



# TOWN OF LUMSDEN

## Development Application Form

LUMSDEN, IN THE QU'APPELLE

### 1. Owner/Applicant:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ (Home)  
 \_\_\_\_\_ (Work)

### 2. Contractor:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ (Home)  
 \_\_\_\_\_ (Work)

### 3. Designer:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ (Home)  
 \_\_\_\_\_ (Work)

### 4. Surveyor:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ (Home)  
 \_\_\_\_\_ (Work)

### 5. Legal description of land for development:

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan #: \_\_\_\_\_  
 Civic Address: \_\_\_\_\_

### 6. Area of the site proposed for development:

Lot Size: \_\_\_\_\_ ft.2 OR \_\_\_\_\_ m2  
 Buildings: 1. Description \_\_\_\_\_ Size \_\_\_\_\_ (ft.2/m2)  
 2. Description \_\_\_\_\_ Size \_\_\_\_\_ (ft.2/m2)  
 3. Description \_\_\_\_\_ Size \_\_\_\_\_ (ft.2/m2)

### 7. (a) Type of Proposed Development Work:

#### (b) Intended Use of Development:

### 8. Description of Proposed Development (describe or explain briefly):

Land clearing proposed: \_\_\_\_\_  
 Excavation/Fill proposed: \_\_\_\_\_  
 Leveling/Grading: \_\_\_\_\_  
 Landscaping: \_\_\_\_\_  
 Drainage: \_\_\_\_\_

### 9. Source of Water Supply:

Municipal/Other \_\_\_\_\_

### 10. Sewage Disposal:

Municipal/Other \_\_\_\_\_  
 Distance From Water Source \_\_\_\_\_ Distance From Dwelling \_\_\_\_\_ (Specify ft. or m)

### 11. Estimated cost of building (excluding site):

Construction Cost \$ \_\_\_\_\_

### 12. Other Comments or Information to Attach:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

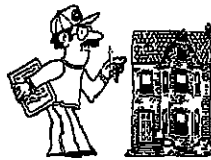
I SOLEMNLY DECLARE THAT ALL THE ABOVE STATEMENTS CONTAINED WITHIN THIS APPLICATION ARE TRUE, AND I MAKE THIS DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH AND BY VIRTUE OF "THE CANADA EVIDENCE ACT".

Signature of Owner/Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

I HAVE NO OBJECTION TO THE ENTRY UPON THE LAND DESCRIBED HEREIN BY THE PERSON(S) BY THE TOWN OF LUMSDEN FOR THE PURPOSE OF SITE INSPECTIONS REQUIRED FOR REVIEWING THIS APPLICATION.

Signature of Owner/Applicant: \_\_\_\_\_

OFFICE USE  
 DATE RECEIVED: \_\_\_\_\_ APPLICATION NO: \_\_\_\_\_ DATE REVIEWED: \_\_\_\_\_



**Professional  
Building  
Inspections, Inc.**

Mailing Address: P.O. Box 546 Stn Main, White City, SK S4L 5B1  
Office Address: 64 Great Plains Road, Emerald Park, Saskatchewan  
Ph: 306-536-1799 Fax: 306-781-2112  
E-mail: sheila@pro-inspections.ca

## Permit Information Form

(Must accompany each permit application submission)

**PBI Permit No.** \_\_\_\_\_

**Permit Request:**

Municipality: \_\_\_\_\_

Development Permit approved:  Yes  No / Geo-Tech required:  Yes  No

All *required* items on Plan Review Checklist included:  Yes  No (Please do not submit to

Date of permit application: \_\_\_\_\_ PBI until complete)

Project start date: \_\_\_\_\_

**Contact Information:**

**Telephone No:**

Applicant's Name: \_\_\_\_\_  
(Not required if same as Registered Owner)

Bus/Cell: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

Home: \_\_\_\_\_

Bus/Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Bus/Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

