

# **RM 343 Development Checklist**

## **Building Permit Requirements**

1. Once residential use approval has been received from the municipality, and the appropriate development fees paid, a building permit may be applied for.
2. Please note that no construction of any type may be commenced without first obtaining an approved building permit from the municipality.
3. Complete the 3 page development (building) permit application, including a site sketch on page 3 of the application, indicating the location of the proposed buildings relative to the lot lines, other existing buildings, municipal roads, etc. and return it to this office.
4. You are required to include a copy of your sewage disposal permit or have the public health inspector complete section 10 of the application.
5. Include the appropriate building plans with the application:

**Foundation** – overall size of the foundation; size and location of footings, piles, foundation walls; size and location of openings for doors, and windows; foundation drainage.

**Floor Plan** – size and location of interior and exterior walls; exits; fire separations; doors (including door swings and hardware); stairs; windows; barrier-free entrances; barrier-free washrooms; other barrier-free facilities; built-in furnishings.

**Structural Plans** – size, material and location of columns; beams; joists; studs; rafters; trusses; masonry walls; poured in place and precast concrete walls and floors; related structural details.

**Elevations** – views of all sides of the building; height of finished grade; exterior finishing materials; size and location of doors and windows; location of chimneys.

**Cross-Sections and Details** – cut through views of the building; lists of all materials cut through including structural and finishing materials; vertical dimensions; stair dimensions and handrails; height of finished grade; wind, water and vapor protection; insulation.

**Mechanical Plans** – description and location of heating, ventilating and air-conditioning equipment; size and location of ductwork; location of fire dampers; location of plumbing fixtures and piping; size and location of sprinkler system equipment (if applicable).

**Electrical Plans** – type and location of lighting; electrical panels; fire alarm systems; location of exit lights, and emergency lighting (if applicable).

6. A building permit fee must also accompany this 3 page application. The fee is based on the value of construction and is calculated as follows:

- a) 0-\$150,000 construction value  
\$6.00 per \$1,000 of value
- \$150,000–500,000 construction value  
\$5.00 per \$1,000 of value
- \$500,000–3,000,000 construction value  
\$4.00 per \$1,000 of value
- over \$3,000,000 construction value  
\$3.50 per \$1,000 of value
- b) minimum building permit fee: \$100

7. When completing the site sketch on page 3, please note that the following building setbacks apply:

- **45.7 meters (150 feet)** from the centerline of any municipal road
- **90 meters (295 feet)** from the intersection of any municipal road
- **80 meters (265 feet)** from the centerline of any Provincial Highway
- **3 meters (9.84 feet)** from the side and rear boundaries

8. All buildings must be constructed to and comply with the National Building Code of Canada.

9. The following new trees, shelterbelts, etc. setbacks apply:

- a **minimum of 22.87 meters (75 feet)** from the center of any municipal road other than an internal collection road within a MCR or ICR Zone
- a **minimum of 55 meters (180 feet)** from the centerline of any Provincial Highway
- a **minimum of 90 meters (295 feet)** from the intersection of any municipal road

10. In the MCR or ICR Zone, the following new trees, shelterbelts, etc. setbacks apply:

- a **minimum of 15 meters (49.2 feet)** from the centerline of any internal collection road

11. Upon receipt of the 3 page application, the fee and plans, we will have our building inspector review the completed 3-page application and submitted building plans and if all is in order, you will be sent an approved development permit. You may then commence construction.