

Residential - Plan Review Checklist

Municipality: <input style="width: 90%;" type="text"/> Jobsite Address: <input style="width: 90%;" type="text"/> Owner's Name: <input style="width: 90%;" type="text"/> Contractor Name: <input style="width: 90%;" type="text"/>	Permit #: <input style="width: 90%;" type="text"/> Project Type: <input style="width: 90%;" type="text"/> Cell Ph: (306) <input style="width: 90%;" type="text"/> Cell Ph: (306) <input style="width: 90%;" type="text"/>
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Residential Project Type

REQUIRED for a Plan Review (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. E-mail plans and documents in pdf format to the <u>municipal office</u>. <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
Site plan (lot dimensions & shape; indicate North; project size, location & distance to property lines; show other buildings on property, easements, driveway, streets, etc.)												
Building plans (e.g. floor plans, exterior elevations, cross sections, supplier specs, structural details, material lists, window & door types/sizes, stair configurations, etc.)												
Structural designs stamped by an engineer (project specific)			Deformation Resistant									
Foundation designs stamped by a structural engineer (site specific)												
Loading on concrete telepost pads or piles												
Wood and/or steel beam sizes												
Geotechnical report (if required by zoning bylaws or engineer recommendation)												
PBI Specifications sheet(s)												
Engineered roof truss designs & layouts (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:** _____



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

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

In addition to the below information, the entire Zoning Bylaw should be reviewed for full regulation requirements by anyone considering developing a lot in Regina Beach.

All proposed new development, detached garages, 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 and accessory buildings) 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. Regulations 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:

- Development Permit Application for approval with all the following (engineered foundation and truss plans are not required at this time but proposed foundation plans are required)
- If the Development Permit Application is approved, an Application for Residential Building Permit is required with any missing required plans
- **1 hard copy, no larger than 11" x 17", PLUS 1 digital copy 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
 - Drainage plan
 - 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 regulations 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:

- Development Permit Application for approval with all the following (engineered foundation and truss plans are not required at this time but proposed foundation plans are required)
- If the Development Permit Application is approved, an Application for Residential Building Permit is required with any missing required plans
- 1 hard copy, no larger than 11" x 17", PLUS 1 digital copy of the following (including any other requirements per PBI Plan Review Checklist):
 - Detached Garage Specification Sheet
 - Site plan drawn to scale indicating **all** measurements pertaining to property lines, setbacks, existing buildings and house/addition
 - Drainage plan
 - Floor plans
 - Engineered truss plans
 - Foundation plans

DWELLING, GARDEN/GARAGE SUITE

A permit is required, regulations are as follows:

- This is a discretionary accessory unit allowed in Zoning Districts R1 and R4 which proposed development must have public notice and must be approved by Council
- One accessory garden/garage suite per lot
- No more than 2 bedrooms
- No more than 3 people shall occupy
- Maximum size-582 ft² or the footprint of the principle dwelling to a maximum footprint of 939 ft²
- 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 or below a detached garage
- Basements not permitted
- Minimum of one on-site parking space required
- Must be hooked to water and sewer service of principle dwelling
- Other utilities may be connected either to services of principle dwelling or separate services
- Location must allow for proper site drainage
- Not allowable as a rental unit

Application Requirements

- Development Permit Application must be submitted with the following:
 - Site plan drawn to scale indicating **all** measurements pertaining to property lines, setbacks, existing buildings and house/addition
 - Drainage plan
 - Floor plans
 - Foundation plans (engineered foundation and truss plans are not required at this time but proposed foundation plans are required)
- Prior to Council approving/denying the application written notice to surrounding property owners must go out and notice in one issue of a local newspaper (costs of which are applicant's responsibility). A hearing will be set after notice is provided and Council's decision will be made after the hearing
- If approved an Application for Residential Building Permit form must be completed and submitted with any missing required plans

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 Residential Building Permit
- Deck Specifications Sheet
- Site plans drawn to scale indicating all measurements pertaining to property lines, set backs, existing buildings and deck.

ACCESSORY (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 regulations 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 ALL 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 Official 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 - \$80.00 (includes administration fee)
- \$500.00 damage deposit, which will be refunded if no damage is caused
- Adjustment of taxes for the structure being demolished from January to demolition completion date is completed at year end by Town office.
- 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 must be completed by a Building Official (Professional Building Inspections or other)
- Building Official or owner provides copy of pre-move inspection report to Town Office
- Owner provides
 - Completed Application for a Permit to Move a Building
 - Site plan drawn to scale indicating all measurements pertaining to property lines, setbacks, existing buildings and dwelling.
 - Pictures of house to be moved into Town
 - 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

