



## **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 10m<sup>2</sup> (108 ft<sup>2</sup>).

A building permit is separate from a development permit. 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:**

A deposit is required upon application as listed below. Building permit fees are based on type of build, number of inspections, administrative costs and applicable tax. Once the complete package and deposit are received they will be sent to the building inspector for review. If it is determined that the cost of the permit will be higher than the deposit you will be invoiced for the remainder. A permit will not be given until payment is received in full.

- |                |                    |
|----------------|--------------------|
| 1. Residential | \$200.00 deposit*  |
| 2. Commercial  | \$1000.00 deposit* |

### **Decision Time Frame**

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

## Application Requirements

The following is required in order to make an application:

- a. A completed **application form** (attached);
- b. Receipt of **payment** in full of the applicable application fees;
- c. Blueprints. 2 copies if submitting by paper. Electronic copies are accepted. 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 (*If you have also submitted a development permit application, the site plan for this will suffice. However, if there are any changes made to the original plan a new plan will be required to be submitted*):
  - north arrow;
  - boundaries of the parcel including approximate dimensions;
  - location, setback distances from the four 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 TSASK for sewage works. Contact them directly to ensure compliance with their regulations. A sewage permit is required prior to granting occupancy status. (Developments in Skyview & Midnight Sun are required to connect to Dundurn & Area Wastewater Utility.
- h. submission of any hydrological, geotechnical studies or **application appendices** if necessary;

*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.

## Building Permit Application

**1. Applicant Name:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/Town/RM: \_\_\_\_\_ Province: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**2. Landowner Name:** (same as applicant ) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/Town/RM: \_\_\_\_\_ Province: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**3. Contractor Name:** (same as applicant ) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/Town/RM: \_\_\_\_\_ Province: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**4. Legal Description of Proposed Building Location:**  
 All/Part of the \_\_\_\_\_ ¼, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, W3  
 LSD(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Plan \_\_\_\_\_  
 Civic Address (if applicable): \_\_\_\_\_

**5. Scope of Work (Check all that apply to proposed construction):**

<input type="checkbox"/> <b>Dwelling:</b>	<input type="checkbox"/> New Build	<input type="checkbox"/> Ready to Move (RTM)
	<input type="checkbox"/> Mobile Home*	
<input type="checkbox"/> <b>Basement*:</b>	<input type="checkbox"/> Leave Undeveloped	<input type="checkbox"/> Partial Construction
	<input type="checkbox"/> Full Construction	<input type="checkbox"/> Crawlspace or slab
<input type="checkbox"/> <b>Deck(s)*</b>		
<input type="checkbox"/> <b>Attached Garage</b>		
<input type="checkbox"/> <b>Detached Garage*</b>		
<input type="checkbox"/> <b>Commercial</b>		
<input type="checkbox"/> <b>Other:</b> _____		

\* Please include supplementary worksheet with application.

**6. Building Details:**

Total Building Area: \_\_\_\_\_ ft<sup>2</sup> Total Construction Value\*: \$ \_\_\_\_\_

*\*Construction Value includes the total cost of the completed project (design, materials and labour). The RM of Dundurn reserves the right to assign a construction value, as applicable.*

**7. TSASK Septic Permit Number: #R \_\_\_\_\_**

(Please attach a copy of the TSASK Septic Permit to this application, if applicable)

**8. Declaration by Applicant**

I, \_\_\_\_\_ of \_\_\_\_\_ in

the Province of \_\_\_\_\_ solemnly declare that all of 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: \_\_\_\_\_

Site Plan

