

Paid in Full

FORM A  
Bylaw No. 2005-09  
Application # \_\_\_\_\_

Blueprints Attached  
(no larger than 8 1/2" x 14" legal paper)-

**RURAL MUNICIPALITY OF HUMBOLDT NO. 370**

Box 420, 919 – 14<sup>th</sup> Avenue

Humboldt, SK S0K 2A0

Email: [r.m.humboldt@sasktel.net](mailto:r.m.humboldt@sasktel.net)

Phone: (306)682-2242 Fax: (306)682-3239

**APPLICATION FOR DEVELOPMENT PERMIT**

1. Applicant:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

2. Contractor: as above or,

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

3. Legal Land Description:

LSD or 1/4 \_\_\_\_\_ Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ W \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_ Hamlet \_\_\_\_\_

4. Existing use of land and buildings: \_\_\_\_\_

\_\_\_\_\_

5. Proposed use of land and buildings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Proposed development: New building \_\_\_\_\_ Addition \_\_\_\_\_ Move in building \_\_\_\_\_

Alteration \_\_\_\_\_ Other \_\_\_\_\_

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Other \_\_\_\_\_

**NOTE: If moving in a building, pictures are required to be submitted with application.**

7. Estimated dates of development:

Commencement: \_\_\_\_\_ Completion: \_\_\_\_\_

8. Other information (i.e. Proposed sewage system) \_\_\_\_\_

9. Are there other dwellings or commercial uses located on this quarter section?

\_\_\_\_\_

10. Site Plan:  
Please provide a sketch in the space on the following page showing:

- a) Dimensions of parcel and location of existing or proposed buildings, including distances from all lot lines as well as direction details (i.e. north - south).
- b) Indicate where the access road is as well as the lake, if it is a lake front lot;
- c) Indicate any topographical irregularities such as slopes or low lying areas;

Minimum Site Distance Regulations:  
Lakeshore Development District:

*Permitted Uses:*  
 Sidelines - 8 feet  
 Front - 20 feet  
 Back - 20 feet

*Accessory Uses:*  
 - 5 feet  
 - 5 feet  
 - 15 feet

\*NOTE: Front is defined as the yard facing the roadway\*

11. Declaration of Application:

I, \_\_\_\_\_, of the R.M. of Humboldt No. 370 in the Province of Saskatchewan, solemnly declare that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act". I further agree to comply with all Bylaws & Regulations of the Rural Municipality of Humboldt No. 370 respecting development and I acknowledge that it is my responsibility to ensure compliance with all Saskatchewan Regulations and Acts including The Uniform Building and Accessibility Standards Act, regardless of any review or inspection that may or may not occur by any official of the Municipality.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

NOTE: Development Permits not filled in properly with all necessary information will result in the development permit being returned to the applicant. This will result in a delay in processing the application, so be sure to have as much information filled in as possible.

**Application Fee: \$50.00**

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FOR R.M. COUNCIL USE ONLY:

Rural Municipality of Humboldt No. 370

- 1. APPROVED
- 2. REFUSED

Council Comments: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

Please ensure the following information is included for all building permit applications when submitted to our office. It is important to note that this list cannot be fully extensive as each project is different from the next. As well, the more information provided by the owner, the less delays in review due to requesting additional information:

- Request for Services (from the Municipality)
- Building Permit Application (completed by the Owner)
  - please ensure an email address is provided by the owner
- Value of Construction – always required to be provided
- Site Plan (completed by the Owner) that includes the dimensions of the building(s) on the site, dimensions of the site, distances to all property lines from the building measured perpendicular to the building face, and distances between all buildings on the property.
  - This is required regardless if the scope of work is for interior or exterior of the building
- Building Drawings
  - dimensioned floor plans identifying use of space;
    - ensure to include the size of all windows and doors and how they open
    - For residential application, smoke and carbon monoxide (CO) alarm locations
    - For commercial application, emergency lighting 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 and exterior finishes, insulation, wind and vapour barrier, etc.; and,
  - any other application information needed to construct.
- Energy Compliance Forms (if required) – not required for cold storage or accessory garages and sheds to dwellings (whether attached or detached)
  - 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 m<sup>2</sup> 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 m<sup>2</sup>
  - All forms can be found on our website  
<https://www.municodeservices.com/forms/>
- At this time in the province, the regulations do not require a designer to be involved in a project unless the building is 600 m<sup>2</sup> or more in building area or the building is used for Group A, Group B or Group F, Div. 1 occupancy
  - If the owner is unable to provide information that is compliant with the Codes, then our office will require that a designer be hired to provide the information.
- 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 m<sup>2</sup> 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
- If a detached garage, attached garage, mobile/modular home or deck is applied for, please have the applicant fill out the applicable forms  
<https://www.municodeservices.com/forms/>
- Ventilation, Exterior Insulation and Finish Systems (EIFS) and Spray Foam insulation forms can also be found on our website <https://www.municodeservices.com/forms/>

Please call *MuniCode Services* 306-955-6355 if you have any questions.