- Prior to Council approving/denying the application written notice to surrounding property owners must go out and notice in one issue of a local newspaper (costs of which are applicant's responsibility). A hearing will be set after notice is provided and Council's decision will be made after the hearing
- If Development Permit Application is approved then owner must provide:
 - Application for Residential Building Permit
 - Engineered foundation plans
 - Site plan (the initial plan can be used if no changes)
- Application for Residential Building Permit, site plan and engineered foundation drawings are forwarded to Professional Building Inspections.
- Professional Building Inspections returns app./plans with 1st inspection report & cost for building permit
- Owner is notified and a permit is issued once the following is paid:
 - Moving permit \$80.00 (includes administration fee)
 - Building permit fee
 - Damage Deposit - \$500, refundable after move and building permit is complete, if no damage has occurred
- All other permits with Highways, Sask. Power, etc. are owners responsibility
- **Water line connections to town water main, meter installations and water turn-on/off must be arranged through the Town office.**

RTMs (Discretionary Use - Must be Approved by Council)

- RTM manufacturer must be an A277 compliance company and RTM must have a CSA number
- Used RTMs:
 - Owner 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:
 - Completed Application for Permit to Move a Building
 - 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
 - \$25.00 Development Permit Application cost
- Prior to Council approving/denying the application written notice to surrounding property owners must go out and notice in one issue of a local newspaper (costs of which are applicant's responsibility). A hearing will be set after notice is provided and Council's decision will be made after the hearing
- All above provided documentation and any submitted comments from residents is submitted to Council at a hearing and Council then approves or denies
- Approval of council - go to steps below. Denied by council - no further action.
- Owner must provide:
 - Application for Residential Building Permit
 - Engineered foundation drawings
 - Site plan (the initial plan can be used if no changes)

- Application and plans are forwarded to Professional Building Inspections.
- When Drawing Inspection is completed by Building Official permit is ready for pickup/payment
- Owner is notified, and a permit is issued once the following is paid:
 - Moving permit \$80.00 (includes administration fee)
 - Building permit fee
 - Damage Deposit - \$500, refundable after move and building permit is complete, if no damage has occurred
- All other permits with Highways, Sask. Power, etc. are owner's 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

Construction may begin once the 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 03/2017)

- 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:

Residential: The inspection fee of \$960.00 includes a six unit/five-part inspection – first part consists of the drawing inspection (2 units) and four on-site inspections for all new residential buildings that are one or two family dwellings and do not exceed 139 m² of developed living space. Dwellings greater than 139 m² of developed living space (m² includes walk-outs and finished basements) are charged \$160 per each additional 50 m² or part thereof.

Commercial: All non-residential buildings, residential buildings that are not one or two family dwellings, and *single dwellings with a footprint larger than 600 m²* will be charged at \$4.50 per \$1000 construction cost (although minimum fees do apply). The number of inspections required is dependent upon the size, usage (restaurant, school, etc.) and method of construction (prefab, wood, concrete block, etc.). The building official will assess the number of inspections required at the time of the plan review prior to issuance of a permit. This number is typically between 5 and 15 inspections, except for larger projects. This fee/\$1000 may be reduced for projects over 20 million dollars.

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 up to 139 m² (1500 ft²) includes undeveloped basements, attached garages and attached decks \$960.00
 - b) Additional Charge - per 50 m² (538 ft²) area greater than 139 m² (1500 ft²) to a maximum 599 m² \$160.00

2. **RTM / MODULAR HOMES / POST-MOVE**
 - a) Minimum Charge – up to 139 m² (1500 ft²) \$800.00
 - b) Additional Charge - per 50 m² (538 ft²) area greater than 139 square meters (1500 square feet) \$160.00

3. **MOBILE HOMES** \$480.00

4. **RESIDENTIAL BUILDING PROJECTS:**
 - a) Living space addition \$640.00
 - b) Attached Garage \$480.00

c)	Accessory Building-not insulated, Detached Garage-not insulated, Deck, Gazebo, Pole Building-not insulated, etc.	\$160.00
d)	Accessory Building-insulated, Detached Garage-insulated, Attached Garage-not insulated Pole Building-insulated	\$320.00
e)	Basement Development	\$320.00
f)	Renovations (minor structural), Garden Suites	\$320.00
g)	Foundation Replacement	\$480.00
h)	Retaining Wall	\$320.00

NOTES for No.s 1-4 above:

If additional inspections are required (eg. re-inspection of infractions, progress inspection, any changes to the original permit, stop work order, affidavit review, etc.) an extra fee of **\$160.00** per inspection will be charged.

5. ALL OTHER BUILDINGS:

Commercial / Industrial / Institutional / Multi-Unit Residential / Single Dwellings over 600 m²	\$ 4.50 /\$1000 cost of construction
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Minimum fees below apply:

a)	Minimum Charge - principal buildings over 20m ² (215 ft ²)	\$900.00
b)	Additions	\$720.00
c)	Renovations	\$540.00
d)	Accessory buildings, insulated up to 20 m ²	\$540.00
e)	Accessory buildings, not insulated up to 20 m ²	\$360.00

NOTE for No. 5 above:

If extra inspections or re-inspections are required on minimum fee projects or due to excessive infractions on other building projects, **\$180.00** per inspection will be charged.

**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	\$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 or is different from any listed above will be charged based on the current rates The Town of Regina Beach is using and being invoiced for by the contracted building official.