



Detached Accessory Building – Information Sheet

A Building Permit is required for any residential structures larger than 10m² (107.64 ft²) and/or any agricultural structure larger than 46.45 m² (500 ft²).

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**

Agricultural Building Permit: **\$0.00**

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 scaled **site plan or Google Earth/Maps image or equivalent**, showing in detail the site proposed for development including the following:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;
 - location and dimensions of existing and proposed buildings, structures and deck(s), including distances from the property boundaries and adjacent buildings or structures;
 - location of all existing and proposed utilities, easements or utility right-of- ways;
 - the location of all standing water, sloughs, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.
- 3) a dimensioned **Floor Plan** of all floors, including use of the rooms and the size and location, location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, washrooms and built-in furnishings;
- 4) An **Accessory Building Worksheet or one (1) full set of construction plans. All drawings must be legible, dimensioned, drawn to scale and include:**
 - the landowner's name, project name and the date the plans were issued for construction;
 - where required, an architect's or engineer's stamp; and
 - clearly show the location of existing and new construction.

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

Rural Municipality of Corman Park No. 344

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

- a) A **Foundation Plan** providing the overall size of the foundation, size and location of footings, piles, foundation walls, size and openings for doors and windows and foundation drainage.
 - b) 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;
 - c) 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;
 - d) An **Elevation Plan** illustrating views of all sides of the building, height of finished grade, exterior finishing materials, size and location of exterior doors and windows and location of chimneys.
 - e) If 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. **Mechanical Plans** may be required;
 - f) An **Electrical Plan** illustrating the type and location of lighting, electrical panels, fire alarm systems, location of exit lights and emergency lighting;
 - g) **Energy Efficiency Compliance Forms** if applicable. If the building was originally constructed after January 1, 2019, please submit the required Energy Compliance Form as found on the both the R.M. website and MuniCode Services Ltd. website. If the building was originally construction before January 1, 2019, then energy efficiency compliance is not required.
- 5) If a washroom is included, a copy of the **approved Saskatchewan Health Authority (SHA) sewage permit**. A sewage permit is required if proposed development includes installation of a new septic system or alteration to an existing septic system. New permits from SHA may be required prior to issuance of the building permit to ensure the existing system is adequate;
- 6) If development is proposed within a multi-parcel country residential subdivision, additional requirements may apply such as:
- Developer approval regarding architectural design;
 - Lot specific minimum building elevations or lot grading requirements;
 - Engineered design in conformance with geotechnical investigations;

Please contact the developer or the R.M. Planning Department prior to application to discuss potential requirements if development is proposed within a multi-parcel country residential subdivision.

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 Construction Codes Act and Regulations* and any other applicable codes or regulations.

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.

Decision Time Frame:

The timing associated with the provision of a development and building permit for an accessory building 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.

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

Detached Accessory Building Application Form

- 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: _____
- 4) **Legal Description of Proposed Building Location:**
All/Part of the _____¹/₄, Section _____, Township _____, Range _____, W3
LSD(s) _____ Lot(s) _____ Block(s) _____ CU _____
Civic Address (if applicable): _____
- 5) **Scope of Work:**
 New Construction or Addition Legitimize Existing Construction
- 6) **Proposed Use of Building:**
 Residential Accessory (Personal storage of household related goods and recreational vehicles)
 Agricultural Accessory (Associated with farming operation regarding the storage of agricultural related items/goods or shelter for livestock)
 Home Based Business
 Other: _____

7) **Detailed Use of Building** (please describe how the building will be used and what equipment or materials will be stored):

8) **Construction Details:**

Building Area: _____ ft² Estimated Construction Value: \$ _____

Construction Value includes the total cost of the completed project (design, materials and labour). The R.M. of Corman Park reserves the right to assign a construction value if applicable.

