



FORM "A"

Planning & Development  
Department  
715 Main Street, Humboldt, SK. S0K 2A0

**DEVELOPMENT AND BUILDING PERMIT APPLICATION**

**SECTION A: PROPOSED DEVELOPMENT INFORMATION**

WORK CLASS	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> RENOVATE	<input type="checkbox"/> MOVE-IN	START DATE:	VALUE (EXCLUDING LAND VALUE)
	<input type="checkbox"/> REMOVE	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> OTHER:		COMPLETION DATE:	
SITE INFORMATION	Civic Address				Legal Land Description (optional)	
	Description of Existing Land Use and Buildings				Lot	Block
DEVELOPMENT INFORMATION	<input type="checkbox"/> ONE OR TWO UNIT DWELLING	BASEMENT ( <input type="checkbox"/> PARTIAL / <input type="checkbox"/> FULL)		<input type="checkbox"/> DECK	<input type="checkbox"/> ACCESSORY BUILDING	
	<input type="checkbox"/> MULTIPLE UNIT DWELLING	<input type="checkbox"/> COMMERCIAL / INDUSTRIAL		<input type="checkbox"/> OTHER:		
	Description of Proposed Development					
Additional Information (optional)						

**SECTION B: CONTACT INFORMATION**

APPLICANT	Contact Name			Company Name (if applicable)		
	Address			City	Province	Postal Code
	Phone Number(s)			E-mail Address (Required)		
	Main	Other	Fax			
OWNER	Owner Name or Same as Applicant <input type="checkbox"/>			Company Name (if applicable)		
	Address			City	Province	Postal Code
	Phone Number(s)			E-mail Address (Required)		
	Main	Other	Fax			
CONTRACTOR	Contractor Name or Same as Applicant <input type="checkbox"/>			Company Name (if applicable)		
	Address			City	Province	Postal Code
	Phone Number(s)			E-mail Address (Required)		
	Main	Other	Fax			

**SECTION C: APPLICATION CHECKLIST**

One & Two Unit Dwellings	Submitted
Site Plan	<input type="checkbox"/>
Floor Plans / Elevations / Cross Sections	<input type="checkbox"/>
Electrical & Plumbing/Mechanical Layout	<input type="checkbox"/>
Ventilation Form (available at www.humboldt.ca)	<input type="checkbox"/>
All Others Requested by City of Humboldt or MuniCode Services	<input type="checkbox"/>
Development Permit Fee (\$100)	<input type="checkbox"/>

  

Multi-unit Residential / Commercial / Industrial	Submitted
Site Plan	<input type="checkbox"/>
Architectural Floor Plans	<input type="checkbox"/>
Structural, Mechanical & Electrical Drawings (all signed & sealed)	<input type="checkbox"/>
Fire Protection (where applicable)	<input type="checkbox"/>
Pre-Engineered Drawings (where applicable)	<input type="checkbox"/>
Specifications	<input type="checkbox"/>
Site Drainage Plan	<input type="checkbox"/>
All Others Requested by City of Humboldt or MuniCode Services	<input type="checkbox"/>
Development Permit Fee (\$100)	<input type="checkbox"/>

**SECTION D: DECLARATION OF THE APPLICANT**

I \_\_\_\_\_ DO HEREBY DECLARE:  
that the above statements contained within this application and attached drawings are true and correct. I agree that the issuance of a Development Permit does not relieve the owner or the applicant from complying with all of the City of Humboldt Bylaws and/or Provincial and Federal acts & regulations and that it is my responsibility to ensure compliance with such legislation regardless of any review or inspections that may or may not be carried out by the City of Humboldt or its authorized representatives. I agree that no construction shall commence without a building permit.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT SIGNATURE

## DRAWING SET REQUIREMENTS FOR ALL APPLICATIONS

A minimum of one (1) complete sets of drawings are required for one and two unit dwellings, and two (2) complete sets are required for multiple unit and commercial and industrial building/development applications. For one and two unit dwellings, the drawings do not need to be prepared by a professional engineer or architect, but the City of Humboldt must consider the drafter to be capable of the proposed project. All drawings are to be prepared to professional drafting standards and must include a title, scale, and north arrow. Illegible, unprofessional, or drawings marked “preliminary only” or “not for construction” will not be accepted. All drawings for buildings that are designed within the scope of Part 3 of the National Building Code are required to bear the seal and signature of a design professional licensed to practice in the province of Saskatchewan.

