
VILLAGE OF GLASLYN

RESIDENTIAL BUILDING PERMITS

A residential building is a one or two unit dwelling, along with garages and other buildings serving those dwellings. Residential building permits are required for new construction, renovations, and additions, building moves, demolitions, alterations and repairs for:

- houses
- decks
- garages
- carports
- swimming pools
- basement developments
- and other related buildings

NOTE: Please pay attention to the National Building Code for requirements for distance between buildings and property lines. There may be requirements for fire resistant materials, proximity of windows to property lines, and the size and number of windows allowable on buildings close to a property line.

Notes on Side Yards for One Unit Dwellings

1. Where a portion of a wall extends to less than 600mm (2 feet) from the property line, that portion of the wall must have non-combustible cladding.
2. Windows (glazed openings) are not permitted where the window is less than 1.2m (4 feet) from a property line unless the property line is adjacent to a street or lane. Note: The limiting distance is permitted to be measured perpendicular to the glazed opening where the glazed opening is at an angle to the property line.
3. Walls less than 1.2m (4 feet) from the property line require a ¾ hour fire resistance rating. If any portion of the wall requires the ¾ hour rating, the entire wall shall be rated. In order to provide a ¾ hour fire resistance rating, 5/8" fireguard drywall or ½" fireguard drywall with rock wool insulation, may be used.
4. Table 9.10.15.4 specifies the permitted glazed openings in a wall. For example:
 - 7% glazed openings is permitted for a wall with an exposing building face area of 30 sq. m that is 1.2m from the property line, or
 - 9% glazed openings is permitted for a wall with an exposing building face area of 30 sq. m that is 1.5m from the property line.
5. Where the total window area in an elevation exceeds the maximum area of glazed openings permitted for the wall area (excluding attic spaces), as per Table 9.10.15.4 or 3.2.3.1.B, you must submit a summary of how you met the spatial separation requirements.
6. The above requirement does not eliminate or reduce the requirements for windows in bedrooms and living spaces so attention to your layout must be provided in designing your home. Where an exterior wall of a building is facing a street or lane the distances may be measured to the center of the street or lane.

HOW TO REQUEST A RESIDENTIAL BUILDING PERMIT

1. Complete the Residential Permit Application.
2. Include two complete set of plans.
3. Include pre-engineered shop drawings for all components in the project which are pre-engineered systems, when available (these may be submitted after the building permit has been obtained for the project).
4. Submit roof layout, roof truss shop drawings and floor layout from manufacture/supplier.
5. Submit the application and all appropriate supporting materials to the municipality office.

RESIDENTIAL BUILDING PERMIT PROCESS

OBTAIN A DESIGNER

It is recommended a designer be involved. For one and two unit dwellings, the designer does not have to be a professional engineer or architect, but JWS Inspection Services must consider the designer capable of the proposed project.

For more complex projects (such as projects outside the scope of Part 9 of the National Building Code of Canada), a professional architect or engineer is to be involved.

The Construction Requirements in the Uniform Building & Accessibility Standards Regulations (UBASR) used as guidelines.

It is the building official's discretion to accept or deny plans depending on information and quality.

PROVIDE REQUIRED DRAWINGS

Two complete set of construction drawings, one which will be returned when the permit is issued. All drawings must be drawn to scale with dimensions and must include the following:

a. Site Plans

A residential site plan identifies buildings and other features on a property in relation to the property boundaries. It must identify:

- existing buildings,
- structures,
- features on the property,
- changes to the property created by the proposed project.

Much of the required information for these drawings can be found on the property survey. If a survey is not available, accurate site information must be obtained for site plans. Minimum information requirements for site plans include, but are not limited to:

- Title, scale, and north arrow
- Street name, address, and legal description
- Abutting streets and lanes
- Property lines and dimensions
- Rights-of-ways and easements
- All existing buildings and structures (indicating shape and dimensions)
- Proposed construction or demolition (indicate shape and dimensions)
- Setbacks to all property lines from existing and proposed structure(s)
- Separation distances between all buildings and structures on the property

b. Floor Plans

Floor plans provide a "bird's eye view" of floor levels of a building. They show scaled dimensions of the project, and include rooms, spaces and other features. Each level is to be shown. Walls and partitions must be shown at the appropriate width for the scale used (single line wall and partition drawings are not acceptable).

