

1. Apply for Development Permit from municipality.
2. If approved, apply for Building Permit from municipality.
3. PBI conducts the Plan Review.
4. If approved, municipality issues a Building Permit.
5. Owner requests inspections at the steps outlined in the Plan Review.

For more information, see inside.



Items Required for Residential Projects

<p style="text-align: center;">What Items are Needed for a Plan Review?</p> <p>Documents required, for different types of projects, are indicated below by a ✓.</p> <p>These must be reviewed by PBI, as part of a plan review, before a building permit can be issued.</p> <p><u>E-mail</u> these documents, in PDF format, to the <u>municipal office</u>.</p> <p>Requirements may vary for unique or larger projects. Please consult with PBI.</p> <p style="text-align: center;">Plans marked with “Not for construction”, “Not for permit” or “Preliminary” will not be accepted for review.</p>		New Dwelling / Housing Unit	RTM / Modular / Post-Move	Mobile (Manufactured) Home	Addition / Living Space / Sec. Suite	Renovation <small>(structural, egress, change of opening sizes)</small>	Basement Development	Deck <small>(not covered or enclosed)</small>	Attached Garage <small>(unheated)</small>	Det Garage / Acc. Bldg. <small>(unheated)</small>	*Pole Building <small>(unheated)</small>	Retaining Wall <small>(if collapse affects a structure)</small>	Foundation Replacement	Solar Panels <small>(PV or Hot Water)</small>	Storage only <small>(no living space & unheated)</small>
Site Plan (lot & project size & shape, North direction, distance to & what borders property lines, streets, etc.)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Building Plans (floor plans, elevations, structural details, window & door details, material lists, etc.)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Energy Code Forms (optional compliance paths, code edition)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Building Designs stamped by an engineer (design specific to the project and for intended use)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Foundation Designs stamped by a structural engineer (site specific)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Geotechnical Report (if required by zoning bylaws or by an engineer recommendation)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PBI Specifications Sheet (plus all information requested in the sheets)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Information Below is Required BEFORE the Framing Inspection															
Roof truss designs & layouts stamped by an engineer (NBC compliant)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Floor truss and/or LVL designs & layouts stamped by an engineer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fireplace or Wood Stove Manufacturer Specifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Residential Mechanical Ventilation Design Summary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
* Pole Building: Please detail intended use. Include noting if vehicles will be repaired in the building, and if building is for personal or business use, etc.															

Inspections Required for Residential Projects

<p>It is owner's responsibility to call for all inspections noted in the Plan Review.</p> <p>Book them at least 48 hours ahead.</p> <p style="text-align: center; color: red;">Contact Your Building Official</p> <p>Failure to do so may result in delays, additional fees, building orders, or removing of materials.</p>	<p>Foundation: Prior to pouring. Once footings, weeping tile (if required), and forms with rebar in place. Prior to backfilling for PWF foundations.</p> <p>Anchoring: Prior to skirting the mobile home. Prior to insulating RTM basement perimeter walls, or insulating the attached garage.</p> <p>Framing: Prior to insulating. Once framing is complete and plumbing, heating and electrical roughed in. During construction of party wall for duplex or multi-unit residential.</p> <p>Ins & VB: Prior to covering the insulation and vapour barrier with gypsum board or other material.</p> <p>Occupancy: Prior to occupancy. Before moving in, or sleeping overnight. If all work not completed, a Final inspection will be required.</p> <p>Final: When construction complete. All interior and exterior work complete. Must pass Final inspection to close the permit.</p>
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