



RESORT VILLAGE OF CANDLE LAKE

Box 114 • Candle Lake, SK • S0J 3E0
Phone: (306) 929-2236 • Fax: (306) 929-2201
rvcandlelakeoffice@sasktel.net

Building Permit Application Form – FORM A (Bylaw 15-2010) NO. _____

Name:		Email address:	
Mailing Address:		Phone number: ()	
City:	Province:	Fax number: ()	
Postal Code:	Civic Address (Resort Village Property):		
Lot:	Block:	Plan:	
Class of Work: <input type="checkbox"/> New <input type="checkbox"/> New Addition <input type="checkbox"/> Alterations <input type="checkbox"/> Demolition or Removal <input type="checkbox"/> Other: _____			
Use of Building: <input type="checkbox"/> Principle Building <input type="checkbox"/> Accessory Building <input type="checkbox"/> All Other: _____			
<input type="checkbox"/> Single Story <input type="checkbox"/> Two Story <input type="checkbox"/> Other			
Gross floor area: Main: _____ Upper: _____ Garage: _____			

The Resort Village will require a copy of any other permits issued for this property, such as electrical, plumbing, natural gas. Legal property markers must be made clearly visible for the building official during construction. The Resort Village Building Bylaws include the National Building Code of Canada, construction practice and material must meet this standard.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS CORRECT.

I HEREBY ACKNOWLEDGE THAT I UNDERSTAND THAT PERMISSION TO BEGIN BUILDING IS NOT GRANTED TO ME UNTIL THIS APPLICATION, SIGNED BY THE BUILDING INSPECTOR, IS RETURNED TO ME.

I FURTHER ACKNOWLEDGE AND FULLY UNDERSTAND THAT NEITHER THE GRANTING OF THIS BUILDING PERMIT, NOR THE APPROVAL OF THE DRAWINGS AND SPECIFICATIONS, NOR THE INSPECTIONS MADE BY THE BUILDING OFFICIAL, SHALL IN ANY WAY RELIEVE THE OWNER OR HIS AGENT FROM FULL RESPONSIBILITY FOR CARRYING OUT THE WORK IN ACCORDANCE WITH THE REQUIREMENTS OF THE RESORT VILLAGE BYLAW.

I FURTHER ACKNOWLEDGE THAT THE PROVISIONS OF THE RESORT VILLAGE BUILDING BYLAW ARE BINDING UPON ME. I AGREE TO REPLEASE AND INDEMNIFY AND SAVE HARMLESS THE RESORT VILLAGE OF CANDLE LAKE, ITS OFFICIALS, AND EMPLOYEES AGAINST ALL CLAIMS, LIABILITIES, JUDGEMENTS, COSTS, EXPENSES AND DEMANDS WHATSOEVER INCLUDING THOSE BASED IN NEGLIGENCE, WHICH MAY BE CAUSED BY MYSELF OR ANY OTHER PARTY ARISING FROM OR INCIDENTAL TO THE GRANTING OF THIS PERMIT.

SIGNED OWNER OR AUTHORIZATION:

SIGNATURE: _____

DATE: _____

Bld. Official initial only if,

- (a) The Site Plan is submitted _____
- (b) A set of blueprints submitted _____
- (c) Blueprints were reviewed _____
- (d) Property markers were located _____

Building Permit – FORM B

Date Issued: _____	Remarks:
Valuation: _____	
Fee: _____	
Receipt No: _____	
Permission is hereby granted to proceed with the construction as outlined in the adjoining application.	
ZONING INFORMATION: <input type="checkbox"/> R1 <input type="checkbox"/> RA <input type="checkbox"/> R2 <input type="checkbox"/> RMH <input type="checkbox"/> C1 <input type="checkbox"/> IL <input type="checkbox"/> CON <input type="checkbox"/> F <input type="checkbox"/> CS	

Building Official: _____ Date: _____

RESORT VILLAGE OF CANDLE LAKE

Box 114, Candle Lake, SK S0J 3E0

PH. (306) 929-2236, FX. (306) 929-2201 Email: rvcandleoffice@sasktel.net



DEVELOPMENT PERMIT APPLICATION FORM A (Bylaw 13-2010)

NOTE: This is not an application for a building permit

You are advised to check the regulations in the Resort Village's Zoning Bylaw which govern the type of development being proposed prior to completing this application. Fill out only those sections of the application which are relevant to your proposal. Attach additional sheets if necessary.

