

## Residential - Plan Review Checklist

<b>Municipality:</b> _____	<b>Permit #:</b> _____
<b>Jobsite Address:</b> _____	<b>Project Type:</b> _____
<b>Owner's Name:</b> _____	<b>Cell Ph:</b> (306) _____
<b>Contractor Name:</b> _____	<b>Cell Ph:</b> (306) _____

### Residential Project Type

<b>REQUIRED for a Plan Review</b> (A shaded box means <u>not</u> required.)  Provide 1 set of <u>paper plans/designs no larger than 11" x 17"</u> OR a <u>digital copy of plans/designs in pdf format</u> , as well as the information indicated by the unshaded boxes. A plan review must be completed by PBI <u>before</u> a building permit is issued.  <b>E-mail plans and documents in pdf format</b> <b>to the <u>municipal office</u>.</b>  <i>Requirements may vary for unique projects. Consult with PBI.</i>												
	New Dwelling / Duplex / Cottage	RTM / Modular / Post-Move	Mobile (Manufactured) Home	Addition / Living Quarters	Renovation (structural or egress)	Bsmt Development / Sec. Suite	Deck (not covered or enclosed)	* Attached Garage	* Detached Garage / Acc. Bldg.	* Pole Building	Retaining Wall (if collapse affects a structure)	Foundation Replacement
<b>Site plan</b> (lot dimensions & shape; indicate North; project size, location & distance to property lines; show other buildings on property, easements, driveway, streets, etc.)												
<b>Building plans</b> (e.g. floor plans, exterior elevations, cross sections, supplier specs, structural details, material lists, window & door types/sizes, stair configurations, etc.)												
<b>Structural designs stamped by an engineer</b> (project specific)			Deformation Resistant									
<b>Foundation designs stamped by a structural engineer</b> (site specific)												
Loading on concrete telepost pads or piles												
Wood and/or steel beam sizes												
<b>Geotechnical report</b> (if required by zoning bylaws or engineer recommendation)												
<b>PBI Specifications sheet(s)</b>												
<b>Engineered roof truss designs &amp; layouts</b> (Importance factor rating of 1.0)												

\* for storage only – no living quarters

*Note: Inspection reports and notices will be e-mailed to the municipal office soon after completion.*

### E-MAIL CONSENT

*Consent to the e-mail delivery of PBI inspection reports and related documents pertaining to this building permit is given to the following individuals/companies involved in the course of construction who will need to receive these reports:*

Title (e.g. Owner, Contractor)	Individual's Name	E-mail Address

- Please note that failure to receive an e-mailed report or related document does not release the property owner(s) from their responsibility to comply in all regards with the building standards (municipal bylaws, Saskatchewan Uniform Building and Accessibility Standards Act, and the National Building Code of Canada.)
- I declare that I am authorized to sign this form and that I will notify PBI of any e-mail changes, if applicable.

**Owner Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**TOWN OF REGINA BEACH**  
218 Centre Street, Box 10, Regina Beach SK, S0G 4C0  
Telephone: 729-2202 Fax: 729-3411  
E-mail: [townofreginabeach@sasktel.net](mailto:townofreginabeach@sasktel.net)

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**DEVELOPMENT/BUILDING PERMIT REQUIREMENTS AND INFORMATION  
FOR RESIDENTIAL DISTRICTS**

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The entire Zoning Bylaw should be reviewed by anyone considering buying and/or developing a lot in Regina Beach.

***All proposed new development, large additions or garden/garage suites must submit a Development Permit Application with proposed plans, site plan, survey, geotechnical report (if required) etc. for Council consideration prior to submitting Building Permit Application information.***

All proposed smaller projects (ie. decks, accessory buildings, detached garages etc.) may submit the Development/Building Application as one submission with all plans, site plans, etc.