**Property Address:**

Civic Address: \_\_\_\_\_

Legal description: Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Plan No. \_\_\_\_\_

OR Portion of \_\_\_\_\_ 1/4 section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_

Subdivision of \_\_\_\_\_

**Project Type:**

Dwelling:  New Home  RTM or Mobile Home  Addition  Accessory Bldg.  Renovation  Deck

→  Bsmt Development  Garage/attached  Garage/detached & insulated  Garage/detached & not insulated

Commercial  Industrial  Other \_\_\_\_\_

Size of building: \_\_\_\_\_ ft<sup>2</sup>, Length \_\_\_\_\_, Width \_\_\_\_\_, Height \_\_\_\_\_

Estimated value of construction (excluding site): \$ \_\_\_\_\_

Finished areas: Main \_\_\_\_\_ ft<sup>2</sup> / 2<sup>nd</sup> Storey \_\_\_\_\_ ft<sup>2</sup> / Basement \_\_\_\_\_ ft<sup>2</sup> OR

Fee for building permit: \$ \_\_\_\_\_  Basement not developed

Estimated project completion date: \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

Date Submitted to PBI: \_\_\_\_\_ Name: \_\_\_\_\_

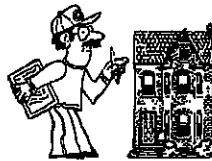
BUILDING PERMIT NO. \_\_\_\_\_

The Town of Lumsden's Licensing Bylaw No. 9/97 requires that all contractors, sub-contractors and jobbers carrying on a trade or business within the Town of Lumsden requires a business license and pay the required fee. (*\$200 - contractor; \$75/subcontractor*)

Please complete where applicable.

The following will be working on this project:

| NAME                             | ADDRESS |
|----------------------------------|---------|
| Contractor _____                 |         |
| <u>Sub-Contractors/Jobbers</u>   |         |
| Excavation _____                 |         |
| Foundation _____                 |         |
| Framing/Carpentry _____          |         |
| Finish Carpentry _____           |         |
| Roofing _____                    |         |
| Drywalling/Plastering _____      |         |
| Painting & Decorating _____      |         |
| Plumbing _____                   |         |
| Heating _____                    |         |
| Electrical _____                 |         |
| Concrete Mason/Brick Layer _____ |         |
| Other Trades _____               |         |
| _____                            |         |
| _____                            |         |



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 E-mail: sheila@pro-inspections.ca

## Plan Review Checklist

**Home Owners/Builders:** The following information is required when submitting an application for a residential building permit and *before* a building permit is issued. The plan review *will not begin* until *all* required information is provided.

**New Home, Addition, Attached Garage or RTM** (Check off items below that are being provided to PBI)

| REQUIRED for Plan Review                                  | New Home | Addition | Attached Garage | RTM   |
|---|----------|----------|-----------------|---|
| 2 sets of site plans                                      |          |          |                 |   |
| 2 sets of Structural/Architectural plans                  |          |          |                 | <input type="checkbox"/> Supplier Inspection Report |
| 2 sets of Engineered foundation design (site specific)    |          |          |                 |   |
| Loading on concrete telepost pads or piles                |          |          | N/R             |   |
| Wood and/or steel beam sizes                              |          |          |                 |   |
| Geo-Tech report (if applicable)                           |          |          |                 |   |
| <b>Provide As They Become Available</b>                   |          |          |                 |   |
| 2 sets of Engineered roof truss design (site specific)    |          |          |                 |   |
| 2 sets of roof truss layout(s) (site specific)            |          |          |                 |   |
| 2 sets of Engineered floor truss design (site specific)   |          |          | N/R             |   |
| 2 sets of floor truss layout(s) (site specific)           |          |          | N/R             |   |
| Residential Mechanical Ventilation Design Summary         |          |          | N/R             |   |
| Manufacturer's installation specs for fireplace/woodstove |          |          | N/R             |   |

