

# Building Permit Application Process Information Handout

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## Foreword

This document is intended to guide you through the Building Permit process. It will provide you with general information and general instructions that will help you ensure that, in most cases, the plans and specifications submitted contain sufficient detail to perform a review for compliance with the *Uniform Building and Accessibility Standards Act (UBAS) Act* and the National Building Code of Canada (NBC).

## General Information Regarding the Law

### What is the Uniform Building and Accessibility Standards Act (UBAS Act)?

The UBAS Act forms Chapter U-1.2 of the *Statutes of Saskatchewan*. It is "An Act to respecting Building and Accessibility Standards and the Inspection of Buildings".

– The *UBAS Act*

The UBAS Act prescribes building and accessibility standards. It assigns local authorities with the responsibility for its administration and enforcement. It also assigns the owner of each building in Saskatchewan with the responsibility to ensure that buildings comply with the building and accessibility standards prescribed in the Act.

### What is the 2005 National Building Code of Canada (NBC)?

"The NBC is essentially a code of minimum regulations for public health, fire safety and structural sufficiency with respect to public interest. It establishes a standard of safety for the construction of buildings, including extensions or alterations, the evaluation of buildings undergoing a change of occupancy and the upgrading of buildings to remove an unacceptable hazard."

– Preface to the 1995 NBC

The NBC is adopted and amended under the *UBAS Act*. It forms the basic minimum requirements for building and accessibilities standards for buildings in Saskatchewan.

## Building Permit Application Instructions

1. Please review the **"WHEN IS A BUILDING PERMIT REQUIRED? INFORMATION HANDOUT"**. It will help you to determine if a permit will be required for the proposed work.
2. If a Building Permit is required, please fill out the **"BUILDING PERMIT APPLICATION FORM"** that is supplied by Twleidt Building Code Enforcement Services. This form must be completely and legibly filled out (PLEASE PRINT) and signed by both the municipal office and the applicant. Please ensure that one complete copy of this form is submitted with the following information.
3. Please review the **"DRAWING REQUIREMENTS INFORMATION HANDOUT"** to ensure that information submitted in support of the Building Permit Application is sufficient to allow for a review for compliance with the *UBAS Act* & NBC. If you are not familiar with the requirements of the *UBAS Act* & NBC it may be beneficial to obtain the services of someone who is. Please ensure that three (3) complete sets of plans are provided.
4. Please review the **"WHEN IS AN ARCHITECT OR ENGINEER REQUIRED? INFORMATION HANDOUT"**. Plans of buildings, or building systems, which are required to be designed by an architect or professional engineer, are to bear the seal and signature of the design professional that is responsible for the design.
5. If the Building Permit Application is for a building, or building system, that is to be designed under Part 4 of the NBC, you must also ensure that a **"COMMITMENT FOR FIELD REVIEW FORM"** is completed, by the design professional that will be responsible for providing the on-site review of the building or building system, and submitted along with the application.



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- NOTE: A One-Unit-Dwelling (O.U.D) or Two-Unit-Dwelling (T.U.D.) may be exempt from the requirement to submit a COMMITMENT FOR FIELD REVIEW FORM for pre-engineered building systems such as: wood I-joist floor systems, wood truss-joist floor systems, wood truss roof systems, insulated concrete form foundation systems, thickened edge concrete slab foundation systems and piles with grade beam foundation systems; provided the installation is completed by a certified installer or inspected by a certified inspector that is acceptable to the building official. The building official will review the drawings and specifications for each O.U.D. or T.U.D. to determine if a COMMITMENT FOR FIELD REVIEW FORM will be required from an architect or professional engineer. This does not exempt the requirement for the design professional to conduct on-site reviews as required by law.
- 6. If the Building Permit Application is for new, or addition to, or foundation alterations to a Residential building, please ensure that the **"RESIDENTIAL FOUNDATION CHECKLIST FORM"** is completed by the applicant and submitted. This form will not be required if signed and sealed engineered foundation plans are submitted with the building permit application.
- 7. If the Building Permit Application includes a ventilation system that serves not more than a single dwelling unit, then you should also ensure that the **"RESIDENTIAL VENTILATION DESIGN FORM"** is completed by the applicant and submitted. NOTE: This form is to be completed for new, additions to and alterations to mechanical systems in all O.U.D.s. This form is also required to be filled out when installing a new secondary suite in an existing O.U.D.
- 8. Please also visit the website for helpful information such as, the **"RESIDENTIAL ATTACHED DECK FORM"**, **"RESIDENTIAL DETACHED GARAGE OR ACCESSORY BUILDING FORM"**, **RESIDENTIAL MANUFACTURED (READY-TO-MOVE) HOMES FORM"** and, **"Residential New Secondary Suites Information Handout"**. This above "form" information will negate the requirement for the applicant to submit building plans, and the "information handout" information will help ensure that plans submitted will likely meet most applicable NBC requirements.
- 9. If the Building Permit Application is for a Commercial/Industrial/Institutional Building (i.e. other than a O.U.D. or T.U.D.), please visit our website for additional information. The website location is: **www.tweidt.com**. Please direct designers/architects/engineers to look at the website for "information handouts" and "forms" that may be required for these projects.

### Building Permit Application Process

1. Please allow time for the Building Permit Application and supporting information to be delivered to our office, processed and returned to your municipal office.
2. A Plan Review will be conducted based on the information in the plans and specifications submitted. If information is lacking, the applicant will be contacted and asked to provide additional details. Please note that the Building Permit Application cannot be approved until such time as sufficient detail has been provided to allow for a review for compliance with the *UBAS Act* & NBC.
3. When the Building Permit Application has been approved the following information will be returned to the office of your municipal government:
  - The Conditional Approval Letter (The Building Record Sheet or Plan Review Report)
  - Two (2) copies of the Conditionally Approved Building Permit Plans (Third copy to remain with TBCES)
4. The municipal office will notify the Building Permit Applicant once the Building Permit Application has been approved.
5. The applicant must visit the municipal office to pay the prescribed Building Permit Fee before work may begin on the project.
6. It is recommended that only knowledgeable, certified and licensed contractors are hired to complete the work.



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7. In accordance with Section 4 of the *Uniform Building and Accessibility Standards Regulations*, neither the issuance of a Building Permit by the municipal office, nor the Plan Review of drawings/specifications and/or Inspections by the Building Official, nor the absence or omission of any one of these items by the either of these parties, shall relieve the owner of the building, nor the contractor or employee of the owner, from the full responsibility for carrying out the construction, or having the construction carried out, in accordance with the requirements of Sections 7 and 10 of the *Uniform Building and Accessibility Standards Act*, the municipal Building Bylaw and other bylaws and regulations. The Building Official and/or Tweidt Building Code Enforcement Services will not be liable for any incidental or consequential damages, lost profits, or any other indirect damages resulting from errors and/or omissions.