**SINGLE DETACHED DWELLING**

A permit is required for constructing a new dwelling, adding to an existing dwelling, or making any structural changes to a dwelling due to maintenance or renovations. Stipulations are as follows:

- Yard, front - minimum - 4.5m (14.8ft)
- Yard, rear – minimum - 5.0m (16.4ft)
- Yard, side – minimum - 1.5m (4.9ft)
  - 3m (9.8ft) if a corner lot and the garage door is accessed from the side yard.
  - Lot Coverage - maximum - 50%
- Size - minimum - 93m sq (1,000sq ft) basements and attached garages are not included
- One dwelling per lot
- All provisions of the National Building Code of Canada must be adhered to

**Application requirements:**

- Application for Development
- 3 copies of the following (including any other requirements per PBI Plan Review Checklist):
  - Site plan drawn to scale indicating **all** measurements pertaining to property lines, setbacks, existing buildings and house/addition
  - Floor plans
  - Engineered foundation plans
  - Engineered truss plans
  - Elevation plans
  - Cross section

## **PLUMBING/WATER**

- A plumbing permit is required for all plumbing and holding/septic tank installation which may be purchased at the Town Office.
- Holding tank setback per Sask. Health
  - 1 meter from building
  - 3 meters from property lines
  - 15 meters from any surface water
- All owners/plumbers/contractors must contact Regina Qu'Appelle Health Region, phone
- #766-7716, for a plumbing/tank inspection before the work is complete and before being covered.
- A Certificate of Status Number is required when a plumbing permit is purchased for installation of fixtures.
- **Water line connections to town water main, meter installations and water turn-on/off must be arranged through the Town office.**

## **DETACHED (GARAGE)**

A permit is required, the stipulations are as follows:

- Side yard minimum - 1.5m (4.9ft)
- 3m (9.8ft) if a corner lot & the garage door is accessed from the side yard
- Rear yard – minimum - 1.5m (4.9ft)
  - 3m (9.8ft) if the garage door is accessed from the rear building line.
- Front yard – minimum - 4.5m (14.8ft)
- Height - maximum - 6m (19ft)
- Size - maximum - 79m sq (850sq ft)
- Door height – maximum - 10ft

### **Application requirements:**

- Application for Development
- Detached Garage Specification Sheet
- 3 copies of the following
  - Site plan drawn to scale indicating all measurements pertaining to property lines, setbacks, existing buildings and garage
  - Engineered truss plans
  - Foundation plans

## **DWELLING, GARDEN/GARAGE SUITE**

A permit is required, stipulations are as follows:

- A discretionary accessory unit allowed in Zoning Districts R1 and R4
- One accessory garden/garage suite per lot
- No more than 2 bedrooms
- No more than 3 people shall occupy
- Maximum size of 65 m<sup>2</sup> (702 ft<sup>2</sup>)
- Minimum setbacks from property lines as per R1 and R4 regulations
- Maximum site coverage (generally 40%)
- Maximum backyard coverage (30%-50% depending on site size)
- May be a stand-alone unit placed in the rear or side yard, or built over a detached garage
- Not allowable as a rental unit

## **DECK**

A permit is required if constructing a new deck, adding to an existing deck or making any structural changes due to maintenance i.e. replacing supporting beams. See dwelling section for setbacks.

## **Application Requirements**

- Application for Development
- Deck Specifications Sheet
- Site plans drawn to scale indicating all measurements pertaining to property lines, set backs, existing buildings and deck.

## **DETACHED (SHED)**

A permit is not required for a shed that is less than 9m sq (97sq ft) in area. The setbacks are:

- From a lane - minimum - 1.5m (5ft)
- Rear yard – minimum - 1.5m (5ft)
- Rear side yard – minimum - 1m (3ft)
- Front and front side yard - not allowed

## **FENCE**

A permit is not required for a fence if the following restrictions are adhered to:

- Side or rear lot line, maximum - 2m (6.5ft) in height
- Front lot line, maximum - 1m (3.3ft) in height
- Corner lot line - 1m (3.3ft) in height measured above the grade of the street

## **BUILDING PERMIT TIMELINES** (Zoning Bylaw No. 11/2005, 4.1.20)

Where a construction is taking place under the authority of a building permit, the exterior of the building shall be completed within 12 months of the issuance of the permit. Initial landscaping of the lot shall be completed within two years. *The lot shall be free of stored building materials and be levelled for proper drainage within two years of the issuance of the building permit.*

## **GRADING AND LEVELLING OF A LOT**

Any lot proposed for development shall be graded and levelled at the owner's expense to provide for adequate surface drainage, which shall **not** adversely affect the natural drainage or adjacent property, in accordance with the requirements of the Town of Regina Beach. An approval permit shall be required for any excavation that exceeds 0.6m (2 feet) from the natural grade.

