



## Planning to Build or Renovate in Meadow Lake?

*The following information is intended to help you, the property owner, understand the applicable rules and regulations. The National Building Code of Canada, the Uniform Building and Accessibility Standards Act, local bylaws and other regulations are intended to ensure safe, habitable structures and pleasant, liveable communities. Your local Building Officials will provide plan review and inspection services and can help answer code-related questions.*

*Remember, it is your responsibility to ensure that all required permits are obtained for work done on your property.*

### **Do I need a Permit?**

In general, all construction, renovation, structural repair, expansion, excavation, moving or demolition of buildings within Meadow Lake requires a permit. Exceptions include:

- storage sheds of *10 square meters (107 square feet) or less* in area
- fences *2 meters (6.5 feet) or less* in height (zoning regulations apply)
- sidewalks & ground-level patios (*HOWEVER, owner must verify property lines and service locations*)
- minor renovations that involve *no structural or occupancy changes*. For example, re-painting or replacing floor covering, windows, shingles, siding, etc., does not need a permit. Examples of renovations that *do* require a permit include:
  - adding, removing or changing the size of windows or doors
  - adding a raised deck, covered patio or carport
  - adding, moving or removing walls, stairs, mezzanines, etc
  - developing a basement
  - installing a secondary suite
  - changing the primary use of the building
  - adding a secondary use to a building
  - structural repairs

Failing to obtain the required permits may result in costly delays, penalties and possibly the partial or complete dismantling of the project. It is much less expensive to enquire ahead of time, and have everything in order before you start building.

### **What will a permit cost?**

Permit fees are a small fraction of the total construction cost, and serve to defray some of the administrative and inspection costs related to your project.

Development permit fees are set out in the Zoning Bylaw and range from \$0 for small residential accessory buildings to \$200 for discretionary uses in commercial zones. Discretionary applications also incur the cost of advertising.

Building permit fees are set out in the Building Bylaw. Residential fees are based on building size, commercial fees work out to about 0.6% of total construction cost. **Permit fees double if work is begun without permit**

Demolition/moving permits have a small fee, plus a deposit that is refundable upon complete restoration of the site.

**Other Costs** include (but are not limited to):

- Excavation permit
- Sewer connection fee
- Cost of installing or replacing services, curbs, sidewalks, pavement
- Surveyor fees
- Plumbing and electrical permits

## Where do I obtain the required permits?

- City of Meadow Lake – Development and Building permits, Services connection permit, Subdivision application, Demolition/Moving permit, Excavation permit
- Licenced electrician – Electrical permit. For more information please contact Sask Power
- Licenced plumber – Plumbing permit

## The building permit process

1. **Development Permit** – This preliminary step is *your assurance* that your project will meet zoning requirements. Be sure to obtain a development permit *before* spending money on blueprints, materials or other services. In many cases, the development permit will be approved within a few days; in other cases Council approval will be required which will require at least one month.

Development permits are required for new buildings, structural changes to an existing building or changes in the way a building or property will be used.

Please provide:

- Proof of ownership.
- Site Plan – must be drawn to scale and show:
  - dimensions of the proposed structure
  - existing buildings, roadways and property lines
  - locations of power, water, sewer & gas lines,
  - easements
  - drainage plan (grades)
  - plot profile (cross section)
  - any other property features.
- Description of the proposed project (dimensions, height, area, number of floors, *intended use*, and any other relevant information)

Note: Pre-assembled buildings or components (RTMs, mobile homes, modular homes or panelized systems for example) must be built to CSA standards and must bear a valid CSA approval number. Older buildings will not be allowed to be moved into Meadow Lake unless it can be shown that the building will be renovated to meet all current Code requirements. Mobile homes built prior to 1997 or not in excellent condition will not be permitted.

