

# DEVELOPMENT AND BUILDING

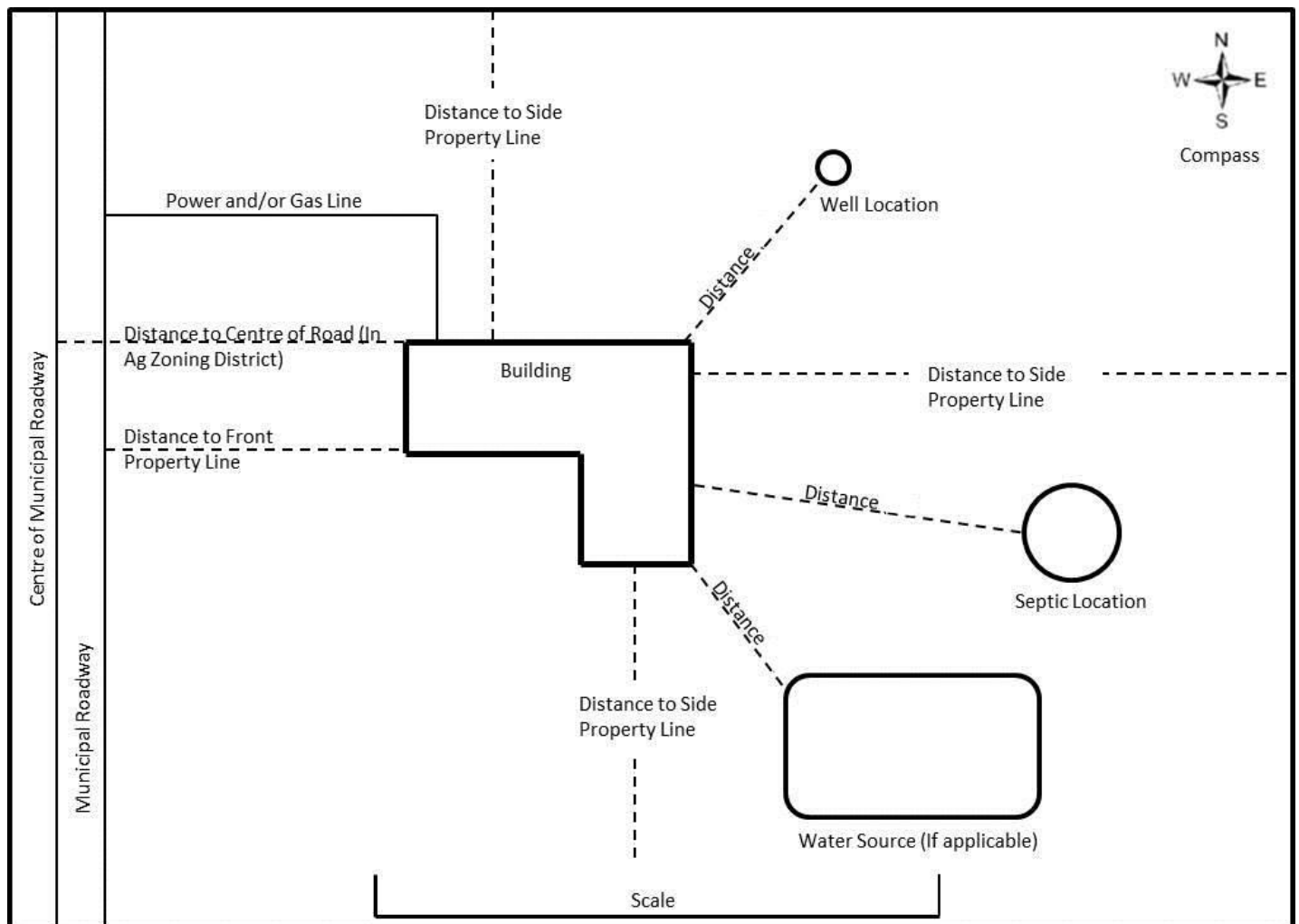
## PERMIT INSTRUCTIONS

### General Regulations:

1. Every application for a permit to construct, erect, place, alter, repair, renovate, reconstruct, or change the use of a building shall require the submission of a Development/Building Permit as well as all other supplementary information.
2. All construction, demolition, or relocation of buildings within the Rural Municipality of Wilton No. 472 shall be governed by the Municipality.
3. The Municipality requires that any non-agricultural construction in excess of 100 ft<sup>2</sup> submit the attached development/building permit application form and approval of said permit application prior to commencing construction.
4. Agricultural construction is limited to structures and buildings directly associated with an agricultural operation as defined by the Municipal Zoning Bylaw and Official Community Plan.
5. Every application for a development and building permit shall be submitted in complete form. Failure to complete this form and to supply the required supporting information may result in delays in the processing of the application.
6. Every Application for a development and building permit shall be submitted with the appropriate application fee, as per the most current Development Fee Bylaw and Fee Schedule.
7. Landowner authorization, either by signature on the application or by letter is required for this application.
8. Application forms as well as any supplementary documents and worksheets can be obtained from the Rural Municipality of Wilton Office or from the R.M. website at [www.rmwilton.ca](http://www.rmwilton.ca).
9. The applicant is responsible for contacting the RM's Building Inspector to arrange all inspections required within the permit as well as providing confirmation that all issues identified throughout the process have been completed.

## Development Permit Requirements:

1. Applications are required to provide a site plan identifying the following information when submitting an application:
  - a. The location of the proposed construction on the parcel including front, side and rear yard setback distances clearly identified.
  - b. Orientation of the proposed building by providing a North Arrow (compass) and identification of the front municipal roadway serving the property.
  - c. Identification of standing water on the property.
  - d. The location of any easements or utility right-of-ways.
  - e. Identification of all other structures on the property.
  - f. The location of all utilities and infrastructure.
  - g. Units of measurement and scale.



2. Applications proposing residential, commercial or industrial construction shall include 2 sets of construction drawings. All drawings should:
  - a. Show the owner's name, project name and date.
  - b. Be drawn to scale and the scale should be noted.
  - c. Include legible letters and dimensions.
  - d. **Where required an architect's or engineer's stamp shall be included.**
  - e. Clearly show the location of existing and new construction for additions alterations and renovations.
  - f. Include a **Foundation Plan** providing the overall size of the foundation, size and openings for doors and windows and foundation drainage.
  - g. Include a **Floor Plan** providing size and location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, barrier free entrances and washrooms and built-in furnishings.