**\*\* ALL proposed grade change and/or proposed fill plans must be forwarded to the Town office for consultation with Public Works staff.**

## **DRAINAGE**

Proper drainage within Regina Beach is of great importance. All eaves troughs and downspouts must be in place and directed so as NOT to affect neighboring properties or allow pooling water on your lot. All drainage directed off property must drain to a Town drainage route and if consultation with Town Public Works staff if required please call the office to set up a meeting time.

## **RETAINING WALLS**

At council's discretion, a retaining wall may be inspected by a qualified building inspector to determine the safety and functionality of an existing or proposed retaining wall. If the wall is deemed unsafe or no longer able to confidently provide intended results, it shall be replaced or repaired at the cost of the owner. Retaining walls shall not be allowed to interfere with sight triangles or sightline setbacks at the intersections or corners. If a wall is absolutely required the town shall take appropriate measures to ensure the safe flow of traffic in the area.

## **DEMOLISH A BUILDING**

- Complete Application for a Permit to Demolish a Building
- Demolition Permit - \$50.00 plus administration fee

- Separate cheque of \$500.00 damage deposit, which will be refunded if no damage is caused
- Payment of prorated taxes for the structure being demolished from January to demolition completion date.
- Cost of waste management fees is owner's responsibility
- After demolition is complete and if there is, no damage to any Municipal property, lot is restored to satisfactory condition and all waste management fees are paid the damage deposit will be refunded.

### **MOVING A BUILDING INTO TOWN**

- Size, minimum - 93sq m (1,000sq ft) basements and attached garages are not included.
- Pre-move inspection – Owner contacts Professional Building Inspections, Inc, to make arrangements
- Professional Building Inspections or owner provides pre-move inspection report to Town Office
- Owner provides
  - Moving application completed
  - Site plan drawn to scale indicating, all measurements pertaining to property lines, setbacks, existing buildings and dwelling.
  - Pictures of house
  - Legal Document or letter signed by the owner - if the land is not owned by the applicant.
  - Completed Development Permit Application with proposed foundation plans
  - \$10.00 Development Permit Application cost
- If Development Permit Application approved then owner must provide:
  - Building Permit Application
  - Engineered foundation drawings – 3 copies
  - Site plan (the initial plan can be used if no changes) – 3 copies
- Building Permit Application, site plan and engineered foundation drawings are forwarded to Professional Building Inspections.
- Professional Building Inspections returns app./plans with 1<sup>st</sup> inspection report & cost for building permit
- Owner is notified and a permit is issued once the following is paid:
  - Moving permit \$50.00 plus administration fee
  - Building permit fee - stipulated by Professional Building Inspections
  - Damage Deposit - \$500, refundable after move and building permit is complete, if no damage has occurred
- All other permits with Highways, Sask. Power are owners responsibility

### **RTMs (Discretionary Use-Must be Approved by Council)**

- Owner/resident must show verification of framing, insulation and vapour barrier construction, which can be provided in the following manners:
  - A letter from the manufacturer to verify they are an A277 compliant company and/or a CSA number
  - If the manufacturer is not an A277 compliant company the required framing, insulation and vapour barrier inspection must be conducted by a Building Official (Professional Building Inspections or other)
- Used RTMs:
  - Owner/resident must have a pre-move inspection conducted by a Building Official (Professional Building Inspections or other), which must be provided to the Town along with the above requirements for moving a building into Town
- Owner provides, along with the above:
  - Moving application completed
  - Site plan drawn to scale indicating, all measurements pertaining to property lines, setbacks, existing buildings and dwelling.
  - Pictures of RTM

- Legal Document or letter signed by the owner - if the land is not owned by the applicant.
  - Completed Development Permit Application with proposed foundation plans
  - \$10.00 Development Permit Application cost
- Once the owner provides the above information, a letter is sent to all residents in a 75 metre radius giving 10 days from the date of the letter to respond with any concerns.
  - All above provided documentation and any submitted comments from residents is submitted to Council at a Council meeting
  - Council approves/denies at a council meeting
  - Approval of council - go to steps below. Denied by council - no further action.
- Owner must provide:
    - Building Permit Application
    - Engineered foundation drawings – 3 copies
    - Site plan (the initial plan can be used if no changes) – 3 copies
  - Building Permit Application, site plan and engineered foundation drawings are forwarded to Professional Building Inspections.
  - Professional Building Inspections returns app./plans with 1<sup>st</sup> inspection report & cost for building permit
  - Owner is notified and a permit is issued once the following is paid:
    - Moving permit \$50.00 plus administration fee
    - Building permit fee - stipulated by Professional Building Inspections
    - Damage Deposit - \$500, refundable after move and building permit is complete, if no damage has occurred
  - All other permits with Highways, Sask. Power are owners responsibility