<b>SITE PLANS</b>	<p>A site plan is a graphic representation of existing and proposed buildings and features on a property relating to the property lines and one another. When available, a survey certificate may include much of the required information for existing buildings &amp; structures. The minimum required information for site plans includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Property lines including dimensions</li> <li>• Civic address &amp; legal land description (lot, block &amp; plan number)</li> <li>• All existing buildings and structures (including dimensions)</li> <li>• Distances between all existing and proposed buildings and structures</li> <li>• Setbacks from buildings/structures to property lines</li> <li>• Water, sanitary, and storm sewer services to buildings and site (including sizes, locations and materials)</li> <li>• Abutting &amp; adjacent streets and lanes including names</li> <li>• Right-of-ways and easements affecting the property</li> <li>• Proposed construction/demolition (with dimensions)</li> <li>• Parking, loading, and vehicle access (with dimensions) to streets and lanes</li> <li>• Fire access route and hydrant locations (where applicable)</li> </ul>
<b>FLOOR PLANS</b>	<p>A floor plan provides a view from above, illustrating a scaled layout of the building. A separate drawing for each level is to be included. Wall and partition widths must also be shown to scale (single line wall and partition drawings will not be accepted). The minimum required information for floor plans includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Room titles and dimensions</li> <li>• Window and door and frame locations, sizes and schedules</li> <li>• Room finish schedules</li> <li>• Fire resistant ratings of building components (with ULC numbers) (not required for one and two unit dwellings)</li> <li>• Exterior, interior and partition wall layouts and schedules</li> <li>• Plumbing Fixtures and fixed furnishing &amp; equipment including sump pit &amp; discharge</li> <li>• Stair plans and details (not required for one and two unit dwellings)</li> </ul>
<b>BUILDING ELEVATIONS</b>	<p>Building elevations are a set of drawings which show the exterior sides of the building. The drawings show the height relationships of the walls and roof, as well as the exterior finish of each building face. A building elevation drawing for each building face is required. The minimum required information for building elevations includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Height dimensions of all exterior walls</li> <li>• Top of floor elevations</li> <li>• Top of finish grade</li> <li>• Pitch/slope of Roof</li> <li>• Exterior finishes and materials</li> <li>• Window and door sizes and types</li> <li>• Roof venting</li> <li>• Flashing</li> </ul>
<b>CROSS SECTIONS</b>	<p>Building cross sections show a view along an imaginary line cut through the building. These drawings show the construction components of the foundation, walls, floors, and roof. The minimum required information for building cross sections includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Room names</li> <li>• Top of finish grade</li> <li>• Bottom of footing elevation</li> <li>• Wall, roof, and floor height dimensions</li> <li>• Wall roof, floor, foundation building components</li> <li>• Roof slope/pitch</li> </ul>
<b>SITE DRAINAGE PLAN</b>	<p>A site drainage plan depicts the shaping or sloping of the land to direct and control storm water runoff to avoid negative impacts on the site itself, as well as adjacent properties. Site drainage plans are required for all commercial, industrial, multi-unit residential developments, but may also be required for smaller developments. Site drainage plans must be created by a qualified architect, engineer, or technologist registered to practice in the province of Saskatchewan. The minimum required information for a site drainage plan includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Finish grade</li> <li>• Property corner and spot elevations including flow direction and slope/grade</li> <li>• Locations and elevations of catch basins and detention areas</li> <li>• Storm water retention calculations</li> <li>• Storm Sewer pipe sizes, materials, and slope/grades</li> <li>• Identification of ground cover including paved areas, gravel, grass, etc.</li> </ul>
<b>STRUCTURAL DRAWINGS</b>	<p>Structural drawings are a set of plans showing the structural components and details of the proposed building or structure. These drawings depict the size and types of materials used in the construction from the foundation to the rooftop. The minimum required information for structural drawings includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Foundation plans, details, sections including applicable schedules</li> <li>• Slab plans, sections and details</li> <li>• Floor framing plans, sections and details</li> <li>• Stairs, ramps, and applicable structural details</li> <li>• Roof framing plans, sections, and details</li> <li>• Cast-in-place concrete floor plans</li> <li>• Load bearing walls, pads, columns, beams, and joists</li> <li>• Large, heavy, or high signs, and building mounted antennas (where applicable)</li> </ul> <p>*Drawings for pre-engineered buildings are required to be signed and sealed by an engineer licensed to practice in the province of Saskatchewan.</p>
<b>MECHANICAL DRAWINGS</b>	<p>Mechanical drawings show the heating, ventilation, air conditioning, plumbing and fire protection systems for the proposed development. Mechanical drawings for buildings considered to be outside of the scope of Part 9 of the National Building Code are required to be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan. The minimum required information for mechanical drawings includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Heating, ventilation, air conditioning, and plumbing systems</li> <li>• Kitchen exhaust hoods and fire suppression systems</li> <li>• High hazard industrial systems</li> <li>• Duct and pipe shaft locations and construction details</li> <li>• Fire stop materials, specifications and locations</li> <li>• Ventilation and fire suppression systems for spray coating or powder coating operations</li> <li>• System plans including sizes, layouts, materials, specifications and hydraulic calculations for standpipe &amp; hose, and sprinkler systems</li> <li>• Repair and storage garage ventilation systems, including CO and NO2 detectors.</li> <li>• Fire damper locations and details (ULC listings)</li> <li>• Locations of return-air plenums</li> <li>• Plumbing fixtures and piping (including material specifications)</li> </ul>
<b>ELECTRICAL DRAWINGS</b>	<p>Electrical drawings show the materials and equipment included in the electrical system of the proposed development including power, fire alarm, and electrical equipment. Electrical drawings for buildings considered to be outside of the scope of Part 9 of the National Building Code are required to be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan. The minimum required information for electrical drawings includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Fixtures including locations and schedules</li> <li>• Exit and emergency lighting</li> <li>• Switches, power supplies, emergency back-up and power systems</li> <li>• Electrical panel schedules and locations</li> <li>• Pull stations, detectors, signal devices, annunciators</li> <li>• System schedules and line drawings</li> </ul>