

RESORT VILLAGE OF FORT SAN

Instructions for completion of the application for a Building permit (Form A) or Development Permit (Appendix B)

1. The application number will be assigned by the Village office.
2. If you are applying for a permit for land which you do not own, please provide the name of the registered owner.
3. **Nature of work.** Fully describe what you propose to do and include **one electronic copy** of the plans that must include a site plan, floor plan, engineer stamped foundation plan for houses/cottages and additions to a house/cottage, engineer stamped truss design (where required), and detailed cross section. The minimum area of a bungalow dwelling is 79 m² (850 ft²). Applications for a permit to move an existing building onto the lot(s) or parcel(s) must include exterior pictures of the building and current location. If your development includes any excavations, fills, land leveling, clearing, or removal of natural vegetation please provide complete details, drawings or diagrams are very helpful and may be required in some cases.
4. **Site Plan:** You must include a site plan containing the following information:
 - a) North directional arrow;
 - b) The scale to which it is drawn;
 - c) The dimensions and lot lines of the lot(s) or Parcel(s);
 - d) The dimensions and location of all existing and proposed buildings. Be sure to show distance from the property lines to any building. Minimum side yard requirement for all buildings is 1.2 m (4 feet); minimum front and rear yard setback for principle buildings is 6 m (20 feet); minimum front yard setback for an accessory building is 4.5 m (15 feet) unless the accessory building does not have doors on the road side of the building then it is 1.2 m (4 feet). Please note that for our purposes your front yard is the portion of your property adjacent to the road.
 - e) The proposed development should be identified (i.e. outline it in red);
 - f) Topographical features (i.e. watercourses, lakes, drainage ditches, sloughs, wooded areas, etc.);
 - g) Location of streets, lanes, power, gas or telephone lines, etc.
 - h) Size and location of any easements or right-of-ways, if any;
 - i) Adjoining land uses.
5. Type of sewage disposal system. Please note the system installed must conform to the regulations of the Department of Health and applicable bylaw of the Village.
6. **Building Permits Are Required:**
 - a) To erect a new building or structure, including garages, decks, swimming pools.
 - b) To demolish, repair, alter, add to or move an existing building or structure.
 - c) To construct a recreation room or a fireplace.
 - d) For repairs which change or affect the structural nature of a building or structure.
7. **Building Permits Are Not Required For:**
 - a) Fences 6' max, sidewalks, planters and driveways.
 - b) Painting, decorating and laying carpet.
 - c) Repairs using similar or same materials for the purpose of maintenance.
 - d) Accessory buildings (garden sheds, etc.) not greater than 10 sq. m. or 100 sq. ft. in area.
8. **Information to be Provided on Plans:**
 - a) Plan of each floor or building showing the proposed use of each room.
 - b) Elevations of the building. The bottom of the floor joists of the first floor or the bottom surface of the slab on grade of any building or structure shall be a minimum of 0.3 metres (1 ft) above the 1:500 design flood level that can be obtained from the Water Security Agency. You can contact Water Security Agency Yorkton office

306.786.1490 or rick.jasper@wsask.ca **Development &/or Building Permit from the Village will not be approved without the approval in writing from Water Security Agency. This process can take 2-6 weeks.**

- c) Cross section showing construction of walls, roof and floor, including insulation.
9. In regards to a building permit appeals are available under Sections 12 and 18 of the UBAAS Act with regards to building standards.
10. It is the responsibility of the applicant to ensure that the proposed structure will not encroach upon any utility (electrical, gas, phone or, where applicable, water) or any easements registered against the property in question. Electrical, gas or phone lines may be located by contacting Sask. 1st Call at 1-866-828-4888. You must not fill or excavate around a utility pedestal or transformer without the permission of the utility. **Anyone filling or excavating around a utility pedestal or transformer without permission will be responsible for all costs to restore the area or to raise or lower the pedestal or transformer as required by the utility.**
11. It is your responsibility to obtain a home/farm owner electrical wiring permit if you are doing your own wiring. If you are using an electrician, he/she will make an application on your behalf.
12. Present use of land (i.e. vacant lot, cottage or residential lot, etc.)
13. Be sure to sign the application. An unsigned application will be returned.
14. **PLEASE NOTE:** it is your responsibility to ensure that the development of your property does not alter existing drainage or adversely affect adjacent properties in anyway.
15. It is the responsibility of the applicant to obtain any other permits as may be required according to other municipal, provincial and federal government legislation, including a Shoreland Alteration Permit if you are doing any work at or near the shoreline Go to this link for more information – <https://www.wsask.ca/Water-Programs/Aquatic-Habitat-Protection/>
16. If your property is adjacent to a Provincial Highway, you must contact Saskatchewan Highways & Transportation, Operations Services, South Region at 1630 Parks Street, Regina, Sask., S4P 3V7, phone 306-787-4969 or fax 306-787-4910 if you are planning to do any work on your property within 90 m (300 feet) of the Highway. In addition to work being done under a building permit (construction of any type of building), work also includes fences, excavating, filling, land leveling, clearing or removal of natural vegetation, planting trees and hedges, permanent planters, sidewalks, driveways, buildings less than 10 sq m (100 sq ft), and retaining walls.
17. In regards to a Development Permit, you are advised that under Section 219, of *The Planning and Development Act, 2007*, you may appeal this decision to the Village's Development Appeals Board. An appeal must be made within 30 days of the date of issuance of a decision.
18. Before commencing any principal or accessory use development, including a public utility use, every developer shall:
 - a) Complete and submit a Development Permit application (refer to permit application Appendix "B")
 - b) Receive a Development Permit for the proposed development unless the proposed development or use is exempt from development permit requirements.
 - c) A Development Permit shall not be issued for any use in contravention of any of the provisions of this Bylaw and the Basic Planning Statement.
 - d) No development or use shall commence without a Development Permit first being obtained.
19. **An up-to-date plan or survey prepared by a registered land surveyor must be submitted to the municipality upon completion of foundation, except that when an applicant has a plan or survey prepared by a registered land surveyor which shows that location of existing building(s), Council may waive the requirement to submit an up-to-date plan or survey.**