- Detached Garage Specifications sheet**  
 Structural Engineer foundation design (unless slab)  
 Site plan

- Deck Specifications sheet**  
 Sketch of deck  
 Site plan

- Basement Development Specifications sheet**  
 Sketch of basement development  
 Fireplace manufacturer's installation specs ← (if applicable) →

- Renovation Specifications sheet**  
 Sketch of floor plan  
 Fireplace manufacturer's installation specs

**Home Owner/Builder**

Name: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Fax # \_\_\_\_\_

**Construction Site**

Address: \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_

Municipality: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 ( Day / Month / Year )

## Instructions for Completing the Permit Information Form

**PBI Permit No.** – This is the number that you will assign to each permit application and record it on the “Permit Number Log – 2008” that we have provided for your record keeping.

### Permit Request:

**Municipality** - The name of your rural municipality, town, village, or resort village.

**Development Permit** – This approval should precede any building permit application.

**Geo-Tech Required** – Is the building being constructed in an area that requires a Geotechnical Investigation?

**Plan Review Checklist** – A copy of this form is provided by PBI and should be included with each permit application submission. It is a reminder to collect all required items needed to complete the plan review *before* submitting the work to PBI.

**Date of Permit Application** – The date that the owner/applicant applies for the permit.

**Project Start Date** – An approximation is fine, if uncertain. This helps us to prioritize the plan reviews based on their urgency (ex. a client wishing to start work in a week vs. in two months.)

### Contact Information:

**Applicant’s Name** – Only complete if the applicant is different than the registered owner (ex. a home building company.)

**Registered Owner** – Name, contact numbers and e-mail address for the property owner. Please circle which telephone number you are providing [business (Bus) or cellular (Cell).]

**Contractor’s Name** – If the contractor is the same as the Applicant, please provide the fax number and another phone number, if available. If the Owner is doing the work, please record “Same.”

### Property Address:

**Civic Address** – Always include a street address, if applicable.

**Legal Description** – Land description for towns & villages (lot, block, plan no.) or land description for acreages in rural municipalities (ex. SW 21-16-18).

**Subdivision** – Record name of subdivision, if applicable (ex. subdivision in a town, village or resort; small cluster of acreages in a rural municipality.)

### Project Type:

**Dwelling** – Please check off ONE item that corresponds to the permit application, as each of these project types require a permit. If it is a new home, then the attached garage is included. If it is a new home and the basement will be developed during construction, please record the area to be finished under “Finished areas” below. Note: It is important to determine if a detached garage will be insulated or not, as a framing inspection will be required for an insulated detached garage.

**Commercial, Industrial, Other** – If not pertaining to a project for a single family dwelling listed above, please check off ONE of the three options. If the project is an Other, briefly describe it in the space provided (ex. duplex, boathouse, retaining wall, etc.)

**Size of Building** – Outside dimensions must be provided for all project types, except renovations and basement development.

**Estimated Value of Construction** – Must be provided for commercial and industrial projects.

**Finished Areas** – Must be provided for dwellings, including duplexes. Please include the size of the basement if it is being developed at the time of construction or check off the box below if not.

