

CHECK LIST

**Complete Development Permit and Building Application**

1. Development Permit
2. Building Permit

**Please enclose a copy of the following:**

- \_\_\_\_\_ Include legal survey for lot
- \_\_\_\_\_ Include Benchmark for 1:500 flooding EL Verification *(done by surveyor)* Resolution 152/11

**Section 11.6 of Zoning Bylaw States:**

- a) All buildings shall be designed to prevent structural damage by flood waters
- b) The first floor of all buildings shall be constructed above the designated flood level
- c) All electrical and mechanical equipment within a building shall be located above the designated flood level.
- d) Information of lake level can be obtained from Sask. Water Shed 1-800-727-5420

- \_\_\_\_\_ Include a plot plan showing any existing buildings and proposed planned development on the lot or lots *(include distance from side, rear, front were the buildings are)*
- \_\_\_\_\_ Include a Geo Tech Survey
- \_\_\_\_\_ Include a engineered stamp foundation plan
- \_\_\_\_\_ Include a complete set of house plans
- \_\_\_\_\_ Include a cheque to the RM for the following work. All but \$100 is refundable once all building inspections are completed. If not listed, contact the RM for a price.

Deck, Porch, Shed - \$600 , Garage - \$1100 , House - \$2100 , Foundation only - \$1100

Please forward a copy of the above information to the Building Inspector (Harvey Kolodziejak) Box 2949 Melville, SK. S0A 1E0 [exquisite@sasktel.net](mailto:exquisite@sasktel.net) When the Building Inspector has received and reviewed the information and all the building and zoning bylaws requirement are met then the information is forward to the council for review and a development/building permit will be issued if there is no concerns.

Once the development/building permit is issued please make sure that you have Mr. Kolodziejak do all the required inspections.

Solid and Liquid Waste Disposal Facilities: Contact Public Health Office (306)786-0618 for information and permits.

3. Under Section 2.18 of the Zoning Bylaw

All construction must be finished within 24 months from the date on the building permit. The final inspection must be made prior to that date. **Occupancy cannot** take place until final inspection has been completed or a temporary permit has been received from the RM to be able to occupy the building.

Bylaw No. 2004-02 Appendix "A" Continued  
Rural Municipality of Grayson No. 184  
Application for

\_\_\_\_\_ Change of Land Use \_\_\_\_\_ Development Permit

Application No. \_\_\_\_\_

1. A) Name of Applicant:

\_\_\_\_\_

Building Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/ Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

B) Name of Registered Owner: \_\_\_\_\_

Address: \_\_\_\_\_

2. Land Description (fill in as applicable)

All/Part of the \_\_\_\_\_ ¼, Section \_\_\_\_\_, Township

Range \_\_\_\_\_, West of the Second Meridian

Lot \_\_\_\_\_, Block \_\_\_\_\_, Registered Plan # \_\_\_\_\_

Subdivision of \_\_\_\_\_

If written description please state:

3. Present use of land:

4. Do you propose to install a sewage disposal system? In most cottage and residential subdivisions the only system is a pump out vault. The system must meet bylaw requirements; and the regulations of the Department of Public Health.

5. Description of Proposed Development (fully describe)

6. Site Plan. Please provide a sketch showing:

- a) Dimensions of parcel and location of existing or proposed buildings;
- b) Topographical features, (i.e. water courses, drainage, ditches, sloughs, wooded areas, etc.)
- c) Adjoining land uses;
- d) Size and location of easements or right-of –ways;
- e) Locations of streets, lanes, roads and highways;
- f) Any additional information you consider relevant to this application.

7. **Applicant is responsible for compliance with the UBAS Act, the National Building Code of Canada and the Municipal Bylaws.**

8. **Ratepayers assume all costs including mileage associated with all required inspections.**

9. Declaration of Applicant:

I \_\_\_\_\_ of in the Province of Saskatchewan, solemnly declare that all the above statements contained within the application are true, and make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effects as if made under oath, and by virtue of “The Canada Evidence Act.” I also have no objection to any entry upon the land described, herein by the persons authorized by the Rural Municipality of Grayson No. 184 for the purpose of site inspections are required once development commences and that I will notify the municipality at the required times.

Signature \_\_\_\_\_

Anticipated start date \_\_\_\_\_ and completion date \_\_\_\_\_

Date \_\_\_\_\_ Telephone No. \_\_\_\_\_

Bylaw No. 2004-02 Appendix "A"  
Rural Municipality of Grayson No. 184

Instructions to applicant for the completion of the application form for a development permit or a change of land use.

The application number will be assigned by the R.M. office.