  - h. Include a **Structural Plan** providing the size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and precast concrete walls and floors and related structural details.
  - i. Include an **Elevation Plan** illustrating views of all sides of the building, height of windows and location of chimneys.
  - j. Include a **Cross Section Plan** providing cut through views of the building, lists of all materials cut through including structural and finishing materials, vertical dimensions, stair and handrail dimensions, height of finished grade, wind, water and vapour protection and insulation.
  - k. Include **Mechanical Plans** providing a description and location of heating, ventilating and air conditioning equipment, size and location of duct work, location of fire dampers, plumbing fixtures and piping and the size and location of sprinkler system equipment.
  - l. Include **Electrical Plans** illustrating the type and location of exit lights and emergency lighting.
3. Any building greater than 600 sq. m. as well as all commercial and industrial construction require drawings to be stamped by an architect or engineer licensed to practice in Saskatchewan.
4. Any building greater than 600 sq. m. falls into Part 3 of the National Building Code, Fire Suppression. One of two options must be installed. Either a firewall (not fire separation) in the building conforming to Sect 3.1.10. of the Code, or a water source to provide water for fighting fires for a period of time not less than 30 minutes.
5. All applications for residential construction shall include the submission of a ventilation work sheet completed by the plumbing and heating contractor chosen to complete the work.
6. Proposals for residential accessory buildings following standard construction practices may include the submission of a completed detached or attached garage worksheet in place of the construction drawings required above.
7. The Municipality reserves the right to require any additional information deemed necessary to ensure that proposed construction meets Municipal Standards, National Building Code Standards and the Uniform Building and Accessibility Standards Act.

### **Moved in, Decommissioning and Removal of Buildings:**

The process for constructing or moving a building into the R.M. is as follows:

1. Contact the R.M. to confirm the property is eligible for a residential building permit.
2. Submit a completed application along with the required fee.
3. The R.M. will have the structure inspected before it is moved and issue a report indicating whether or not the structure is suitable to be moved into the RM
4. If the structure is suitable to be moved, a completed building permit application form shall be submitted along with 2 copies of construction plans for the foundation along with any additional construction proposed.
5. Upon review of the submitted plans, a development/building permit may be issued subject addressing any remedial measures identified in the plan review.
6. After the permits have been issued for the movement of the structure as well as the construction of the foundation, the applicant is responsible for contacting the Building Inspector, being the Municipality's appointed Building Official to arrange for all required inspections.
7. Inspections are required for the placement of new RTM structures or mobile homes.
8. Relocated RTMs, meaning previously lived in RTMs, are subject to all of the requirements contained herein.

