



RM of Dundurn No. 314 – Development Officer

Box 159, Dundurn, SK S0K 1K0

 **(306) 492-2132**

 **office.314@dundurnrm.ca**

Building Permit Application Form

The Building Bylaw applies to matters governed by the Act and The Regulations including the National Building Code of Canada and the administrative requirements of the RM of Dundurn. All buildings require a building permit except for an accessory building not greater than 10m² (108 ft²).

A building permit is separate from a development permit¹. A development permit acknowledges the use of land and buildings and its compliance with the Official Community Plan and Zoning Bylaw. A building permit refers to building construction and compliance with the National Building Code of Canada and is governed by the Municipal Building Bylaw.

Application Fees

The following fees are due upon application.

1. Building permit application minimum fee²
 - Decks, Accessory Buildings, Renovations - \$200.00
 - Residential - \$500.00
 - Commercial - \$1000.00
 - Demolition - \$25 (plus \$500 refundable site restoration fee)

Decision Time Frame

The timing associated with the provision of a building/development permit will be based on the completeness and quality of information provided upon application. A minimum of ten (10) business days is required to review, process, and issue a permit.

¹ A development permit may be required if this is the first building on the site or if you are changing the use of an existing building/site.

² The minimum fee and complete package are required before they are sent to the inspector for review. Building permit fees will be calculated based on type of build, number of inspections, administrative costs and applicable tax.

Disclaimer: The information provided within this application is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.



Application Requirements

The following is required to make an application:

- a. A completed **application form** (attached);
- b. Receipt of **payment** in full of the applicable application fees;
- c. Blueprints. Electronic copies are preferred or 2 copies if submitting by paper. An engineered stamped blueprint may be required in some instances such as walk-out basements or tall-wall builds.
- d. A scaled site plan showing, in detail, the site proposed for development including the following at a minimum:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;
 - location, setback distances from all property boundaries and dimensions of all proposed and existing buildings and structures;
 - location of all existing and proposed utilities;
 - location of all existing and proposed approaches and driveways; and
 - the location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, tree cover, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.
 - adjoining land uses and setbacks where applicable (ILO, residence, etc.)
- e. If your development is a lake development, please contact the municipal office for additional information pertaining to this type of development. (Application to Water Security may be required)
- f. Development adjacent to and accessing a **provincial highway** requires a Roadside Development Permit. Please submit the highways permit with your application;
- g. Sewage System – a permit is required from Saskatchewan Health Authority for sewage works. Contact them directly to ensure compliance with their regulations. A sewage permit is required if proposed development includes installation of a new septic system or alteration to an existing septic system prior to granting occupancy status. (Developments in Skyview & Midnight Sun are required to connect to Dundurn & Area Wastewater Utility).
- h. Include in your submission any hydrological, geotechnical studies or **application appendices/worksheets** if necessary.



RM of Dundurn No. 314 – Development Officer

Box 159, Dundurn, SK S0K 1K0

 (306) 492-2132

 office.314@dundurnrm.ca

BUILDING PERMIT APPLICATION FORM

CONTACT INFORMATION

APPLICANT	Name: _____
	Mailing Address: _____
	City/Town/RM: _____ Province: _____
	Postal Code: _____ Email: _____
	Phone: _____ Cell: _____
OWNER	Name: (same as applicant <input type="checkbox"/>) _____
	Mailing Address: _____
	City/Town/RM: _____ Province: _____
	Postal Code: _____ Email: _____
	Phone: _____ Cell: _____
CONTRACTOR	Name: (same as applicant <input type="checkbox"/>) _____
	Mailing Address: _____
	City/Town/RM: _____ Province: _____
	Postal Code: _____ Email: _____
	Phone: _____ Cell: _____

PROJECT ADDRESS

All/Part of the _____ ¼, Section _____, Township _____, Range _____, W3
 LSD(s) _____ Lot(s) _____ Block(s) _____ Plan _____
 Civic Address (if applicable): _____

PROPOSED DEVELOPMENT

- | | | |
|---|---|--|
| <input type="checkbox"/> NEW BUILDING | <input type="checkbox"/> RENOVATION | <input type="checkbox"/> ADDITION |
| <input type="checkbox"/> RTM/PRE-BUILT | <input type="checkbox"/> DEMOLITION/REMOVAL | <input type="checkbox"/> REPAIR |
| <input type="checkbox"/> BASEMENT DEVELOPMENT | <input type="checkbox"/> CHANGE OF USE | <input type="checkbox"/> DECK |
| <input type="checkbox"/> ACCESSORY BUILDING | <input type="checkbox"/> SEA CONTAINER | <input type="checkbox"/> SWIMMING POOL |

ADDITIONAL INFORMATION:

BUILDING DETAILS

Total Building Area: _____ ft² Total Construction Value*: \$ _____
 SHA Septic Permit Number: #R _____ (Please attach a copy of the SHA Septic Permit to this application, if applicable)
 START DATE: _____ END DATE: _____

DID YOU REMEMBER TO INCLUDE: (IF REQUIRED)

- | | | |
|---|--|--|
| <input type="checkbox"/> BLUEPRINTS (digital preferred) | <input type="checkbox"/> APPLICATION & WORKSHEETS | <input type="checkbox"/> SITE PLAN |
| <input type="checkbox"/> ENERGY COMPLIANCE FORM | <input type="checkbox"/> ROADSIDE DEVELOPMENT PERMIT | <input type="checkbox"/> APPLICATION FEE |
| <input type="checkbox"/> VENTILATION REPORT | | |

Disclaimer: The information provided within this application is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.



RM of Dundurn No. 314 – Development Officer

Box 159, Dundurn, SK S0K 1K0

(306) 492-2132

office.314@dundurnrm.ca

Declaration by Applicant

I, _____ of _____ in

the Province of _____ solemnly declare that all the above statements 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 also have no objection to any entry upon the land described herein by the persons authorized by the RM of Dundurn for the purpose of site inspections required for reviewing of the application. I also acknowledge that the RM of Dundurn may send permits, invoices or any other correspondence to the applicant/landowner via electronic means if an email address is provided.

Further, I/We acknowledge that all buildings must comply with the Municipality’s Building Bylaw and with any standards federally or provincially legislated.

Please **initial** the check box after reading this paragraph. When development is taking place within the RM of Dundurn, overweight permits may be necessary for delivery of supplies (cement, lumber etc). Please call the office to confirm route that can be taken at any specific time and to apply for any necessary overweight permits required by Bylaw 08-2020.

Please **initial** the check box after reading this paragraph. It is the owner’s/builder’s responsibility to arrange for all mandatory inspections to be completed at the appropriate time. An expired permit does not relieve the owner/builder of their responsibility to comply with the governing codes and standards applicable at the time the permit was issued. Additional inspection(s) may be required at the owner’s expense.

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: _____ APPLICANT SIGNATURE: _____

If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

DATE: _____ LANDOWNER SIGNATURE: _____

OFFICIAL USE	
Present Zoning:	AR <input type="checkbox"/> RR1 <input type="checkbox"/> LD1 <input type="checkbox"/> RC <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> M1 <input type="checkbox"/> PR <input type="checkbox"/> IR <input type="checkbox"/>
Proposed Use:	_____
Principal: <input type="checkbox"/>	Accessory: <input type="checkbox"/>
Proposed Yards: Front:	Rear: Side: Side:
Application Status:	
Meets Bylaw Requirements: <input type="checkbox"/>	Does not meet Bylaw Requirements: <input type="checkbox"/>
Other Regulations/Comments:	
Deposit Received: \$	Receipt #
Development Officer:	Date:

Disclaimer: The information provided within this application is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.