- 1) If you are applying for a permit for land which you do not own, please provide the name and address of the registered owner.
- 2) Present use of the land: (i.e. vacant lot, cottage or residential lot, cultivated farmland, pasture, etc.)
- 3) Description of proposed development: Fully describe what you propose to do. If your development includes any excavations, fills, land leveling, clearing, or removal of natural vegetation please provide complete details. Drawings, diagrams or photos are very helpful and may be required in some cases. Where your development includes the construction of a building a building permit is required.
- 4) Site plan: Your site plan should include the following information:
  - a. North directional arrow;
  - b. The scale to which it is drawn;
  - c. The dimensions and lot lines of the lots or parcels;
  - d. The dimensions and location of all existing and proposed buildings. Be sure to show the distances from the property lines to any buildings.
  - e. The proposed development should be identified; (i.e. Outlined in red)
  - f. Topographical features; (i.e. watercourses, lakes, drainage ditches, sloughs, wooded areas, etc.)
  - g. Location of streets, lanes, roads, power, gas or telephone lines etc.
  - h. Size and location of any easements or right-of-ways, if any;
  - i. Adjoining land uses.
- 5) A surveyor's Certificate (Real Property. Report) shall be provided to Council to be kept on file with the Development Permit application. This shall define where the boundaries of the lot are, where construction will take place and be confirmed by legal survey.
- 6) When a proposed development lies in an environmentally sensitive area, flood hazard zone, slope instability district or in proximity of a heritage "Site of a Special Nature" the proponent will be required to obtain all necessary reports at their own cost. (See Zoning Bylaw Overlay districts) GEO Tech Report
- 7) Declaration by applicant: Be sure to complete this section and sign the application. An unsigned application will be returned.

Rural Municipality of Grayson No. 184, Saskatchewan  
**APPLICATION FOR BUILDING PERMIT**

I hereby make application for a permit to \_\_\_\_\_ Construct \_\_\_\_\_ Alter \_\_\_\_\_ Reconstruct  
a building according to the information below and to the plans and documents attached to this application.

CIVIC ADDRESS or Location of Work: \_\_\_\_\_, \_\_\_\_\_, SK.

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Nature of Work \_\_\_\_\_

Intended use of Building \_\_\_\_\_

Size of Building \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Number of Storeys \_\_\_\_\_ Fire Escapes \_\_\_\_\_

Number of Stairways \_\_\_\_\_ Width of Stairways \_\_\_\_\_

Number of Exits \_\_\_\_\_ Width of Exits \_\_\_\_\_

Footings \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Foundations \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Exterior Walls \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Roof \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Studs \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Floor Joists \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Girders \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Rafters \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Chimneys \_\_\_\_\_ Number \_\_\_\_\_ Size \_\_\_\_\_

\_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Heating \_\_\_\_\_ Lighting \_\_\_\_\_ Plumbing \_\_\_\_\_

Estimated Value of Construction (excluding site) \$ \_\_\_\_\_

Building Area (area of largest storey) \_\_\_\_\_ Square Meters \_\_\_\_\_

*I hereby agree to comply with the Rural Municipality of Grayson No. 184 bylaw respecting buildings and acknowledge that it is my responsibility to ensure compliance with all other applicable bylaws, acts and regulations including "The National Building Code, 1995", "The Uniform Building & Accessibility Standards Act" and the Rural Municipality of Grayson No. 184 Zoning Bylaw regardless of any plan review or inspections that may or may not be carried out by the building inspector or any authorized official of the Rural Municipality of Grayson No. 184.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner or Agent

Harvey Kolodziejak (Building Official)  
Box 2949  
Melville, SK. S0A 2P0  
Phone: (306) 728-5860 Fax: (306) 728-5124

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July 19, 2012

Builder  
123 Anywhere St.  
ANYWHERE, SK.  
S0A 2P0

Dear Builder

All building construction in the R.M. of Grayson No. 184 is governed by *The Uniform Building and Accessibility Standards Act (UBAS)* as well as Bylaw No. 2008.04 A Bylaw of the Rural Municipality of Grayson No. 184 Respecting Buildings.

The R.M. of Grayson is responsible for the administration and enforcement of building standards under the UBAS Act. As a licenced building official in the Province of Saskatchewan, I have been appointed by the R.M. of Grayson to enforce such building standards. My duties as the appointed Building Official include reviewing plan information prior to issuing a building permit and inspection of construction to ensure conformance with the National Building Code (NBC) as adopted in Saskatchewan.

A final inspection is required for all buildings before occupancy can take place. Occupancy is prohibited until approved. Should there be NBC infractions found at the time of inspection, they will be listed and must be rectified before occupancy can be allowed. A re-inspection will be carried out to ensure that infractions have been rectified.