1. APPLICANT	2. PROPERTY OWNER
NAME:	Or-SAME AS APPLICANT:
MAILING ADDRESS:	MAILING ADDRESS:
PHONE:	CELL:

3. LEGAL LAND DESCRIPTION:	¼ Section;	Township;	Range, W 2 nd M
Lot or Parcel: _____	Block: _____	Registered Plan: _____	Civic Address: _____

4. PROPOSED DEVELOPMENT : Describe proposed new use _____

Change of use of lot or building

Increase in intensity of lot or building

How is the intensity being increased:

(a) _____ More seating capacity (b) _____ Additional floor area

(c) _____ Additional rooms or units (d) _____ Others (describe) _____

New building(s) to be constructed Principal Dwelling Garage - One Storey Two Storey

Existing building(s) to be renovated or altered

Existing building(s) to be relocated within the lot - Number of buildings _____

Intended use of building(s) _____

Principal building _____

Accessory building _____

Demolish existing building or remove from lot

Building new or replacing deck _____ or patio _____ Dimensions _____

5. LOT PLAN

Where construction of new building or additions or relocation of buildings within the lot is proposed, please provide a sketch or plan on a separate sheet, in duplicate, showing the following information:

- a.) The boundaries of the existing lot and adjacent properties including dimensions;
- b.) The location of all existing and proposed buildings or additions including their setbacks from the lot lines;
- c.) The location and size of any utility lines or easements within the lot boundaries.
- d.) Treed areas, water courses or bodies, landscaping and proposed lot grade information;
- e.) Location of existing and proposed access points to streets or lanes. (SEE REVERSE OF FORM)
- f.) Is any lot line adjacent to a Sask. Highway? No Yes. If yes, a copy of Ministry of Highways approval must accompany this form.

6. DECLARATION OF THE APPLICANT:

I, _____ of the _____ of _____ In the Province of Saskatchewan solemnly declare that the above statements contained 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".

Date: _____ Signature: _____

NOTE: THE APPLICANT IS RESPONSIBLE FOR ENSURING THAT ALL MEASUREMENTS, DISTANCES AND INFORMATION SHOWN ON THE LOT PLAN AND INDICATED IN THIS APPLICATION ARE CORRECT.



Rural Plumbing Permit Application

In compliance with the provisions of the Plumbing and Drainage Regulations application is hereby made for permission to:
Construct Reconstruct Extend Connect the: plumbing system private sewage works
on the premises or property of:

Owner		Address			
City, Town or Village		Street	Lot	Block	Plan
R.M.#	Section	Township	Range	West of	Meridian
Plumber/ Sewage Works Installer		Address Phone #	Certificate of Status # _____ <input type="checkbox"/> Journeyman <input type="checkbox"/> Other _____		
Permit Applicant		Address Phone #	Signature		

Plumbing System - Fixtures to be Installed

Kitchen Sinks _____	Shower Stalls _____	Drinking Fountains _____
Bath Tubs _____	Dishwashers _____	Laboratory Sinks _____
Wash Basins _____	Laundry Tubs _____	Clothes Washer _____
Water Closets _____	Slop Sinks _____	Urinals _____
Floor Drains (No charge) _____		Other Fixture _____

No part of the plumbing system shall be covered until permission is granted by the Local Authority.