New RTMs:

All RTM procedures from above and

**Per Zoning Bylaw No. 11/2005:**

**9.1.5 Development Standards for Modular Homes**

(1) All modular homes shall be placed on a permanent foundation comprised of a full or partial basement and/or concrete or preserved wood grade beam/pile structure, such foundation being not less than 600 millimetres above recommended or established grade. The basement wall and grade beam support shall be attached to the perimeter of the building.

(2) Modular homes shall be permanently connected to water and sewer services provided by the municipality and any other public utilities that may be acquired by the owner or occupant serving the dwelling.

**MOBILE HOME**

Mobile home must be certified by the manufacturer that it complies with the Canadian Standards Association Code CSA-Z240 series standards. Mobile homes are only allowed in the Town of Regina Beach Zone District RMH-Residential Mobile Home District and must conform to all setbacks as indicated in the section called Single Detached Dwelling. A moving permit is required at the time of move, along with a building application, site plan, foundation plans, support & anchoring being used and cribbing specs.

**APPROVAL FOR CONSTRUCTION**

You may start construction/building once the application is approved (approximately 10-14 days) and a Building Permit is purchased from the Town of Regina Beach.

**BUILDING WITHOUT A PERMIT**

If construction begins prior to the permit being issued the permit fee will **increase by 50%** of the original fee.

### **PERMIT EXPIRY**

All permits expire 12 months from date of issue.

### **PERMIT EXTENSION AFTER 12 MONTHS**

If construction, after 12 months from date of permit issued, is not complete per Professional Building Inspections, a permit extension is required:

- Complete a Permit Extension Application
- Permit fee- 25% of the original permit fee

Permit extension will be issued for 12 months from the expiry date of the original permit no matter when application is received

### **PERMIT NOT REQUIRED**

No permit is required for:

- Replacing shingles (only), if reinforcing roof trusses or boards a permit is then required
- Eaves
- Siding, stucco, brick veneer
- Kitchen cabinets
- Gyproc wall finishes
- Painting, wallpapering, decorating
- Carpet, linoleum
- Replacing top boards (only) of a deck, if replacing any supporting beams a permit is required.

### **STRUCTURAL CHANGES**

A permit is required for any structural changes/maintenance that may be done to a building that may affect the supporting strength, i.e. replacing windows/doors to a different size, beams, supporting walls, floor joists, roof trusses, replacing or reinforcing piles or foundation or other changes that are not indicated in the section called permit not required.

### **RECONSTRUCTION**

When replacing an existing structure with new structure of the same size, shape and form, setbacks must conform to the Zoning Bylaw 11/2005 and construction must meet National Building Code Standards.

### **PROFESSIONAL BUILDING INSPECTIONS**

Professional Building Inspections, appointed by the Council shall make periodic inspections to the property to ensure that the conditions under which the permit was issued are being complied with. Applicant is to give 48 hours' notice to Professional Building Inspections to conduct an inspection at different stages of construction.

Professional Building Inspections Inc.

Phone # (306) 536-1799

Fax # (306) 781-2112

## BUILDING PERMIT FEE SCHEDULE (Bylaw 08/2014)

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- 5(6) The permit fee for erection, placement, construction, alteration, repair renovation or reconstruction of a building shall be based on the following fee schedule:

**NOTE: AN ADDITIONAL ADMINISTRATION CHARGE WILL BE ADDED TO ALL PERMIT COSTS, AND ADDITIONAL MILEAGE CHARGES PER SITE VISIT WILL BE ADDED TO ALL PERMIT COSTS BASED ON THE CURRENT RATE CHARGED BY THE BUILDING INSPECTOR.**