9) **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: _____

10) **Declaration by Landowner**

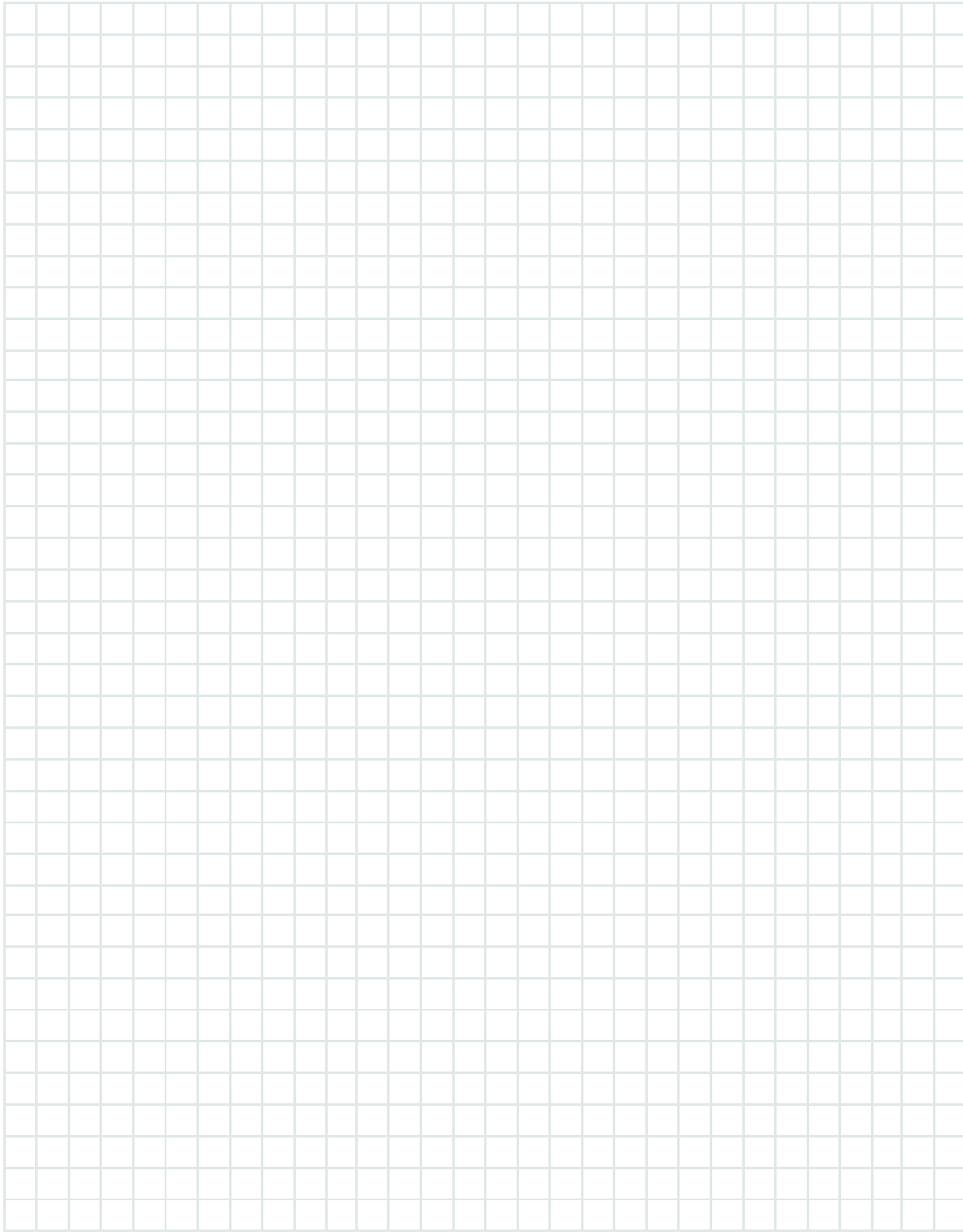
If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