Private Sewage Works

- A. Septic Tank/Holding Tank
Septic Holding Size _____ Tank Construction: Concrete Fibreglass Other _____
- B. Septic Tank Effluent Disposal Systems
Jet Type Disposal Absorption Field Seepage Pit Contour Tile Field Sewage Mound
- C. Lagoon
- D. Water Table and Subsoil Characteristics
_____ meters to water table _____ meters of topsoil _____ other
_____ meters of clay _____ meters of gravel
- E. Detailed Site Plan to be provided on reverse side of public health officer copy

No part of the private sewage works shall be covered until permission is granted by the Local Authority.

Permit Fee

Total # of Fixtures _____	Fee \$ _____
Private Sewage Works _____	Fee \$ _____
Connection to Communal Sewage Works or Communal Waterworks _____	Fee \$ _____
	Total \$ _____

Plumbing Permit - Permission is hereby granted for the work indicated above.

Signature of Local Authority _____

Date
Fee Received \$

Health District
Lawrence McKay
Plumbing Inspector

Date(s) Tested/Inspected
Approved

Public Health Inspection
1521 - 6th Avenue West
Prince Albert, SK S6V 5K1
Phone: (306) 765-6473
Cell: (306) 981-4502
E-mail: lmckay@paphr.sk.ca



THE RESORT VILLAGE OF
CANDLE LAKE

Builders Guide

Building Inspection Checklist

As per Bylaw 8-2006

Buildings with living quarters

Type of Inspection

1. Footing inspection
2. Pre Backfill inspection
3. Framing inspection
4. Insulation inspection
5. Final inspection

When to Call

- Before pouring concrete
- Before backfilling
- Before insulating
- Before Drywalling
- Prior to Occupancy

Accessory Buildings

Type of Inspection

1. Footing inspection
2. Pre Backfill inspection
3. Framing inspection

When to Call

- Before pouring concrete
- Before backfilling
- Before usage or installation of insulation

Decks/Patios/Gazebos

Type of Inspection

1. Footing inspection (if required)
2. Framing inspection (if unable to gain access underneath)
3. Final inspection

When to Call

- Before framing
- Before floor installed
- Before usage

****It is important to note that if work is covered before an inspection is made, you may be required to uncover all, or portions of the work to be inspected, at your own expense.**
****Please ensure that your contractor has a copy of all the information they may need, including a site plan and drawings.**
****a copy of the drawings should be available on site at all times.**

The Building Official

The Building Official is a Sask. Licensed Building Official appointed by a Municipality to enforce the building code and local building and zoning bylaws.

Make it a point to meet your local Building Official. Your Building Official can offer helpful advice and assistance during your construction period.

Inspections

There are several important building inspections required.

- An inspection before you pour your concrete for the foundation base.
- A pre back-fill inspection
- A framing inspection before you insulate
- An inspection after the installation of insulation and vapour barrier, as well as, the exterior finish.
- Final inspection prior to occupancy.

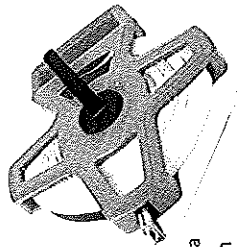
Phone your local Building Official as soon as you need your inspections, otherwise your building permit file will not have the vital information to complete and close it. Also, you would not have the necessary proof that the building was constructed to meet the local building code and bylaws. Permit records require inspections.

CHRIS LETENDRE
BUILDING OFFICIAL
BOX 114
CANDLE LAKE, SK S0J 3E0
1(306)929-2236

Starting Out on the Right Foot

First Off - Locate your property markers then carefully plan where all your future buildings might be located on this property. If you draw this location plan on paper

you will have created a site plan which is needed with your development application. (Site plans do not need to be to scale).



If you are planning to construct a Principal Dwelling, the minimum building line set backs from the property site lines must be 20 foot front, 20 foot rear and 5 foot side. If you wish to have a deck attached to the principal dwelling more than 6 feet, move the principal dwelling back on the property.

