

## Construction/Renovation of One and Two-Unit Dwellings

### Introduction

New houses may be built on developed lots available for purchase from the City, on vacant infill lots, or where structures currently exist in areas zoned for residential development. The different residential zones dictate the type of residential dwelling that may be constructed. City Administration can assist you in understanding building codes and the zoning bylaw. Policy regarding the sale of lots and properties is available on request.

All structures must meet minimum standards as set out in the National Building Code of Canada (1995). For more information about building codes, refer to the brochure "Building Codes". The City, through its zoning bylaw and requirement of permits and inspections (building bylaw), ensures that these minimum standards are met. **The owner of the building is responsible for conformance but may have a contractor act on his/her behalf.**

When building or altering a residence, the owner is required to obtain a building permit. In some instances, a demolition permit is also required. Required permits are obtained through the Inspector's Department located in City Hall.

### Inspector's Department

The Inspector's Department is responsible for the issuing of building permits for construction projects within City limits. (See sample Building Permit). Applications are reviewed for compliance with National Building Code (1995) and applicable City bylaws. A permit is only valid for the plans submitted. Deviations to plans must be approved by the Building Inspector prior to the change taking place on the construction site.

### Permits

Prior to construction, a building permit is issued. It is the property owner's responsibility to ensure that a permit is applied for by either the owner or an agent acting on his/her behalf. Plans must be submitted with the permit application before the application will be considered. A

complete list of documents required is listed further in the brochure.

### Permit Fees

\$4.00 per thousand dollars of building permit value;

or the rate charged by a person, firm or corporation employed under contract to the City, whichever is greater

Demolition or removal permits \$20.00

Minimum permit fee \$25.00

Building Permits serve several purposes. They maintain uniformity in building placement along established site lines. Issues regarding public safety are met by insuring conformance to applicable regulations. The value of existing properties in the area of the proposed development is maintained. Permit Fees are calculated based on the value of construction.

In the event that a structure must be removed prior to construction, a *Demolition Permit* is required.

### Documents Required with the Building Permit Application

For new residential construction or a major alteration to an existing dwelling, additional information is needed before a building permit will be issued. One (1) set of complete construction drawings are required for plan review. The City will retain these drawings for its records. A minimum set of construction drawings includes:

- Site Plan - showing the location of the principal structure, any accessory buildings, decks, or covered structures (ie. covered breezeways or covered patios/decks - legal address is placed on this page)
- Foundation Plan
- Floor Plans
- Elevations - front, rear, left side, and right side views
- Section - at least one taken through the stairs, showing all construction types. More than one section may be required.
- Additional details as required to show items clearly. The Inspector's Department may request additional information (ie. Manufacturer's literature) for clarification and application of building products.

- Each drawing page is required to contain the name of the owner, the name of person completing the drawings, and the civic address.

### Required Inspections

A building will be inspected several times during its construction. **It is the responsibility of the owner or his/her agent to arrange for required inspections.** If work requiring inspection is covered up, the financial burden of uncovering the work and its replacement is the owner's responsibility.

Typical inspections required are (but not limited to):

- Footings
- Framing
- Insulation
- Final (occupancy)

A set of construction drawings must be on site at all times during construction. Any changes must be inked in red. The Building Inspector may visit a site at any reasonable hour without notice.

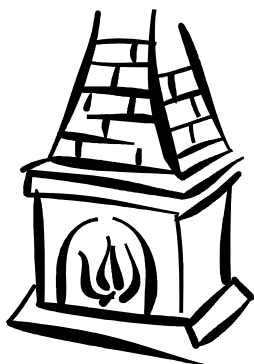
### Arranging an Inspection

To arrange for an inspection please call 682-2221. 24 hours notice is required to prevent delays in the construction schedule. The Inspector's Department can not guarantee a prompt inspection if messages are left at other phone numbers.

The City maintains staffing to ensure that a building official is available during normal working hours throughout the year.

The installation of a fireplace or solid-fuel burning appliance in an existing house must be carefully considered. Check with fire officials regarding the National Fire Code of Canada and the insurance provider for additional requirements. The operation of a fireplace or other solid fuel burning appliance may cause spillage of non-direct vent gas appliances and improvements to the home's ventilation system may be required.

A building permit is required if the structure is altered to accommodate installation of the fireplace or solid-fuel burning appliance.



## Frequently Asked Questions

### How close can I build to my property line?

A setback is the distance from the property line (sometimes referred to as the street line) and the building line.

