



Rural Municipality of Grayson No. 184

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

Phone: (306) 794-2044

Email: grayson184@sasktel.net

Fax: (306) 794-4655

CHECK LIST

Complete Development Permit and Building Permit Application

_____ Development Permit

_____ Building Permit

If applicable, please enclose a copy of the following:

_____ Survey and Real Property Report

_____ Include Benchmark for 1:500 flooding EL Verification (done by surveyor) if required. 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

Information of lake level can be obtained from Water Security Agency 1-866-727-5420

_____ Include a plot plan showing any existing buildings and proposed planned development on the lot(s) (*include distance from side, rear, front where 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 R.M. All but \$100 is refundable once all building inspections are completed.

☐ Deck, Porch, Shed: \$600 ☐ Garage: \$1100 ☐ House: \$2100 ☐ Foundation Only: \$1100

Development Permit Only: \$100

Date

Signature of Owner



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Please forward this application to the R.M. of Grayson Office via mail P.O. Box 69 Grayson, SK S0A 1E0 or email grayson184@sasktel.net. Once the Office receives the application it is then forwarded on to the Building Official. When the Building Official has received and reviewed the information and all the Building and Zoning Bylaws requirements are met, then the information is forwarded on to Council for review and a Development/Building Permit will be issued if there are no concerns.

Once the Development/Building Permit is issued, it is the responsibility of the applicant to ensure the Building Official is contacted for all required inspections.

Solid and Liquid Waste Disposal Facilities: Contact Public Health Office (306) 786-0600 for information and permits.

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 R.M. to be able to occupy the building.

As per Resolution 301/21, any expired Building/Development Permits (after the 24 month period) must be reapplied for with a non-refundable fee of five hundred dollars (\$500.00) and further that an interest will be registered on the building title for any unresolved building official orders and expensed to the applicant.

Hamlet Road Damage: Building Projects

Resolution 158/22: That effective June 24, 2022, an addition be made to the Building/Development Application and Building/Development Permits stating that any excessive damage to the roads as a result of a build / construction project will be the responsibility of the applicant. Carried

Under Section 2.16 Stop-Work of the Zoning Bylaw

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.

Building Official 115/24: That only the appointed Building Official for R.M. of Grayson No.184's shall conduct Building Inspections in R.M. of Grayson No.184 including the Organized Hamlets of Exner's Twin Bay's, Moose Bay, Green Spot, and Sunset Beach. Carried Unanimously

DO I NEED A WATER SECURITY AGENCY PERMIT?

The laws governing development in, or near, water are set out in [The Environmental Management and Protection Act, 2010](#) and [The Environmental Management and Protection \(General\) Regulations](#).

Visit <https://www.wsask.ca/> or call 1-306-786-1490.

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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. outline it 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)
7. Declaration by applicant: Be sure to complete this section and sign the application. An unsigned application will be returned.

Date

Signature of Owner



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APPLICATION FOR BUILDING PERMIT

REGISTERED OWNER INFORMATION

Name: _____

Building Address: _____

Mailing Address: _____

Home Phone: _____ Cell: _____

Email: _____

CONTRACTOR INFORMATION

Name: _____

Address: _____

Home Phone: _____ Cell: _____

Email: _____

Project Start Date: _____ Completion Date: _____

Applicant Name: _____

Phone: _____

☐ Same as Registered Owner

☐ Same as Contractor

LEGAL LAND DESCRIPTION

¼: _____ Sec: _____ Twp: _____ Rge: _____ W2

Lot: _____ Blk/Par: _____ Plan No.: _____

☐ Exner's Twin Bays ☐ Greenspot ☐ Moose Bay ☐ Sunset Beach ☐ RM of Grayson (Rural)

Date

Signature of Owner



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PROJECT DETAILS

Check one box on each line below that best describes the project:

- ☐ New Building ☐ Addition ☐ Renovation ☐ Accessory Building
☐ Residential ☐ Commercial ☐ Industrial ☐ Multi-unit Residential

Start Date: _____ Estimated Completion Date: _____

Intended use and description of purposed development: _____

Size:	Length:	Width:
# of Storeys:	Height:	
# of Stairways:	Width of Stairways:	
# of Exits:	Width of Exits:	Fire Escapes:
Footings:	Material:	Size:
Foundation:	Material:	Size:
Exterior Walls:	Material:	Size:
Roof:	Material:	Size:
Studs:	Material:	Spacing:
Floor Joists:	Material:	Spacing:
Girders:	Material:	Spacing:
Rafters:	Material:	Spacing:
Chimneys:	Number:	Size:
	Material:	Thickness:
Heating:	Lighting:	Plumbing:

OR: ☐ AS PER ATTACHED

Sewage/Water System: Approval to Construct from Public Health (attached :): ☐ Yes ☐ No ☐ Not required *if applicable, approval from Public Health is required before a Building Permit will be issued.