Have several sets of building plan drawings, one for your building official to review and file with your permit. If there is a portion of your plan that does not meet the National Building Code, you will be made aware of any necessary corrections or alterations.

The minimum square foot of the Principal Dwelling of R.1 Zoned lands cannot be less than 753 square feet and not less than 1076 square feet on R.A. Zoned land.

When you are ready to apply for your development permit, phone the Resort Village office at 929-2236 and make an appointment to talk to your local Building Official. Bring all your plans with you.

Note: Your Property may be cleared of trees, brush, etc. without a permit. Before you start to excavate your building site, you will require a development permit.

The Building Permit expires twelve months after the date of issue. The exterior of the permitted building must be completed within twelve months of a Permit issuance.

The minimum clearance from the bottom of the floor joists to the ground in a crawl space must be .6 meters or 24 inches.

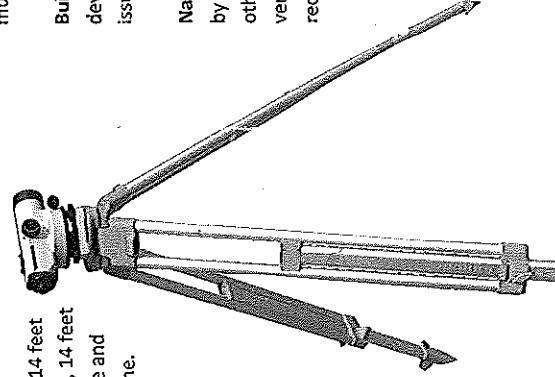
Garage or Accessory Buildings

These have different lot line set backs depending on location (ie. Attached, beside the home or behind the rear building line of the Principal Dwelling.

Attached to P.D. you use Principal Dwelling line set backs.

Unattached behind the rear building line of the Principal Dwelling - the accessory building can be located 2.5 feet from the rear and side property lines.

Decks - must be a minimum of 14 feet from the rear property site line, 14 feet from the front property site line and 2 feet from the side property line.



Definitions

Principal Dwelling - P.D. - A building in which the main or primary use of the site is conducted.

Accessory Building - A garage or other storage building on the same site as the principal dwelling.

Building Line - The foundation wall that runs parallel to the property site line on the same side.

Property Site Line - The line between legal property survey markers. Some property site lines are of a curved configuration (e.g. cul de sacs).

Building Plan Drawings- A set of blue prints that contain the design and details of a building.

Site Plan- A detailed description of where a proposed, existing or other future buildings will be located on the property. The size of each building and building site line set backs should be included.

Development Application- A document requesting a development or construction in the municipality.

Building Permit - Upon the acceptance of a development application a building permit can be issued.

National Building Code (N.B.C.) - Adopted by the Resort Village of Candle Lake and most other Sask. Urban Municipal Governments as the very minimum standard by which you are required to construct your buildings.

Resort Village of Candle Lake

Information Required for Building Permit Application

- A) Name, addresses and telephone numbers of applicant, property owner and the person or consultant who prepared the plans being submitted.
- B) The complete legal description and civic address of the subject property.
- C) Proposed use of the new or renovated area.
- D) Copy of a site plan showing the following information:
 - i) Key plan showing north arrow, streets and lanes adjacent to the site, all property boundaries, location for any existing building structures, easements, and building encroachments.
 - ii) The location and size of proposed buildings or structures, including all front, side and rear yard set back dimensions, and the location of all doorways, walkways and decks.
- E) Copy of scaled plans showing:
 - Foundation plan showing footings, piles, tele post pads, and foundation walls (all footings and foundations to be engineered by a professional Saskatchewan registered civil engineer).
 - Floor plans showing interior and exterior walls, doors, windows, stairs, square footage and dimensions).
 - Floor joist and beam plan (for each floor level of building).
 - Rafter plan.
- F) Where a property is located adjacent to a provincial highway, evidence of site plan approved by the Ministry of Highways is required.