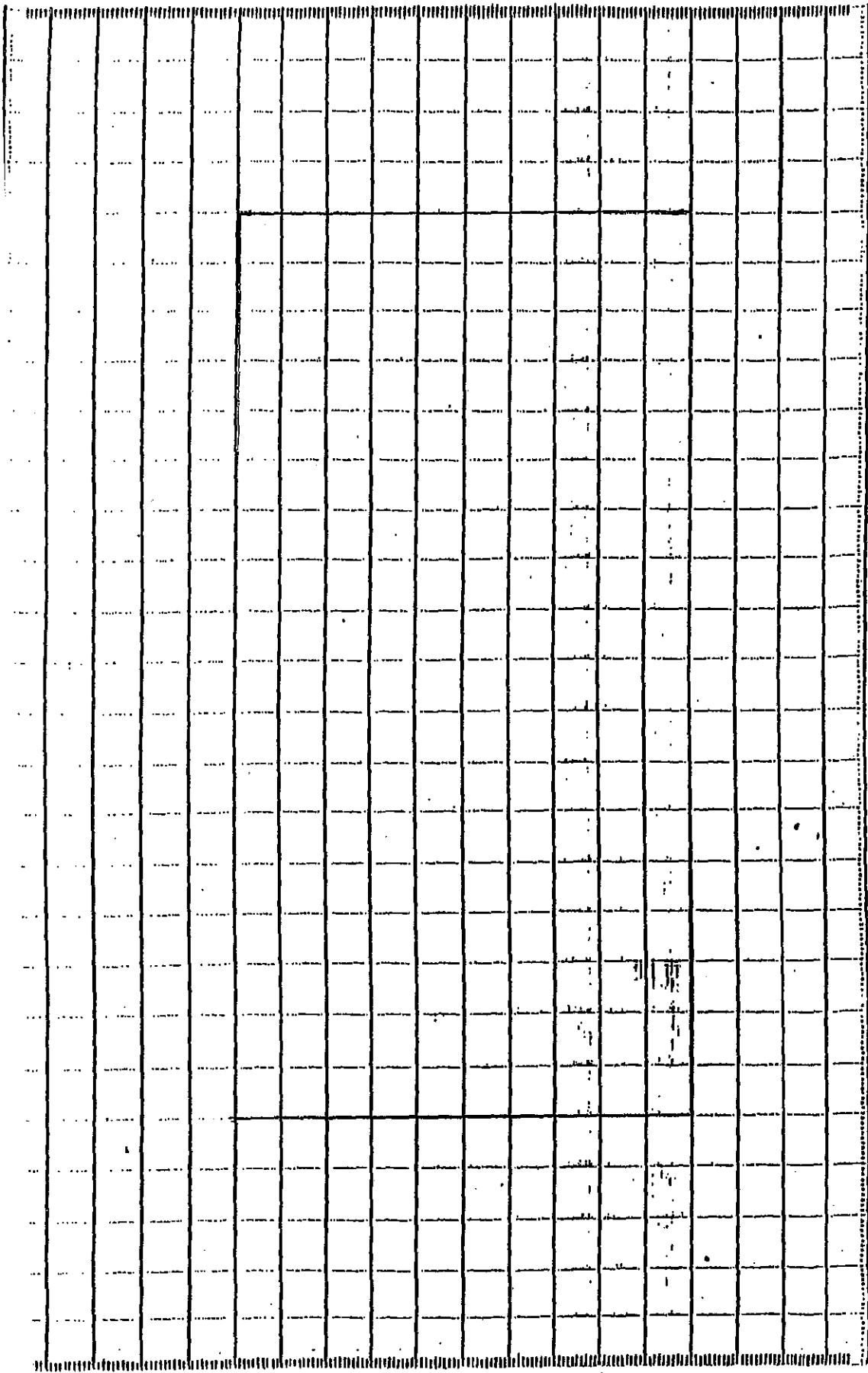
**Fee for Building Permit** – This is the fee that the municipality will charge the applicant.

**Estimated Completion Date** – Provide if it is known or record “Unknown” if not.

**Additional Comments** – Record any particulars pertaining to the project not covered in this form.

**Date Submitted to PBI** – Date that you forward the plan review information to PBI.

**Name** – Name of the Municipal employee that completed this form.



Site Plan

Min front yd. 7.6 m  
Rear 9 m.  
Side yd. 1.5 m.

BYLAW 12-2009

A BYLAW TO AMEND BYLAW 3-95, A BYLAW RESPECTING BUILDINGS.

