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Planning, Development & Construction Steps to be Followed

The following information is intended to help property owners understand the general process that governs building and development activities in Humboldt.

Remember, it is YOUR responsibility to ensure that any required permits are obtained for work done on your property!

TABLE 1: FOR DEVELOPMENT AND BUILDING CONSTRUCTION

Step	Required Applications, Permits and Inspections	Notes
1	Pre-consultation with the City of Humboldt IS REQUIRED to review your project and discuss the application process.	Contact the Planning Coordinator at (306) 682-2525, ext. 304. Almost all construction, renovation, structural repair, expansion, excavation, moving or demolition of buildings within Humboldt requires a permit.
2	Submit a complete application and application fee for a Development and Building Permit .	Submitted at City Hall. Double-check that all supporting materials and drawings are complete and accurate. The Development and Building Permit application form collects <u>all</u> of the project's information on one document, which is then reviewed to ensure compliance to bylaws, Codes and legislation. Review and processing only begins when an application is complete. The application fee covers the required administrative review and related activities that may be needed for your project.
3	Obtain a Notice of Decision related to Zoning.	Only if rezoning is required. Refer to the <i>Zoning Amendments</i> brochure for more information about this process.
4	Negotiate a Servicing Agreement .	Only if required. A Servicing Agreement is a legal contract that Council may require with a subdivision applicant.
5	After Development and/or Building Permits have been approved, submit related Building Permit fee(s) .	<p>The Planning Coordinator will advise when permits are approved/issued. A Development Permit ensures compliance with bylaws and authorizes appearance, location, size and use of a building or structure on a lot.</p> <p>A Building Permit grants you legal permission to start construction. <u>Work on a project MUST NOT begin until permits have been granted; if work begins prematurely, penalties may be applied.</u> Building Permit fee(s) are calculated per square footage or on the total cost of construction, depending on the type of project. These fees are payable at City Hall upon Building Permit approval.</p>

6	Owner/applicant is responsible for contacting Building Inspection for all required inspections during construction.	Several inspections are required as part of the building process. Inspections are required at these stages: Footing; Pre-backfill; Framing (after plumbing and electrical is roughed-in); Insulation; Final inspection. Contact Building Inspection at (306) 682-2525, ext. 324. Inspections must be arranged a minimum of 48 hours in advance.
7	Arrange water/sewer utility servicing with the City of Humboldt.	Water/sewer tie-ins must be arranged between April 15-October 15. Contact Public Works & Utilities at (306) 682-2525, ext. 305.
8	Obtain a Plumbing Permit .	Contact the City of Humboldt's Bylaw Enforcement (306) 682-2525, ext. 308 for assistance, if needed. A certified plumber must be hired to complete this work. Note sump pumps MUST direct drainage outside.
9	Obtain an Electrical Permit .	Contact SaskPower for assistance. A certified electrician must be hired to complete this work.
10	Obtain a Sign Permit .	Only if required. If your project requires permanent signage, complete a Sign Permit application form and submit the \$40 application fee to City Hall for review. Refer to the <i>Permanent Sign Guide</i> brochure for more information about this process.
11	Obtain an Occupancy Permit .	If everything is in order after the final inspection, an Occupancy Permit will be issued. Contact Building Inspection at (306) 682-2424, ext. 324 for assistance.

TABLE 2: FOR DEMOLITIONS / MOVE-INS ONLY

Step	Required Applications, Permits and Inspections	Notes
A	Complete a Development and Building Permit application and submit the application fee.	Check the appropriate box on the application form (Demolition or Move-in). The \$100 application fee is payable at City Hall. A \$500 Deposit for demolition activities is required.
B	Obtain a Demolition / Move-in Permit .	The Planning Coordinator will advise when permits are approved/issued. Move-ins will require an inspection. Contact Building Inspection at (306) 682-2424, ext. 324 for assistance. Following demolition activities , the site will be inspected to ensure no damage was incurred to City assets or property. If the site is deemed to be adequate, the demolition deposit will be refunded.

***Note:** All hired contractors and sub-contractors must inquire about obtaining City of Humboldt business license(s) and must hold valid certification(s)/license(s) from the respective Provincial and/or Federal certification or licensing body in order to provide services to your property/building. It is the permit holder's responsibility to ensure contractors/sub-contractors are licensed. Contact Bylaw Enforcement at (306) 682.2525, ext. 308 regarding business licensing.*

City of Humboldt Development and Building Review Process

Inquiry and PreConsultation - REQUIRED

Check with the Planning Coordinator to see if the site is properly zoned, that the proposed project complies with City bylaws, review any potential issues and identify supporting materials (e.g. reports, studies, plans, etc.).

Application and Fee Submission

A complete application includes all required supporting materials, the Development and Building Permit Application Form 'A' and \$100 application fee. Acknowledgement of a complete application will be done within 3 business days.

Review Process

Applications will be reviewed within 10 business days. It is important to note the type and complexity of the application has a direct effect upon review and processing times. Processing begins only when an application is deemed complete.

Issuance of Permit(s) and/or Requests for Further Information

If all conditions are met for approval, the Planning Coordinator will advise and issue the Development and/or Building Permit(s). An applicant may be asked to submit further information, revisions or other items until all conditions are satisfactorily met for the project to proceed.