

Please ensure the following information is included for all building permit applications when submitted to our office. It is important to note that this list cannot be fully extensive as each project is different from the next. As well, the more information provided by the owner, the less delays in review due to requesting additional information:

- Request for Services (from the Municipality)
- Building Permit Application (completed by the Owner)
 - please ensure an email address is provided by the owner
- Value of Construction – always required to be provided
- Site Plan (completed by the Owner) that includes the dimensions of the building(s) on the site, dimensions of the site, distances to all property lines from the building measured perpendicular to the building face, and distances between all buildings on the property.
 - This is required regardless if the scope of work is for interior or exterior of the building
- Building Drawings
 - dimensioned floor plans identifying use of space;
 - ensure to include the size of all windows and doors and how they open
 - For residential application, smoke and carbon monoxide (CO) alarm locations
 - For commercial application, emergency lighting and fire extinguisher locations
 - dimensioned foundation plan identifying all elements in the foundation construction
 - Exterior elevations of all faces of the building
 - cross-section of the building including vertical dimensions; list of materials to be used in construction, interior and exterior finishes, insulation, wind and vapour barrier, etc.; and,
 - any other application information needed to construct.
- Energy Compliance Forms (if required) – not required for cold storage or accessory garages and sheds to dwellings (whether attached or detached)
 - The following buildings would be required to comply with the National Energy Code of Canada for Buildings 2017 and require an engineer or architect to seal the design information:
 - The building is 600 m² or more in building area
 - The building is used for Group A, Group B or Group F, Div. 1 or 2 occupancy

- The building contains Group D, Group E and Group F, Div. 3 floor area is greater than 300 m²
- All forms can be found on our website
<https://www.municodeservices.com/forms/>
- At this time in the province, the regulations do not require a designer to be involved in a project unless the building is 600 m² or more in building area or the building is used for Group A, Group B or Group F, Div. 1 occupancy
 - If the owner is unable to provide information that is compliant with the Codes, then our office will require that a designer be hired to provide the information.
- An engineer or architect licenced in Saskatchewan is required to be involved in a project with the following cases:
 - Part 3 buildings (ie. building area 600 m² or more, Group A, Group B or Group F, Div. 1 occupancy)
 - Energy compliance information required to comply with The National Energy Code of Canada for Buildings 2017 (as noted above)
 - Elements that do not comply with Part of the National Building Code of Canada
 - Foundation wall that exceeds the maximum backfill height
 - Foundation walls that are under the minimum backfill height
 - Dwelling foundations that consist of piles and grade beam
 - Steel beams that are not simply supported (ie continuous over multiple supports)
 - Exterior walls that are more than 4.6 m (14')
 - Steel screw piles (this is commonly provided by the supplier at installation time)
 - Glass railings that are not a tested system
- If a detached garage, attached garage, mobile/modular home or deck is applied for, please have the applicant fill out the applicable forms
<https://www.municodeservices.com/forms/>
- Ventilation, Exterior Insulation and Finish Systems (EIFS) and Spray Foam insulation forms can also be found on our website <https://www.municodeservices.com/forms/>

Please call *MuniCode Services* 306-955-6355 if you have any questions.