

BUILDING PERMIT APPLICATION FORM

Application Fee: \$100.00

Additional Applicable Fees:

The following fees are applicable and must be paid prior to release of your permits:

- a) the fees for plan review, field inspection of construction and enforcement based on the fee schedule charged to the local authority by the building official; and
- b) a deposit, if required, in an amount determined by the local authority.

Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee shall be paid in an amount equal to 100% of the permit fee or \$10,000, whichever is less.

Application Requirements:

The following is required in order to make and process an application:

- 1) A completed **building permit application form** and receipt of full payment of the **application fee**;
- 2) A scaled site plan or Google Earth/Maps image or equivalent, showing in detail the site proposed for development including the following:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;
 - location and dimensions of existing and proposed buildings, structures and deck(s), including distances from the property boundaries and adjacent buildings or structures;
 - location of all existing and proposed utilities, easements or utility rights-of-way;
 - the location of all standing water, sloughs, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.
- 3) A copy of the **approved Saskatchewan Health Authority (SHA) sewage permit**. A sewage permit is required if proposed development includes installation of a new septic system or alteration to an existing septic system. New permits from SHA may be required to ensure the existing system is adequate prior to issuance of the building permit;
- 4) A dimensioned **Floor Plan** of all floors including the use of the room and the size, location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, washrooms and built-in furnishings;
- 5) Two (2) full set of construction plans. All drawings must be legible, dimensioned, drawn to scale and include:
 - the landowner's name, project name and date the plans were issued for construction;
 - where required, an architect's or engineer's stamp; and
 - clearly show the location of existing and new construction.

1) **Applicant Name:** _____
Mailing Address: _____
City/Town/RM: _____ Province: _____
Postal Code: _____ Email: _____
Phone: _____ Cell: _____

2) **Landowner Name:** (same as applicant ☐): _____
Mailing Address: _____
City/Town/RM: _____ Province: _____
Postal Code: _____ Email: _____
Phone: _____ Cell: _____

3) **Contractor Name:** (same as applicant ☐): _____
Mailing Address: _____
City/Town/RM: _____ Province: _____
Postal Code: _____ Email: _____
Phone: _____ Cell: _____

4) **Legal Description of Proposed Building Location:**
All/Part of the _____¹/₄, Section _____, Township _____, Range _____, W3
LSD(s) _____ Lot(s) _____ Block(s) _____ Plan # _____
Civic Address (if applicable): _____

5) **Scope of Work** (Check all that apply to proposed construction):

☐ **Dwelling:**

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> New Build | <input type="checkbox"/> Ready to Move (RTM) |
| <input type="checkbox"/> Modular Home | <input type="checkbox"/> Townhouse/Semi-Detached |
| <input type="checkbox"/> Garden Suite | <input type="checkbox"/> Garage Suite |

☐ **Basement**

- | | |
|--|---|
| <input type="checkbox"/> Leave Undeveloped | <input type="checkbox"/> Partial Construction |
| <input type="checkbox"/> Full Construction | <input type="checkbox"/> Crawlspace or slab |

☐ **Secondary Suite**

☐ **Deck(s)**

☐ **Attached Garage**

☐ **Other:** _____

6) **Building Details:**

Total Building Area: _____ ft²

Total Construction Value*: \$ _____

**Construction Value includes the total cost of the completed project (design, materials and labour). The Town of Milestone reserves the right to assign a construction value, as applicable.*

7) **Saskatchewan Health Authority (SHA) Septic Permit Number: #R** _____
(Please attach a copy of the SHA Septic Permit to this application, if applicable)

8) Declaration by Applicant

I, _____ of _____
in the Province of _____ solemnly declare that all of the above statements within
this application are true, and I make this solemn declaration conscientiously believing it to be true and
knowing that it is of the same force and effect as if made under oath and by virtue of The Canada
Evidence Act.

I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my
responsibility to ensure compliance with the Building Bylaw of the local authority and with any other
applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may
not be carried out by the local authority or its authorized representative.

I further agree to indemnify and hold harmless the Municipality from and against any claims,
demands, liabilities, costs or damages related to the development undertaken pursuant to this
application.

DATE: _____ **APPLICANT SIGNATURE:** _____

If the applicant is not the registered owner of the subject property, the owner of the property must
provide a letter of consent for the application to be processed.

SITE PLAN

This image shows a full page of blank graph paper. The grid consists of thin, light gray horizontal and vertical lines that intersect to form small squares across the entire surface. There are no margins, text, or other markings on the paper.