

Lac Pelletier Regional Park Authority (Park Authority)

Building Permit Application

Instructions for use

1. Complete part 1, Building Permit Application
2. Payment of \$150.00 due at time of Building Permit Application submitted
3. Submit 1 paper copy and 1 electronic copy of construction drawings required based on the project. Email electronic copy to gm@lacpelletierregionalpark.ca
4. Upon receipt of building permit, building permit fee, construction drawings with stamped engineered foundation the Park Authority will review documents.
5. Once the Park Authority has reviewed the documents and all required documentation has been submitted a request for service will be forwarded to the Building Inspector.
6. Upon review and approval of the documentation by the Building Inspector, the Building Inspector will provide written requirements and schedule of inspection to the Park Authority and the Applicant (Cottage Owner).
7. The Cottage Owner or designate is responsible for contacting the Building Inspector for inspection requirements.
8. The Applicant is responsible that all work meets Canadian Building Code, Saskatchewan *Uniform Building and Accessibility Standards Act*, Public Health guidelines and the Lac Pelletier Regional Park Authority Building Bylaw.
9. The Applicant is responsible for all building inspection fees invoiced by the Park Authority. The applicant agrees to pay all applicable fees as evidenced by the applicant's signature on the Building Permit Application.

BUILDING PERMIT GUIDE

Why are Building Permits Required?

The Uniform Building and Accessibility Standards Act or UBAS identifies Regional Park Authorities as the “Local Authority”. Under this Act, Lac Pelletier Regional Park Authority has the authority to prohibit the commencement of any construction, erection, placement, renovation, addition, etc. of any building unless that person is authorized by way of a building permit.

Cottage owners have a substantial investment that can be seriously jeopardized through building code violations. Plan review and approval of building plans are a part of the building permit process. Follow up inspections made during construction verify that the building code regulations have been followed. Lac Pelletier Regional Park Authority wants a safe development for cottage owners.

You need a Building Permit if you:

- Erect a new building or structure, including garages, decks and dwelling units.
- Demolish, repair, alter, add to, or move an existing building or structure.
- Construct a recreation room or a fireplace.
- Install solid fuel burning appliances.
- Conduct repairs that change or affect the structural nature of a building or structure.

You do not need a Building Permit for:

- Fences, sidewalks, planters, and driveways
- Painting, decorating, and laying carpet
- Cabinet work
- Repairs using similar or some materials for maintenance not affecting mechanical work
- Accessory buildings (garden sheds, etc.) not greater than 10 square meters in area conforming to park guidelines.

How Do I Apply for a Building Permit?

If a Cottage Owner is planning on completing any project that requires a Building Permit, then the lessee should take the following steps:

- Obtain a Building Permit Application Package from the Park Office or from the Park’s website at lacpelletierregionalpark.ca under the heading About the Park – Leaseholder Information
- Follow the instructions on the permit application and submit construction drawings. Two sets of drawings must be submitted with the permit application form along with the applicable permit fee to the Park Office. All plans must be done by a professional

designer, an architect or an engineer in to order to meet the standards of the National Energy Code of Canada 2017 and the National Building Code.

Upon receipt of the permit application the Park Authority will review the application. Prior to the request for service being submitted to the Building Inspector all required documentation and fees must be received. The building inspector has the final say on the documentation required, and as such may request additional information.

OTHER DOCUMENTS REQUIRED

Do I Require a Professional Designer?

Any building or building elements within the scope of Part 3 or Part 4 of the National Building Code of Canada shall bear the authorized professional seal and signature of an engineer or architect registered in the Province of Saskatchewan. Examples of these elements are, but not limited to:

- Foundations for walkout basements
- Concrete Grade beam and pile foundations
- Pre-engineered structural products (roof trusses, floor trusses, etc.)
- Preserved wood foundations shall be designed by a professional engineer in conformance with the latest edition and revisions of Part 4 of the National Building Code of Canada. However, if the foundation is designed in accordance with the CAN/CSA-5406-M92, the foundation does not require an engineer's approval. Consult your designer and/or contractor for further information.

COTTAGE LOT SIZE

The Cottage Owner is required to have a licensed surveyor mark the pins on their lot for all new builds on the lot. New builds include but are not limited to construction of a new cottage, new or pre-owned houses, RTMs, cottage additions, garages, modular units or mobile trailers. In addition, a survey to mark the pins may be requested by the Park Authority on any building permits submitted to ensure that mandatory minimum setbacks are adhered to. A Park representative must be notified when the surveyor is on site.

COTTAGE LOT SET BACKS

Mandatory minimum setbacks are as follows:

Lakefront lots

5" (1.5m) for street side and sides

20'0" (6.0m) for the front (lake side)

Second and third row lots

5'0" (1.5m) for back and sides

20'0" (6.0m) for the front (street side)

RETAINING WALLS

Lot grading with substantial grade difference along a side or rear property line will require a retaining wall to hold the higher grade and prevent erosion. All measures should be taken to match grade with neighbouring properties along shared property lines to avoid retaining walls. If it is not possible to match grade, then a retaining wall is required.

Retaining walls should:

- Be constructed of wood, concrete, masonry, stone, plastic, or steel
- Be 50 mm (two inches) higher than the adjacent grade
- Be designed by a structural engineer if taller than 1.85 m (6 feet)
- Have drainage swales to prevent drainage onto adjacent properties

Fences are not retaining walls and should not be used to retain a higher grade. They may begin to lean over time from the pressure of holding back the higher grade and may rot prematurely. A fence may be integrated with a retaining wall by constructing the fence on top of the retaining wall.