I hereby agree to comply with the Rural Municipality of Grayson No. 184 Bylaw respecting building and acknowledge that it is my responsibility to comply with all other applicable Bylaws, Acts and regulations including The National Building Code in place at time of construction, The Uniform Building and Accessibility Standards Act, and the Rural Municipality of Grayson's Zoning Bylaw regardless of any plan review or inspection that may or may not be carried out by the Building Official of the Rural Municipality of Grayson No. 184.

Date

Signature of Owner



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BENCHMARK FOR THE 1:500 EL Verification

Section 11.6 of Zoning bylaw states:

- a) all buildings shall be designed to prevent structural damage by flood waters
- b) 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 personnel. (Resolution 155/09)

Witness:

Owner:

Address

Address



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Information Required when Applying for a BUILDING PERMIT

A Building Permit application form must be completed by the owner or an agent of the owner. Information required on the application form includes:

- Legal description and, if available, civic address or building location.
- Owner's, Designer's, and Contractor's or Builder's name, address, and telephone number.
- Use and size of building.
- Type of work being done (new, addition, alteration, renovation, repair, etc.)
- Construction information (materials).
- Value of construction for all of the work including materials, installed systems, labor, overhead, and profit.

Drawings must be submitted with the completed Building Permit application to show what will be built. All drawings should:

- Show the owner's name, project name, and date.
- Be drawn to scale (1:50 or 1/4"=1', or to suit) and the scale should be noted.
- Be blackline or blue-line prints on good quality paper.
- Have legible letters and dimensions that can be read from the bottom or right-hand side of the page.
- If professional design is required, be marked with the architect's or engineer's stamp and signature.
- Clearly show the locations of existing and new construction for additions, alterations, and renovations.

The required drawings are listed below. Information typically shown on these drawings is listed, but other information must be added if necessary to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

SITE PLAN – legal description of building location (or civic address, if available); size of site; size of the building(s); location of the building(s) in relationship to the property lines; north arrow; vehicle access to the property; parking; site drainage.

FOUNDATION PLAN – overall size of the foundation; size and location of footings, piles, foundation walls; size and location of openings for doors, windows; foundation drainage.

FLOOR PLAN – size and location of: interior and exterior walls; exits; fire separations; doors (including door swings and hardware); stair; windows; barrier-free entrances; barrier-free washrooms, other barrier-free facilities; built-in furnishings.

STRUCTURAL PLANS – size, material and location of: columns, beams, joists; studs; rafters; trusses; masonry walls; poured in place and precast concrete walls and floors; related structural details.

ELEVATIONS – views of all sides of the building; height of finished grade; exterior finishing materials; size and location of doors, windows; location of chimneys.

CROSS-SECTIONS AND DETAILS – cut through views of the building; lists of all materials cut through including structural and finishing materials; vertical dimensions; stair dimensions and handrails; height of finished grade; wind, water, and vapor protection; insulation.



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MECHANICAL PLANS – description and location of heating, ventilating, and air-condition equipment; size and location of ductwork; location of fire dampers; location of plumbing fixtures and piping; size and location of sprinkler system equipment.

ELECTRICAL PLANS – type and location of lighting; electrical panels; fire alarm systems; location of exit lights; emergency lighting.

Applicant(s) assume all costs including mileage associated with the required Building Inspections.

Declaration of Applicant:

I _____ in the Province of Saskatchewan, solemnly declare that all the above statements contained within this application are true, and make this solemn declaration conscientiously believing it to be true, 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 objections 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 that are required once development commences and that I will notify the Municipality and or the Building Official of all required stages of inspections.

Date

Signature of Owner

SITE PLAN

In order to process the development permit application, all submissions must include a completed site plan of the proposed project. Please take note of the required information indicated on page 3.