Section 7(1) of the UBAS Act states that it is the responsibility of “the owner of each building in Saskatchewan to ensure that the building be designed, constructed, erected, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the building standards”. Failure to comply with building standards may result in future liability and may impact the saleability or insurability of the property. It is the owner’s responsibility to ensure conformance to all other legislation and regulatory requirements in addition to building standards.

Sincerely,

Harvey Kolodziejak  
*Building Official*

**BENCHMARK**  
For the 1:500 EL Verification

Section 11.6 of The Zoning bylaw states:

- a) All buildings shall be designed to prevent structural damage by flood waters
- b) The First floor of all building shall be constructed above the designated flood level
- c) All electrical and mechanical equipment within a building; shall be located above the designated flood level

I \_\_\_\_\_ of \_\_\_\_\_  
Verify that the benchmark for the 1:500 EL Verification was verified by qualified personal.  
(Resolution 155/09) (Resolution 251/11)

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Owner*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

# Saskatchewan



Saskatchewan  
Watershed  
Authority

Head Office

Victoria Place  
111 Fairford Street East  
Moose Jaw, Canada  
S6H 7X9

(306) 694-3900  
(306) 694-3944 Fax

www.swa.ca

June 11, 2008

(306) 694-3097

Rural Municipality of Grayson  
Box 69  
GRAYSON SK S0A 1E0

File: H5-1

Dear Sir or Madam:

Re: Estimated Peak Water Level Determinations

For rivers and creeks we typically base the determination of the Estimated Peak Water Level (EPWL) on the premise that the 1:500 flood event is a reasonable and realistic criterion.

For lakes we typically base the determination of the Estimated Peak Water level (EPWL) on the coincidental occurrence of a 1:100 flood event and a 1:5 wind event, or a 1:500 flood event without wind effects. Again we believe that these are reasonable and realistic criterion.

In order to complete an EPWL determination, the Saskatchewan Watershed Authority will need a written request addressed to the Director of Basin Operation, his name and address are as follows:

Mr. Doug Johnson  
Director of Basin Operations  
Saskatchewan Watershed Authority  
111 Fairford Street E  
MOOSE JAW SK S6H 7X9

Please include the following as a minimum requirement:

1. Property location for which an EPWL determination is required (map is required); and
2. Any survey information available (i.e. Shoreline slopes, and/or topographic information).

...2



This is a minimum of information we require. More information may be required, and in some cases there is insufficient data to complete an EPWL determination. In that case, it will be up to the proponent to hire a consulting engineer to evaluate the property.

Please note that the Saskatchewan Watershed Authority provides EPWL determinations. We do not provide Safe Building Elevations (SBE). A SBE is that which includes both the EPWL plus an adequate safety factor. In most cases the safety factor is 0.50 m. In the case of the Qu'Appelle system, (lakes along the Qu'Appelle River) the 0.50 meters safety factor has been used in several cases.

If you have any questions or require additional information, please contact me at (306) 694-3097.

Sincerely yours,



Darry Taylor, P. Eng.  
Senior Hydrologist  
Basin Operations

BT/ce

cc: Jim Waggoner, Yorkton Regional Office, Saskatchewan Watershed Authority

**PLANNING WORK  
NEAR WATER?**

Any work near lake and stream shore areas requires a permit before work takes place.

Common activities which can affect fish and fish habitat are:

- lake shore alteration during cottage construction;
- depositing sand for beach development;
- removing sand, gravel and/or rocks from lake and stream shore areas;
- diverting or damming streams;
- dredging or draining marsh lands;
- installing road culverts
- removal of trees and shrubs

To obtain a permit, contact your Conservation Officer at:

728-7480, Melville



Saskatchewan  
Environment  
and Resource  
Management

**This Program Will:**

Place a duty on the owner or owner's agent to call in at the specified stages of construction for and inspection.

Enable the Building Inspector to schedule inspections when construction is ready to be inspected.

Ensure buildings are open so an inspection can be made.

Improve communications with the owner or owner's agent with written notices that will identify concerns of the inspector.

Allow up to one month to complete all deficiencies after construction is completed (except unsafe conditions which will be completed immediately).