2. **Building Permit** – This permit *must* be obtained before any work can begin at the site. Please allow sufficient time for plan review, and be prepared to provide any additional information requested by the building official. Obtaining a permit can take one or more weeks, depending on the complexity of the project. To avoid delays, please assemble the following before applying for your permit:
  - Development permit
  - Construction cost summary

- Name & contact information for *all contractors and suppliers* involved in the project
- Proof of lot boundary locations (i.e. Have survey pins located or installed)
- Plans, drawn to scale and including
  - site drawing showing finished grade elevations and drainage plan
  - foundation plan
  - floor plan(s) including the intended use of each room
  - cross sections
  - electrical, plumbing, heating & ventilation plans, as applicable
  - fire protection systems (if applicable)

*Professionally drawn plans will be required in most cases, and are highly recommended in all cases. The City may refuse to issue a permit if plans are deemed inadequate. Plans will be kept on file at City Hall indefinitely. Two copies will be required (one copy for houses).*

- Applicable engineered plans, with the designer's seal and signature:
  - Foundation (depending on type)
  - I-joist floor system
  - Roof system
  - Walls exceeding 18' high
  - Other engineering as required
- Other documentation that may be required:
  - Soil tests
  - Soil type and condition
  - Groundwater level
  - Proof of CSA, ULC, CCMC or equivalent certification of pre-assembled components, including:
    - doors, windows, skylights
    - fire protection equipment
    - heating, ventilation & air conditioning equipment
    - wall panels
    - insulated concrete foundation systems
    - modularized components
    - structures intended to be moved onto the site
  - Shop drawings & component details
  - Copies of other permits: plumbing, electrical, gas
  - A Real Property Report may be required once the foundation is complete
  - Other information as requested by the Building Official

***The building inspector must be given 48 hours notice before starting construction.***

**3. Inspections** – typically include the following:

- Footing pre-pour
  - please provide copies of concrete delivery slips
  - property corners **MUST** be clearly marked
- Floor slab pre-pour
- Pre-backfill
  - please provide copies of concrete delivery slips, if applicable
  - PWF or ICF foundations will require proof of compliance
- Framing

- At this stage, the building is completely enclosed, and all framing components are still visible. Doors and windows are installed, and the roof covering may be in the process of being applied.
- Insulation & Vapour Barrier
  - All wall insulation, and all vapour barriers in place and completely visible for inspection
- Final
  - Copies of the following reports, if applicable, will be required before completing the final inspection:
    - Plumbing inspection
    - Electrical inspection
    - Gas inspection
    - Sewer & Water hookup, Final Grade (by Public Works Dept, 236-3622)
    - Inspections by engineer, architect or other agencies
    - Written approval from Sask Power, Sask Energy
- Additional inspections may be required

During the entire construction process, a copy of the building permit and copies of all plans must be kept on site. It is the owner's responsibility to contact City Hall to arrange for inspections. Required inspections must be complete before further work proceeds. City officials will schedule your inspection at the earliest possible time, but please be prepared to wait one or more days for this service.

Changes made during the construction process will require revised drawings to be submitted for approval beforehand.

Where extra inspections become necessary, resulting from deficiencies or changes, a fee may be assessed to the owner

***The building (or the part of the building involved in the construction) can not be occupied until the final inspection is completed with no serious deficiencies and an Occupancy Permit is issued.***

#### **4. Assessment and further administration**

Within a year after your project is complete, your property will be reassessed, which will have an effect on your annual taxes.

Certain buildings will be inspected by fire inspectors for the purposes of public safety and pre-incident planning.

Weather can have an impact on the cost and timing of your project. For example, trenching for city services can only be carried out from April to October. Also, certain materials such as concrete, adhesives and expanding foam must be protected from freezing during the curing process.

***Remember – before you build, have underground services (gas, power, water & sewer) located and marked***

Please keep in mind that building codes, regulations and acceptable practices change from time to time. It is the responsibility of the owner to ensure that all requirements are met. Please contact the Building Department at City Hall, 236-3622, for further information.

***Good luck with your construction project!***