1. **NEW RESIDENTIAL BUILDINGS  
(ONE AND TWO UNIT DWELLINGS):**
  - a) Minimum Charge - Principal Building \$960.00  
up to 139 m<sup>2</sup> (1500 ft<sup>2</sup>) includes undeveloped basements, attached garages and attached decks  
(This fee covers up to 6 inspections, including plan reviews)
  - b) Additional Charge - per 50 m<sup>2</sup> (538 ft<sup>2</sup>) area greater than 139 m<sup>2</sup> (1500 ft<sup>2</sup>) \$160.00
2. **RTM / MODULAR HOMES / POST-MOVE**
  - a) Minimum Charge – up to 139 m<sup>2</sup> (1500 ft<sup>2</sup>) \$800.00  
(This fee covers up to 5 inspections, including plan reviews)
  - b) Additional Charge - per 50 m<sup>2</sup> (538 ft<sup>2</sup>) area greater than 139 square meters (1500 square feet) \$160.00
3. **MOBILE HOMES** \$480.00  
(This fee covers 3 inspections including plan reviews)
4. **ADDITIONS/RENOVATIONS TO EXISTING ONE AND TWO UNIT DWELLINGS:**
  - a) Living space addition \$640.00  
(This fee covers 4 inspections, including plan reviews)
  - b) Attached Garage \$480.00  
(This fee covers 3 inspections, including plan reviews)
  - c) Accessory Building-not insulated,  
Detached Garage-not insulated,



Deck, Gazebo, etc. (This fee covers 1 inspection, including plan reviews)	\$160.00
d) Accessory Building-insulated, Detached Garage-insulated, Attached Garage-non insulated (This fee covers 2 inspections, including plan reviews)	\$320.00
e) Basement Development (This fee covers up to 2 inspections, including plan reviews)	\$320.00
f) Renovations (minor structural), Garden Suites (This fee covers up to 2 inspections, including plan reviews)	\$320.00
g) Foundation Replacement (This fee covers up to 3 inspections, including plan reviews)	\$480.00
h) Retaining Wall (This fee covers up to 2 inspections, including plan reviews)	\$320.00
i) Extra or re-inspection	\$160.00 each

**5. ALL OTHER BUILDINGS:**

<b>Commercial / Industrial / Institutional / Multi-Unit Residential /</b>	<b>\$ 4.50 /\$1000 cost of construction</b>
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Minimum fees below apply:

a) Minimum Charge - principal buildings over 20m <sup>2</sup> (215 ft <sup>2</sup> ) (This fee covers up to 5 inspections, including plan reviews)	\$900.00
b) Additions (This fee covers up to 4 inspections, including plan reviews)	\$720.00
c) Renovations (This fee covers up to 3 inspections, including plan reviews)	\$540.00
d) Accessory buildings, insulated up to 20 m <sup>2</sup> (This fee covers 3 inspections, including plan reviews)	\$540.00
e) Accessory buildings, not insulated up to 20 m <sup>2</sup> (This fee covers 2 inspections, including plan reviews)	\$360.00
f) Extra or re-inspection	\$180.00 each

**6. BUILDINGS TO BE MOVED FROM WITHIN OR OUTSIDE  
THE TOWN OF REGINA BEACH**

a)	Pre-move inspection (Building inspector invoices applicant directly)	\$480.00 plus GST & travel
b)	Post-move inspection (This fee covers up to 4-5 inspections, including plan reviews)	\$800.00
c)	Extra or re-inspection	\$160.00 each
d)	Move Permits	\$50.00

***A \$500.00 refundable deposit cheque is required for all building moves to ensure that damage has not been done to other property during the move.***

***If any damage is done, it is the Owner/Contractor/Applicant's full responsibility to pay for any or all damage done, even if it exceeds the \$500.00 Deposit.***

## 7. DEMOLITIONS

a)	Demolition Permits	\$ 50.00
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***A \$500.00 refundable deposit cheque is required for all building moves to ensure that damage has not been done to other property during the move.***

***If any damage is done, it is the Owner/Contractor/Applicant's full responsibility to pay for any or all damage done, even if it exceeds the \$500.00 Deposit.***

8. The permit fees shall increase by **50%** if construction begins prior to the permit being issued.

9. All permits issued under this section expire twelve months from the date of issue except that a permit may be renewed for twelve months upon written application at a cost of **25%** of the original permit. After twenty-four months, a new building permit must be applied for.

10. Any development that requires a building permit that is not listed above will be charged based on the current rates The Town of Regina Beach is using.