The Council of the Town of Lumsden in the Province of Saskatchewan enacts as follows:

That Bylaw No. 3-95, being a bylaw respecting buildings, be amended in the following manner:

1. Remove Section 5 subsection 6 clauses 2, 3 and 4 and replace them with the following:

5. (6)

**(2) One & Two Unit Dwellings**

- > **Minimum Charge – Principle Building** (5 part inspection program) **\$720.00**  
(Includes 5 part inspection and undeveloped basements and attached garages are included)  
**Additional Charge** of \$120.00 per each additional 50 square meters of area for buildings over 139.3 m2 (1,500 ft2)
- > **Living Space Additions** (4 inspections) **\$480.00**
- > **Attached Garage** (3 inspections) **\$360.00**
- > **Accessory Building or deck** (1 inspection) **\$120.00**
- > **Basement Development and insulated garages** (2 inspections) **\$240.00**
- > **Renovations** (2 inspections) **\$240.00**
- > **Additional inspections or Non-scheduled inspections** **\$120.00**  
(Additional inspections would apply if there are more inspections required over and above the included number of inspections as indicated above)

**(3) All Other Buildings**

- > **All buildings not referred to in section 5(a)** **\$4.50/\$1,000**  
This fee is based on value of construction and is a maximum charge. If it is deemed that fewer than the typical number of inspections are required, then a lesser fee will be charged.  
**Minimum Charge**
- > **Principle building** (5 inspections) **\$750.00**
- > **Accessory building** (1 inspections) **\$150.00**
- > **Additions** (3 inspections) **\$450.00**
- > **Renovations** (2 inspections) **\$300.00**
- > **Re-inspections due to infractions** **\$120.00**

**(4) Buildings to be moved from within or outside the municipality**

- > **Pre-move inspection** **\$360.00 plus**  
**Mileage** **\$1.00/km**
- > **Post-move** **\$360.00**  
(fees under section 5(5)(a) or 5(5)b shall apply depending on the type of building)

2. Add the following as Section 5, Subsection 6 clause 5

5. (6)

**(5) Municipal Administration Fee**

A 10% municipal administration fee will be applied to all permit amounts stated above.

3. That Bylaw 1-2008 is hereby repealed.

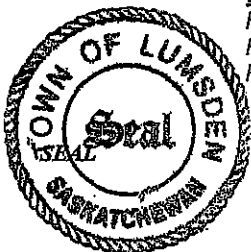
4. **Effective Date**

This bylaw shall come into force and take effect January 1, 2010.

**Readings**

Read a first time this  
Read a second time this  
Read a third time this

26<sup>th</sup> Day of October, 2009.  
26<sup>th</sup> Day of October, 2009.  
9<sup>th</sup> Day of November, 2009.



Mayor

Administrator

Certified to be a true copy of Bylaw No. 12-2009  
adopted by the Council of the Town of Lumsden  
on the 9<sup>th</sup> day of November 2009.

W Zyl  
Administrator

## **REQUIREMENT FOR NOTICE OF INSPECTION**

The contractor and/or owner shall provide notice to the Town Inspector for an on-site inspection, at least two (2) working days in advance of the desired inspection day. This notice is required for each of the following stages of construction:

### **TOWN OF LUMSDEN – Contact Utilities Foreman 731-7748**

- Prior to any excavation or start of construction.
- Connection of water/sewer (open trench).
- Installation of water meter prior to insulating basement.

### **PROFESSIONAL BUILDING INSPECTIONS, INC. – Contact Town Inspector 536-1799**

- Building Plan Review. \*
- Foundation, at the form setting stage: \*
  - Concrete foundation - prior to pouring concrete and after placement of reinforcing steel.
  - Wood foundation – upon completion of framing.
- Framing, on completion of framing and before further work proceeds. \*
- Final, after completion of all work and before occupancy of the building. \*

*The cost of any additional inspections that are performed by the Town's Building Inspector shall be deducted from the **\$500.00 deposit** provided by the applicant*

**\* Basic Inspections Required - 4**