NOTE: This information is required for new construction, and for any existing attached buildings.

Minimum information requirements for floor plan include, but are not limited to:

- Title and scale
- Room names and dimensions
- Fixed furnishing and equipment layouts
- Exterior, interior and partition wall layouts, and schedules

- Door and frame sizes, locations, and schedules
- Room finish schedules
- Window sizes, locations, and schedules
- Plumbing fixtures

c. Structural Drawings

Structural drawings show the structural support components and details of the proposed project, from the foundation to the rooftop.

Minimum information requirements for structural drawings include, but are not limited to:

- Title and scale
- Foundation plans, details, sections and all applicable schedules
- Slab-on grade and slab plans, sections, and details
- Cast-in-place concrete floor plans
- Floor framing plans, sections, and details
- Roof framing plans, sections, and details
- Load bearing walls, pads, columns, beams, and joists
- Stairs, ramps, and structural details as required

Drawings for pre-engineering buildings (for any type of building) are required to bear the seal and signature of an engineer licensed to practice in the province of Saskatchewan.

d. Building Elevations

Building elevations show the exterior views of the building. The drawings show height relationships and exterior finish information. A building elevation drawing is required for each building face. Minimum information requirements for building elevations include, but are not limited to:

- Title and scale
- Height dimensions
- Exterior finishes and materials
- Roof slope/pitch
- Window types and sizes
- Roof venting
- Top of floor elevation(s)
- Flashing
- Top of finished grade (referenced to site plan)
- Exterior building components (walls, roof, doors, windows, etc.)
- Attachment/relationship of existing buildings (where applicable)

e. Building Cross Sections

Building section drawings show a view along an imaginary line cut through the building, indicating its structural and construction elements. These drawings expose and identify the construction elements of the roof, walls, floors, and foundations. Minimum information requirements for building section drawings include, but are not limited to:

- Title and scale
- Room names
- Top of finish grade elevation
- Height dimensions
- Top of floor elevation(s)
- Material size and type
- Bottom of footing elevation
- Roof slope/pitch
- Building components (walls, roof, floors, foundations, etc.)

- Attachment/relationship to existing buildings (where applicable)

f. Receive a Decision Regarding Your Permit

The aim is to process residential building permits within one week of the date of application. However, it may take two or three weeks to review the drawings.

In order to speed up the review process, please ensure you have provided all information and drawings are complete. Applications that are not complete will not be accepted. Projects that are large and complex may require additional time to process.

The municipality will make contact to advise the building and development permit is complete. Payment of building permit fees is required once the permit is approved.

g. Professional Involvement (Engineer/Architect design and stamp required):

The following are examples of common construction where professional involvement is required:

- Concrete piles supporting roof load.
- Concrete piles supporting decks.
- Concrete piles and grade beam foundations.
- Steel screw piles.
- Concrete foundation exceeding 8'-0" in height.
- Tall wall framing exceeding 12'-0" in height.
- Shallow foundations (Footings less than 1.2m below grade).
- Slab on grade foundation exceeding 55m² (600 ft²) supporting one storey.
- Slab on grade foundation supporting more than one store any building area.
- Building components (walls, roof, floors, foundations, etc.).
- Attachment/relationship to existing buildings (where applicable).
- PWF foundation **NOT** conforming to CAN/CSA-S406 "Construction of Preserved Wood Foundations".
- Special and unusual structures deemed necessary by the building official.

Plans with the stamp and seal of a registered engineer/architect licensed to practice in the province of Saskatchewan to be submit at the time of the permit application. Permits will be on hold until required documents are submitted.

h. Residential Inspection Process

A minimum one week notice is required for all inspections.

The following inspections for standard new home (stick built) are as followed:

- Foundation pre-back fill.
- Framing.
- Insulation/Poly with plumbing, mechanical and electrical complete.
- Final prior to occupancy, substantially complete.
- Note: In some instances the framing/insulation may be combined.

Ready to Move Home:

- Foundation pre-back fill.
- Final prior to occupancy, substantially complete.

If you have any questions or concerns please contact me at 780-808-5704 or email jsydoruk@sasktel.net.

Building Inspector: Jeff Sydoruk

Building Official License No. 0366

Signature: _____ 