



Internal Residential Alteration/Renovation – Information Sheet

Application Fee: \$125.00

Additional Applicable Fees:

The following fees are applicable and must be paid prior to release of your permits:

Residential Building Permit **Greater of \$100 or \$ 5.50/1000 construction value**

Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee shall be paid in an amount equal to 100% of the permit fee or \$10,000, whichever is less.

Application Requirements:

The following is required in order to make and process an application:

- 1) a completed **application form** and receipt of full payment of the **application fee**;
- 2) a copy of the **approved Saskatchewan Health Authority (SHA) sewage permit**. The number of bedrooms on the permit **must match** the number of bedrooms in the construction/alteration plans. New permits from SHA may be required prior to issuance of the building permit;
- 3) a dimensioned **Floor Plan** including size and location of interior and exterior walls, exist, fire separations, doors (including swings and hardware), stairs, windows, use of the room, washrooms and built-in furnishings;
- 4) submission of **one (1) full set of construction plans****. **All drawings must:**
 - show the owner's name, project name and date;
 - be drawn to scale with the scale indicated;
 - be black line or blue prints on good quality paper or digital;
 - include legible letters, numbers and dimensions;
 - where required, an architect's or engineer's stamp must be included;
 - clearly show the location of existing and new construction for alterations and renovations.

Note: Depending on the scope of work, engineered plans may be required. Please discuss your proposed alteration/renovation with the R.M. of Corman Park and/or MuniCode Services Ltd. for to confirm requirements

One (1) full set of Construction Plans may include the following depending on the scope of development:

- a) If structural alterations proposed, a **Structural Plan** including 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;

- b) If structural alterations proposed, 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;
- c) If electrical systems are affected, an **Electrical Plan** illustrating the type and location of lighting, electrical panels, fire alarm systems, location of exit lights and emergency lighting;
- d) If mechanical systems are affected, include a **Mechanical Plan** 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.
- e) If new heating or ventilation equipment are proposed, a **Declaration of Conformance with Ventilation Requirements** form completed by the plumbing and heating contractor chosen to complete the work; and
- f) If the building was originally constructed after January 1, 2019, then any internal alterations/renovations will require energy compliance; please submit the required Energy Compliance Form as found on the R.M. website. If the building was originally construction before January 1, 2019, then any internal alterations/renovations will not require energy compliance.

The R.M. of Corman Park reserves the right to require any additional information deemed necessary to ensure that proposed construction meets municipal bylaws, the *National Building Code of Canada* and *The Uniform Building and Accessibility Standards Act and Regulations* and any other applicable codes or regulations.

Decision Time Frame:

The timing associated with the provision of a development and building permit for a deck 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. During peak application submission periods, a minimum of twenty (20) business days may be required to review, process and issue the appropriate permits. Please discuss the current processing timelines with planning staff when you submit your application as these are guidelines only.

Permit Validity:

All permits expire:

- a) one (1) year from the date of issue of the permit if work is not commenced within that period, or
- b) if work is suspended for a period of one (1) year, or
- c) if work is suspended for a period of longer than one (1) year by prior written agreement of the local authority or its authorized representative.

If you require an extension to your development and building permit please contact the R.M. Planning Department at least 30 days prior to expiry of your permit.

Disclaimer: The information provided 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.



For Office Use Only	
Date Received:	
Receipt Number:	
Amount Paid:	

Development & Building Permit Application Form – Internal Residential Alteration/Renovation

1) **Applicant Name:** _____
Mailing Address: _____
City/Town/RM: _____ Province: _____
Postal Code: _____ Email: _____
Phone: _____ Cell: _____

2) **Landowner Name:** (same as applicant

3) **Contractor Name:** (same as applicant

4) **Legal description of land**
All/Part of the _____¹/₄, Section _____, Township _____, Range _____, W3
LSD(s) _____ Lot(s) _____ Block(s) _____ CU _____
Civic Address (if applicable): _____

5) **Construction Details:**
 Residential Interior Renovation (Describe): _____
Building Area: _____ ft² Construction Value: \$ _____
 Basement Development (Describe): _____
Building Area: _____ ft² Construction Value: \$ _____

6) **Scope of Work**

The proposed development/construction includes:

- New construction Existing Construction Demolition
Structural alterations Changes to electrical systems
Changes to mechanical systems New heating or ventilation equipment
New bedrooms being added Changes to septic system

7) **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 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: _____

8) **Declaration by Landowner**

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.

I, _____ of _____
in the Province of _____, solemnly declare that I am aware of and support the
application of _____ on my land(s).

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: _____ LANDOWNER SIGNATURE: _____