There can be two types of structures on a piece of residential property, the principal building which is the house and accessory buildings, which are detached garages and sheds. For a single story home, a distance of 7.5m is required for the front setback, 1.2m for the side setbacks and 7.5m for the rear setback.

### How much time can be taken to build a house?

Building permits expire:

- a) six months from the date of issue if work has not commenced in that time frame, or;
- b) if work is suspended for a period of six months, or;
- c) if work is suspended for a period of longer than six months by prior written agreement of the local authority

### Can I finish my basement later?

A basement does not have to be finished at the time of initial construction. When the homeowner decides to finish the basement, specifications for:

- insulation
- vapour barrier
- dampproofing
- windows and
- heating and ventilation must be complied with

A new building permit is required if the basement is finished after the *Occupancy Permit* has been issued.

### Can I make a suite in my house?

A building permit is required if a suite is planned for an existing dwelling. It may be advisable to enlist the services of an experienced designer for the design of a new suite. The following areas will be reviewed before a permit is issued:

- room and space dimensions
- fire separations
- exit requirements
- heating and ventilation
- plumbing

### Do I have to hire a contractor?

A homeowner may act as a General Contractor or hire someone else to act on his/her behalf.



# City of Humboldt

## Building Permit (Development)

P.O. Box 2467  
Humboldt, SK S0K 2A0  
Tel. (306) 682-2221  
Fax. (306) 682-3144

Date: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

Erect

Demolish

Move-In

Renovate

Lot: \_\_\_\_\_

Block \_\_\_\_\_

Plan \_\_\_\_\_

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

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

Contract With: \_\_\_\_\_

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

Application for a permit to: \_\_\_\_\_

Size of Building: a) House \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Garage \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Deck \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Other \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Size of Lot (frontage) \_\_\_\_\_

Number of Stories \_\_\_\_\_

Basement \_\_\_\_\_

Estimated Cost: House: \_\_\_\_\_

Occupancy: \_\_\_\_\_

Garage: \_\_\_\_\_

Zone: \_\_\_\_\_

Deck: \_\_\_\_\_

Permit Fee Paid: \_\_\_\_\_

Renovation: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Other: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**Regulations that must be adhered to:**

- a) No work is to be undertaken until application has been approved and a permit issued by the City.
- b) The undersigned agrees to comply with all Zoning, Building, Fire, Health, and any other Provincial codes and to comply with any **caveats** or **liens** registered against said lands or property.
- c) No excavation may be started until location of foundation is approved by the City Inspector.
- d) A copy of the floor and building plans must be submitted with the application. A registered survey certificate and site plan must be submitted upon request of the City Inspector. For move in permits, at least two (2) photos of the building must be attached to the application.
- e) The elevation of the residence shall be eighteen (18) inches more or less above the sidewalk and the builder must notify the City prior to pouring footings in order that the City may verify the elevations.
- f) Sask Power and Sask Tel must be notified prior to construction to locate underground services.
- g) The undersigned agrees that the construction, demolition, move-in, or renovation will be completed within six (6) months of the date of issue of the permit and they will clean up all debris and material resulting from the work.
- h) Construction is completed when all the painting, siding and roofing is finished. Used material may only be used with permission of the Inspector and all conditions stipulated by the Inspector are adhered to.
- i) No building can be permanently occupied until a final inspection is completed by the City Inspector and an occupancy permit is issued.

**SUBCONTRACTORS AND SUPPLIERS OF MATERIALS**

Excavation: \_\_\_\_\_

Cement: \_\_\_\_\_

Framing: \_\_\_\_\_

Roofing: \_\_\_\_\_

Siding: \_\_\_\_\_

Insulators: \_\_\_\_\_

Drywall: \_\_\_\_\_

Floor Covering: \_\_\_\_\_

Masonry: \_\_\_\_\_

Eavestroughing: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Electrical: \_\_\_\_\_

Painting: \_\_\_\_\_

Cabinets: \_\_\_\_\_

Fireplace: \_\_\_\_\_

Other: \_\_\_\_\_

Application Has \_\_\_\_\_ Approved.

**Request for Building and Occupancy Permit**

I hereby acknowledge that I have read this application and state that the information contained herein is correct and agree to comply with all City Bylaws and/or Provincial laws regulating Building and Occupancy.

It being expressly understood that the issuing of a Permit does not relieve the applicant from complying with all Bylaws though not called for in the specifications or shown on plans and/or applications submitted. The Building shall not be occupied until such time as an occupancy permit is issued to the owner.

Owner or Authorized Agent

\_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date