The process for decommissioning and removal of buildings within the Rural Municipality of Wilton No. 472 is as follows:

1. To "decommission" a building means to take from active service, retire it like a ship.
2. Notice is required to be provided to the Municipality prior to the decommissioning or removal of a building in the RM
3. An application shall be submitted to the Rural Municipality of Wilton No. 472 office along with any required fees including an explanation of the means by which it shall be decommissioned and disposed of as required by the Municipality.

**Permit Validity and Cost:**

1. A permit issued in accordance with the notice of decision is valid for a period of twelve (12) months from the date of issue. If at the date of expiry, the development has not been commenced or carried out with reasonable diligence, or at any time the development has been discontinued for a period of six (6) months, the permit may be revoked and cancelled by the Municipality.
2. If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Municipality along with the required fees within fourteen (14) days after the notice of decision is given. The Municipal Development Appeals Board will be convened according to the guidelines set out in Provincial Legislation.
3. The following tables outlines the costs and inspections associated with the provisions of this document:

<b>Application Fees</b>			
<b>Location</b>	<b>Permitted Use</b>	<b>Discretionary Use</b>	<b>Agricultural Use</b>
<b>RM of Wilton</b>	\$100.00 +tax	\$250.00 +tax	Free
<b>Lloydminster Planning District</b>	\$200.00 +tax	\$500.00 +tax	Free

**JWS Inspections Services Ltd  
Fee Schedule 2025**

<b>Plans Examinations Report and Inspection Fees JWS Inspection Services Ltd:</b>	
<i>Building Type</i>	<i>Fee (\$)</i>
<b>Single Family Dwelling (stick built)</b>	\$4.25/\$1,000.00 per value of construction
<b>Single Family Dwelling – Additions</b>	\$4.25/ft <sup>2</sup> /\$1,000.00 of construction value (Minimum \$450.00)
<b>Detached Garage with second floor suite</b>	\$4.25/ft <sup>2</sup> /\$1,000.00 of construction value (Minimum \$450.00)
<b>Ready to Move Homes (RTM) – No Garage</b>	\$0.36/ ft <sup>2</sup>
<b>Attached Garage (Existing SFD/ RTM)</b>	\$350.00
<b>Accessory Building up to 600 ft 2</b>	\$350.00
<b>Accessory Building (600 ft 2 to 2000 ft 2)</b>	\$450.00
<b>Manufactured Homes/ Mobile</b>	\$200.00
<b>Decks</b>	\$100.00
<b>Basement Development</b>	\$150.00
<b>Commercial Buildings, Industrial Buildings, and any Accessory Buildings &lt;2000 ft 2</b>	\$4.50/ \$1000.00

<b>Plans Examinations Report and Inspection Fees JWS Inspection Services Ltd. Notes</b>	
<ol style="list-style-type: none"> <li>1. Costs per thousand must include a material &amp; labor price as if it were awarded to lowest bidder (not including price). \$160.00-\$200.00 per sq.ft. used as a reference for cost.</li> <li>2. A minimum 7 day inspection notice will be required for all inspections.</li> <li>3. Two sets of blue prints are to be collected &amp; forwarded for plan review along with site plan, building permit, and map. Municipality will be invoiced with GST upon completion and return of plan review. One set of drawings, with 2 copies of the plan review report will be forwarded for municipality to distribute back to owner/contractor. Engineer involvement may be required at the discretion of the building</li> </ol>	

inspector on projects that do not conform to the National Building Code; this is the responsibility of the owner/contractor.

4. Permits may be expired at the inspector's discretion if work has been abandoned for a period of 1 year. Most permits will be given 2 year time period to complete the work and call for inspections. If after 2 years a final inspection has not been called in, a final inspection report may be completed & given to the owner to sign off, new permit to be obtained.

**Notes:**

- a) The value of construction means the total cost of the building to the owner in its completed form and includes the cost of all building work, materials of construction, building systems, labour, overhead and profit of the contractor and subcontractors. The cost of labour and used material is deemed to be the current market cost of new material and labour.
- b) The cost of a building permit associated with a moved building includes the value of the structure to be moved as well as the construction value of the foundation and new proposed construction.

**Other Permit Information Required**

1. If you propose to install or modify a sewage disposal or plumbing system, you must obtain a permit from Saskatchewan Community Health.
  - o Contact information: Laurel Pauls, Prairie North Health Region, 1-888-298-0202
2. If you propose to install or modify an electrical system, you must obtain a permit from SaskPower.
  - a. Kevin Blanchard, Sask Power, 1-306-445-1861
3. If you propose to install or modify a natural gas system, you must obtain a permit from SaskEnergy.
  - a. Customer Service, Sask Energy, 1-888-975-1868