APPLICATION FOR PERMIT:

The Building Permit Application, complete with all applicable drawings, along with the Request for Service will be forwarded to the Park Authority appointed Building Inspector for review. Upon successful review of the project, the building project may proceed subject to verification of the placement on the lot by the Park Authority.

INSPECTIONS:

Why do I need Building Inspections?

Building inspections are a required part of the building permit process as they aid in ensuring that projects conform to key requirements of the National Building Code. Often problems that arise or questions that may come up can be dealt with the building inspector involved in that job. Inspections are meant to aid the lessee and building in ensuring that all key elements of the National Building Code are met.

Who do I contact for Inspections?

Once a Building Permit has been approved by the Park Authority it is submitted to the Park Authority Building Inspector. Following the review and approval of the Building Inspector, you will be notified that construction can begin. The Cottage Owner or their agent is responsible for arranging inspections at the Building Inspectors pre-determined stages of the construction

process. The Building Inspector provides this information to the Cottage Owner as part their review.

The Park Authority appoints all licensed building inspectors.

BUILDING PERMIT FEES

How do I calculate my permit fee?

The Park Authority has set the building permit fee payable to that park. The fees are based on the following:

- Park Authority Building Permit Administration Fee: \$150.00
- Park Authority Demolition Permit Administration Fee: \$150.00 plus \$1,500 refundable demolition deposit upon confirmation that site has been returned to a condition satisfactory to the Park Authority
- Building Inspection and Plan Review Costs: as charged by appointed Building Inspector

Generally, Building Permit and Inspection fees account for less than one per cent of the overall costs of a building project. Public protection is thus obtained in a cost-effective manner with the entire process, from plan review to field inspection, carried out by professionals.

What if I do the work myself?

Building Permit, plan reviews and site inspections are still required by the Park Authority regardless of how the end product is achieved.

OTHER INFORMATION

How long does it take to get a Building Permit?

Providing quality plans are presented with the Building Permit and there are no major problems with adherence to the National Building Code of Canada, a normal turnaround time would be about 30 days. Whenever possible, the Park Authority will try to work with the Lessee to ensure that construction is not delayed.

Do I require any additional permits or inspections?

Yes. The Park Authority along with the Building Inspector must enforce *The Uniform Building and Accessibility Standard Act of Saskatchewan*. Other provincial, municipal and federal agencies administer plumbing, gas and electrical permits and inspections. Depending on the type of project, you may be required to obtain these permits prior to construction.

All liquid storage tank installations must have a prior approval before installation from the Park Authority. A Park Liquid Waste Storage Tank Installation Permit is required. A Permit is also required from Saskatchewan Health Authority for the installation of a septic tank and must

adhere to the Saskatchewan Online Waste Water guidelines. All new and/or replacement tanks must be inspected by the Park and by Public Health prior to being covered.

Property owners proposing to install a private access across a road ditch are required to submit a Culvert Permit Application which is available on the Park's website. A site plan (legible hand sketch acceptable) is required with this application.

Who is responsible to ensure application Building Codes are met during construction?

The Cottage Owner is responsible as indicated on the permit application under the "Request for Building Permit" section that must bear the lessee's signature. This is one reason why it is wise to hire a reputable contractor who is familiar with the National Building Code of Canada.

The Park Authority will work with the Cottage Owner to ensure that once received that all documents are reviewed and approved in a timely manner. However, Section 9 of the UBAS Act Regulations states:

No local authority (Park Authority) or building official shall:

- A) Assist in the laying out of any work;
- B) Assist in the construction of any work;
- C) Act in the capacity of an engineering or architectural consultant;
In relation to a building that is, or will be, under the jurisdiction of the local authority or building official, as the case may be. A local authority or building official may answer questions that are relevant to the code to the extent that is reasonably necessary for the administration of these regulations.

Can I start work now and get a Building Permit later?

The answer is NO. There are too many variables that need to be checked prior to construction.

How long is a Building Permit valid for?

A Building Permit is valid for 2 years. The lessee may apply in writing to the Park Authority for a 1-year extension. An explanation for why the building project has not been completed and the anticipated completion date must be included in the request for an extension.

What can I do to ensure a Quick Building Permit approval?

Submit complete design drawings showing all relevant information (see Plot Plan, Foundation Plan, Floor Plan, Building Section and Exterior Elevation requirements.) Remember, you can never show too much information.

- The above drawing should be detailed enough to submit to contractor(s) for a price estimate.

- As required any building or building elements within the scope of Part 3 or Part 4 of the National Building Code of Canada shall bear the authorized professional seal and signature of an engineer or architect registered in Saskatchewan.
- Identify all elements regarding safety and structural integrity. Examples are foundation dimensions, floor joist sizes and spans, guardrail heights, stair dimensions, smoke detector locations, etc.
- Submission of the appropriate building permit fee.
- Dimension showing the required set back distances from property lines. These set backs are extremely important and must adhere to. The required set back distances significantly reduce the risk of fire spread from one building to another in the event of a fire. Proper spatial separation between buildings help building owners and their neighbors protect their investment.

This document is provided as a guideline only and are subject to change. It is the Cottage Owner's and/or authorized agents' responsibility to comply with the requirements of the National Building Code of Canada as adopted and amended by The Uniform Building and Accessibility Standards Regulations and to ensure that all building, provincial and Park Authority codes, standards and bylaws are adhered to. Submission of a building application does not give the applicant permission to begin work on the project.