Resort Village of Candle Lake

Building inspections will be carried out as your project progresses. Please call us in advance at the following stages to arrange for inspection as per Building Bylaw 8-2006.

Buildings with living quarters

Type of inspection:

1. Pre concrete inspection
2. Pre backfill inspection
3. Framing inspection
4. Insulation inspection
5. Final inspection

When to call

Before pouring concrete
Before backfilling
Before insulating
Before dry walling
Prior to occupancy

Accessory Buildings

Type of inspections:

1. pre concrete inspection
2. Pre backfill inspection
3. Framing inspection

Before pouring concrete
Before backfilling
Before usage or
insulation installed

Decks/ patios/ gazebos

Type of inspection

1. Footing inspection
(required if over 500sq/ft)
2. Framing inspection
(if unable to gain access underneath)
3. Final inspection

Before pouring concrete
Before floor installed
Before usage

It is important to note that if work is covered before an inspection is made, you may be required to uncover all, or portions of the work to be inspected, at your expense.

Please ensure that your contractor has a copy of all the information they may need, including a site plan and drawings. A copy of the drawings should be available on site at all times.

Thank you for your co-operation.

Building Official
Chris Letendre

NOTICE

All concrete foundations & footings must be Engineered by Civil Engineer, except single story garages under 592sq/ft.

NOTICE

Any site proposed for development shall be graded and leveled to provide adequate surface drainage that does not alter drainage on adjacent properties.

All sites shall be graded so that surface runoff is directed to a ditch, water body, street, or natural water course.

NOTICE

THE RESORT VILLAGE OF CANDLE
LAKE FIRE DEPARTMENT
REGULATIONS DO NOT ALLOW
BURNING OF CONSTRUCTION
MATERIALS OR DEBRIS ON
CONSTRUCTION SITE.

*Healthy Living
in Healthy Communities.*



Lawrence McKay
Plumbing Inspector

Public Health Inspection
1521 - 6th Avenue West
Prince Albert, SK S6V 5K1
Phone: (306) 765-6473
Cell: (306) 981-4502
E-mail: lmckay@paphr.sk.ca

Distance --- Holding Tanks (septic)

- One meter (39.5 in.) from a dwelling.
- Three meters (10 ft.) from a large tree.
- Three meters (10 ft.) from any property site line.
- One and a half meters (5 ft.) from a sidewalk or driveway.
- Nine meters (30 ft.) from a well.
- Three meters (10 ft.) from an embankment.

Building Checklist: National Building Code

Zoning:

- o approved usage
- o setbacks to property lines
- o overhang projections
- o building height
- o site drainage
- o driveway & parking
- o septic tank/ well

Elevations:

- o types of exterior finishes & flashings
- o door and window types & locations
- o roof slope
- o type of roofing
- o chimney height
- o exterior lighting
- o step, landing, guard location & size
- o roof overhang

Foundation/ Basement Plan:

- o footing type & size
- o strip & column footing sizes
- o piles & grade beam size
- o foundation wall size & type
- o damp proofing type & height
- o drainage type, location, & cover
- o size, species, grade, span of floor joists
- o floor joist plan
- o cross bridging & or strapping
- o header, trimmer, tail joist locations
- o cantilevered floor joists
- o size, species, grade, span of beams
- o load bearing wall locations
- o non-load bearing wall locations
- o floor drain/ sump location
- o service equipment location
- o room usage & dimensions
- o door & window type
- o size & location
- o crawl space location & clearances
- o crawl space clearances to service equipment
- o crawl space ground cover
- o crawl space ventilation

1st & 2nd Floor Plan:

- o room usage & dimensions
- o location of doors & windows
- o size & location
- o light switch/ plug in type & location
- o smoke/ carbon monoxide alarm locations
- o attic access size & location
- o size & location of load bearing walls
- o location & dimension of stairs
- o exhaust fan locations
- o supply & return air duct locations
- o roof truss location & spacing
- o plumbing fixture locations
- o kitchen layout
- o guard & handrail locations

