



Rural Municipality of Weyburn No.67

Building Permit Checklist

When submitting your building permit application to the RM, please ensure you have included the following documents. The more information provided, the less delays there are when forwarding to Municode.

☐ Building Permit Application

☐ Value of Construction

☐ Site Plan

- The site plan needs to include the dimensions of the building(s) on the site, dimensions of the site, distances to all property lines from the building and distances between existing buildings on the property.

☐ Building Drawings

- Dimensioned Floor Planes identifying the use of space:
 - Include the size of all windows and doors and how they open
 - Residential applications – Smoke and Carbon Monoxide (CO) alarm locations
 - Commercial Applications – Emergency Lightning and Fire Extinguisher locations
- Dimensioned foundation plan identifying all elements in the foundation construction
- Exterior elevations of all faces of the building
- Cross-section of the building including vertical dimensions; list of materials to be used in construction, interior & exterior finishes, insulation, wind & vapour barrier, etc.

☐ Energy Compliance Forms – not required for cold storage, accessory garages and sheds to dwellings

- The following buildings would be required to comply with the National Energy Code of Canada for Buildings 2017 and require an engineer or architect to seal the design information:
 - The building is 600 m² or more in building area
 - The building is used for Group A, Group B or Group F, Div. 1 or 2 occupancy

- The building contains Group D, Group E and Group F, Div. 3 floor area is greater than 300 m²
- ☐ At this time in the province, the regulations do not require a designer to be involved in a project unless the building is 600 m² or more in building area or the building is used for Group A, Group B or Group F, Div. 1 occupancy
- ☐ Engineer or Architect Involvement
 - An engineer or architect licenced in Saskatchewan is required to be involved in a project with the following cases:
 - Part 3 buildings (ie. building area 600 m² or more, Group A, Group B or Group F, Div. 1 occupancy)
 - Energy compliance information required to comply with The National Energy Code of Canada for Buildings 2017 (as noted above)
 - Elements that do not comply with Part of the National Building Code of Canada
 - Foundation wall that exceeds the maximum backfill height
 - Foundation walls that are under the minimum backfill height
 - Dwelling foundations that consist of piles and grade beam
 - Steel beams that are not simply supported (ie continuous over multiple supports)
 - Exterior walls that are more than 4.6 m (14')
 - Steel screw piles (this is commonly provided by the supplier at installation time)
 - Glass railings that are not a tested system
- ☐ Ventilation, Exterior Insulation and Finish Systems (EIFS) and Spray Foam insulation
 - Contact the RM for these forms

RM Contact - 306-842-2314 or rm.67@weyburn.ca
Municode Services – 306–955-6355