# Humboldt

919-14<sup>th</sup> Avenue - PO Box 420 - Humboldt, SK - S0K 2A0 - r.m.humboldt@sasktel.net - (306) 682-2242

## **BUILDING PERMITS – ZONING BYLAW**

### **1. Application for a Development Permit**

- (1) Every person shall obtain a development permit **before** commencing any development within the municipality.
- (2) Farm residences **will** require a development permit.
- (3) Intensive livestock and poultry operations with 100 or more animal units shall be considered intensive livestock operations under this bylaw and **will** also require a development permit.

### **2. Application Requirements**

Except in the case of applications for a home based business, every application for a development permit and every application for a discretionary use shall be accompanied by the following:

- (a) the names, addresses and telephone numbers of the applicant, property owner and person or consultant who prepared the plans being submitted, including a local contact person;
- (b) the proposed use of the site or building to be constructed, or the proposed use of the existing building floor area to be altered or occupied, including the area of the proposed building or renovations;
- (c) the complete legal description of the subject property;
- (d) a copy of a site plan, drawn to scale with appropriate dimensions, showing the following information:
  - north arrow, roads adjacent to the site, all property boundaries, identified frontage of site, site area, site elevations, and the location of any existing buildings, structures, utility poles and wires, underground utilities, easements, building encroachments, and type and location of existing trees;
  - the location and size of proposed buildings or structures, including all front, side and rear yard setback dimensions where relevant;
  - the location and size of all entrances and exits to the side; and

- the method and location of on-site sewage disposal facilities and, where proposed, manure storage facilities.

**3. Development Permit Application Process**

- (a) The Development Officer shall review all applications for completeness and shall inform an applicant whose application is not complete, of the information or documentation required to complete the application, and that the application will not be considered until it is complete.
- (b) The Development Officer may submit any application to Council for a decision on the interpretation of the bylaw, or on special conditions provided in the bylaw, and shall inform the applicant of this action. Council or the Development Officer may require the applicant to provide such further information as may be required to make a decision.
- (c) Upon completion of the review of a complete application for development, the Development Officer shall issue a development permit for a development that complies in all respects with the requirements of this Zoning Bylaw, the Basic Planning Statement and *The Planning and Development Act, 1983*.
- (d) Where an application is made for a development permit with respect to a development for a discretionary use which has been approved by Council, the Development Officer shall issue a development permit subject to any specified development standards prescribed by Council pursuant to Section 74(3) of *The Planning and Development Act, 1983*.

# R.M. OF HUMBOLDT NO. 370

## Before You Build

### Frequently Requested Numbers



#### 1. General Inquiries

**Development Permits**

**Road Upgrading/Approach & Driveway Construction**

R.M. of Humboldt

Box 420

919 – 14<sup>th</sup> Avenue

Humboldt, SK S0K 2A0

Ph: (306) 682-2242

Fax: (306) 682-3239



#### 2. Building Code Inquiries

**Municode Services Ltd.**

Box 1570, 409 Central St. West

Warman, SK S0K 4S0

Ph: (306) 955-6355 Fax: (306) 955-6358



#### 3. Water Supply

**SHL Rural Pipeline**

Box 141

Lake Lenore, SK S0K 2J0

Ph: (306)368-2525

or Jennifer Crone (306)231-8736



#### 4. Sewage Disposal

**Saskatoon Health Region**

515 - 14<sup>th</sup> Avenue, Box 1930

Humboldt, SK S0K 2A0

Ph: (306)682-2626

[www.saskatoonhealthregion.ca](http://www.saskatoonhealthregion.ca) (search sewage)



#### 5. Environmental Inquiries

**Saskatchewan Environment & Resource  
Management**

1-800-567-4224 (toll free in Saskatchewan)

**Humboldt Field Office**

12 – 1715 – 8<sup>th</sup> Avenue

Ph: (306)682-6726



**6. Flood Level  
Inquiries**

**Water Security Agency**

400 – 111 Fairford Street East  
Moose Jaw, SK S6H 7X9  
Ph: (306)694-3900 Fax: (306)694-3105



**7. Power**

**SaskPower**

1370 Fletcher Road  
Box 1560  
Saskatoon, SK S7K 3R3  
1-888-757-6937



**8. Natural Gas**

**SaskEnergy**

408 36th Street East  
PO Box 8670  
S7K 6K8  
Fax: (306) 975-8672 or 1-800-567-8899



**9. Telephone**

**SaskTel**

Head Office  
2121 Saskatchewan Drive  
Regina, SK S4P 3Y2  
1-800-SASKTEL (1-800-727-5835)



**10. Property Tax  
Estimates**

**Saskatchewan Assessment Management Agency**

1121 Main Street  
Box 1089  
Melfort, SK S0E 1A0  
1-800-216-4427



**11. Before You Dig**

**Sask 1<sup>st</sup> Call**

1-866-828-4888  
Fax: (306)525-2356 or (306)455-5559  
[www.sask1stcall.com](http://www.sask1stcall.com)