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: _____

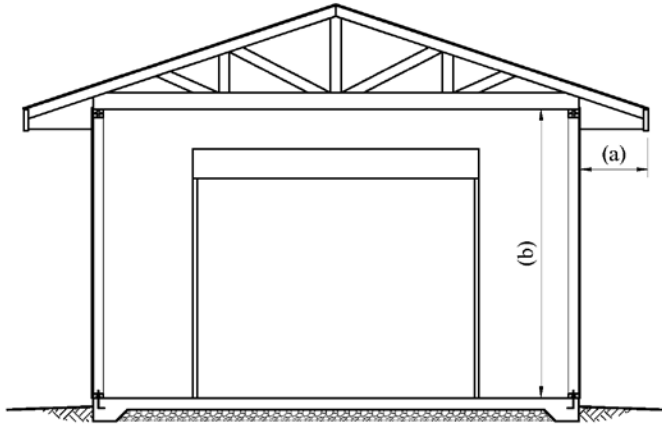
Site Plan



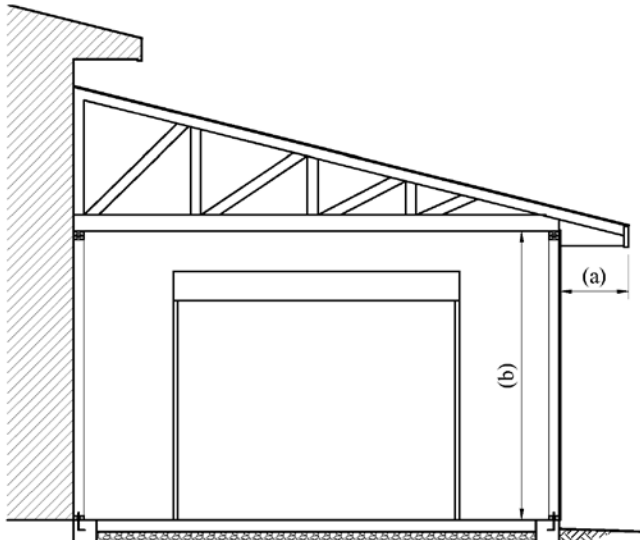
ACCESSORY BUILDING WORKSHEET

Please select:

- Attached Building
 Detached Building



DETACHED SECTION



ATTACHED SECTION

Foundation Wall

Grade Beam and Piles

Please complete the following:

ROOF:

Roofing:

- Asphalt Shingles Metal Roofing Other: _____

Roof Sheathing:

- OSB Plywood Other: _____

Thickness of Sheathing:

- 3/8" 7/16" Other: _____

Roof Structure:

- Pre-engineered
 Other: _____

Provide additional information (size, spacing, ...etc.)

Spacing of Trusses:

- 16" o.c. 24" o.c.

Roof Overhang (a): _____

Roof Slope: _____

FOUNDATION:

- Thickened Edge Slab: (Detached Only)

Depth _____ x Width _____

Depth of Existing House Foundation: _____

- Foundation Wall

Wall: Height _____ x Thickness _____
 Footing: Height _____ x Thickness _____

- Grade Beam and Piles

Grade Beam: Width _____ x Depth _____
 Reinforcing _____
 Pile: Diameter _____ x Depth _____
 Reinforcing _____

- Other: _____

Provide additional information

WALLS:

Exterior Siding:

- Vinyl Stucco Other: _____
 Hardboard Metal _____

Air Barrier:

- House Wrap Building Paper

Wall Sheathing:

- OSB Plywood

Thickness of Sheathing:

- 3/8" 1/2" Other: _____

Wall Framing: 2x _____ @ 16" o.c. 24" o.c.

Height of Exterior Walls (b): _____

Wall Anchorage:

- 3/8" Bolts 1/2" Bolts

Spacing of Bolts: _____

Lintel Size and Number of Plies for:

Man Door(s): 2 3 - 2x _____

Window(s): 2 3 - 2x _____

Size of Window: _____ x _____

Overhead Door(s): 2 3 - 2x _____

Size of Overhead Door: _____ x _____

INTERIOR FINISHES:

Will the building:

- have insulation installed Yes No
- have vapour barrier installed Yes No
- have interior finishes installed Yes No
- have any plumbing fixtures Yes No
- be heated Yes No

DOOR (INTO HOUSE): (Attached Only)

- Weather stripped
 Self-closer
 Deadbolt Lock
 Blocked at lock-height to frame
 Hinges secured to solid wood frame
 No openable windows

NOTE: Air duct systems cannot be interconnected with other parts of dwelling unit.

Owner's Name: _____

Address: _____