Details:

- o building frame anchorage type & location
- o type of floor construction
- o interior floor finishes
- o type & size of columns
- o resistance to forced entry
- o interior & exterior wall finishes
- o above ground masonry
- o type & size of exterior wall sheathing
- o lintel type & size
- o window construction
- o ceiling heights & finishes
- o insulation type & location
- o RSI value of insulation
- o type & location of air/ vapor barrier
- o roof ventilation (purlins/ baffles)
- o type of roofing
- o type & size of roof sheathing
- o roof slope
- o fascia materials
- o soffit materials
- o type of roof trusses
- o type & size of roof joists
- o type & size-of rafters
- o type & size of ceiling joists

Mechanical:

- o location & size of RA & SA ducts
- o service equip location, type & capacity
- o location of exhaust fans
- o air duct, size & location
- o fireplaces, chimneys

Plumbing:

- o water line type, size & location
- o waste line type, size & location
- o vent type, size & location
- o floor drain/sump location
- o plumbing fixture type & location

Electrical:

- o light types & locations
- o plug-in types & locations
- o switch types & locations
- o location of electrical panel
- o locations of smoke/ carbon monoxide alarms

Informational purposes only!

BYLAW 35-2010

APPENDIX "A"

To Bylaw 8-2006 – Resort Village of Candle Lake Building Bylaw

PERMIT COSTS:

Access Approach/Culvert -

- Inspection required to determine culvert requirement and placement
- No charge for permit

One or Two Unit Dwellings --

- Permit fee of \$5.00 per \$1,000. of value of construction
- Value based on \$100. per sq. ft
- Multiple storey dwellings value calculated at \$100. per main floor sq. ft. plus \$25. per sq. ft. of upper level(s) (Includes roofed-over decks and patios)
- Minimum fee of \$100.00

Garage or Accessory Buildings -

- Permit fee of \$5.00 per \$1,000. of value of construction
- Value based on \$40. per sq. ft.
- Minimum fee of \$100.00

Secondary Living Quarters --

- Attached to accessory or separate
- Permit fee of \$5.00 per \$1,000. of value of construction
- Value based on \$80. per sq. ft.
- Minimum Fee of \$100.00

All Other Buildings -

- Permit fee of \$5.00 per \$1,000. of value of construction for first \$1,000,000. of value plus \$3.50 per \$1,000. of value in excess of \$1,000,000.
- Minimum fee of \$100.00

New Foundations-

- Fixed permit fee of \$200.

Demolitions and Building Removal --

- Fixed permit fee of \$100.00 for building removals
- Fixed permit fee of \$10.00 for removal of decks over 100 sq. ft. (where the deck is not being replaced)

Bond Guarantees --

- Bond guarantees based on 60% of the value of work.
- Bonds associated with move in buildings will be returned upon completion of the project orders or agreements thereof.

Move in Buildings and RTM Dwellings --

- Time and travel costs for inspection of building, at rates in effect, plus applicable permit fee.

Patios, Decks and Gazebos in excess of 100 square feet --

- (Excluding roofed-over patios and decks)
- Permit fee of \$0.20 per square foot.
- Minimum fee of \$100.00

RESORT VILLAGE OF CANDLE LAKE
LANDFILL – BYLAW 17-2011

Effective July 1, 2011

Building demolition materials will not be accepted at the landfill, except where materials resulting from the disassembling of a building are sorted and disposed of in the appropriate location at the landfill, and in accordance with materials authorized for acceptance at the landfill. “Building demolition” means the destruction and demolition of any building of any size. “Sorted” means the complete disassembling of a building with all materials sorted according to the categories of accepted materials.

Categories accepted:

- Clean, untreated burnable wood
- Concrete
- Metal
- Appliances
- Completely disassembled non-burnable demolition materials

The landfill attendant will instruct you as to where materials must be disposed of.

We will not accept asbestos material.