***This pamphlet has no legal status and cannot be used as an official interpretation of the various codes and regulations current in effect. The R.M. of Grayson No. 184 accepts no responsibility to persons relying solely on this information.***

**FOR MORE INFORMATION**

Rural Municipality of Grayson No. 184

P.O. Box 69  
Grayson, SK.  
S0A 1E0

Telephone: (306) 794-2044  
Fax: (306) 794-4655

Email:  
[Grayson184@sasktel.net](mailto:Grayson184@sasktel.net)

Harvey Kolodziejak  
Building Official

P.O. Box 2949  
Melville, SK.  
S0A 2P0

Telephone: (306) 728-5860  
Fax: (306) 728-5124

Email:  
[exquisite@sasktel.net](mailto:exquisite@sasktel.net)

## **ZONING AND BUILDING INSPECTORS**

### **MANDATORY**

### **CALL-IN**

### **PROGRAM**

*"Striving for clean, safe and beautiful  
surroundings for our residents and  
visitors"*

2) where new information is identified pertaining to environmental protection, flood potential, or slope instability, and /or

#### 2.16 Stop-Work

3) when a developer requests a development permit modification

The development Officer may authorize action to stop any development which does not conform to this Bylaw, a development or servicing agreement, a Development Permit or condition, or a caveat under this Bylaw.

#### 2.17 Offences and Penalties

Any person who violates this Bylaw may be charged and liable on summary conviction to the penalties in *The Planning and Development Act, 2007*.

#### 2.18 Inspection of Premises

The Development Officer, or any official or employee of the Municipality acting under their direction, is hereby authorized to enter, at all reasonable hours, upon any property or premises in or about which there is reason to believe that provisions of this Bylaw are not being complied with, and for the purpose or carrying out their duties under this Bylaw. All construction must be finished within 24 months from the date on the building permit. The final inspection must be made prior to that date. Occupancy cannot take place until final inspection has been completed or a temporary permit has been received from the RM to be able to occupy the building.

#### 2.19 Bylaw Compliance

Errors and/or omissions by any person administering or required to comply with the provisions of this Bylaw do not relieve any person from liability for failure to comply with the provisions of this Bylaw.

#### 2.20 Performance Bonds

Council may require a developer to post and maintain a performance bond to ensure developer performance and to protect the public interest.

#### 2.21 Moving a Building

No building shall be moved into or through The Municipality without first obtaining a Development Permit, unless exempted under this Bylaw

**General Requirements:**

**Required Forms:**

- **Application for Zoning/Development Permit**
  - For Fee Scheduling see Sec 2.11 of the Zoning Bylaw 2004-02
- **Application for Building Permit**
  - **Form A** (See rates on sheet)
- **Application for Removal/Demolition Permit**
  - **Form C** (Fee Schedule see Building Bylaw)

Before any construction you must receive a Zoning/Development Permit and a Building Permit – Form B from the R.M. of Grayson No. 184

Before any Removal/Demolition takes place you must receive a Permit – Form D from the R.M. of Grayson No. 194

All construction is required to be inspected by the Building Official for the R.M. of Grayson No. 184

The owner or agent for the owner must call in for an inspection at the specified stages of construction, giving at least 48 hours' notice to the Building Inspector.

The owner or agent for the owner is responsible to correct all items of deficiency noted by the inspector.

The Building Inspector may make additional inspections as necessary and may require the owner to call in for follow up inspections.

**Mandatory call in Stages:**

**Type 1 – New one or two dwelling(s):**

1. Pre-Before Footings
2. Pre-Backfill and at sub-floor for wood foundation
3. Framing, insulation and vapour barrier
4. Final – Before use or occupancy

**Type 2 – Addition to one or two unit dwelling(s)**

1. Pre-Before Footings
2. Pre-Backfill and at sub-floor for wood foundation
3. Framing, insulation and vapour barrier
4. Final – Before use or occupancy

**Type 3 – Alterations to dwelling(s):**

1. Framing
2. Drywall
3. Final – Before use

**Type 4 – Very minor alterations (Non-structural to dwelling(s) or Garage less than \$1500)**

1. Final

**Type 5- Factory built solid fuel burning appliances and/or decks**

1. Framing
2. Final – Before use

**Type 6 – New and/or addition to garages and carports**

1. Pre-Before Footings
2. Framing
3. Final – Before use

**Rates:**

**Plan review** - \$5.10 per square foot liveable area

**Garage or Boat House** - \$506 per square foot

**Final Inspection for Garage or Boat** - \$50.00

**Types 1, 2, 3, & 4 inspections stages** - \$175.00 each inspection

**Follow up inspections not noted above when or if required** - \$125.00

**Plus mileage** at current government rates, which are subject to change. Current rate is \$5.44 per kilometer.

To arrange for an inspection, please call Harvey @ (306) 728-5860

**PLEASE CHECK PRIOR TO HAVING YOUR BLUEPRINTS DRAWN, TO ENSURE THAT YOUR DWELLING OR ADDITION WILL COMPLY WITH THE ZONING BYLAWS.**