

Planning and Development Information

Before commencing any development, please ensure that you have your approval and permits in place and allow for enough time for your project.

SUBDIVISION PROCESS

- Subdivision is the process in which a parcel of land is divided into two or more parcels, in order to obtain separate legal titles for each parcel. The **Community Planning Branch with the Ministry of Government Relations is the Approving authority for subdividing land in the Rural Municipality.** All applications for subdivision must be submitted to Community Planning, in order to begin the process.
- Community Planning Branch in Regina, SK #306-787-2725
- <https://www.saskatchewan.ca/government/municipal-administration/community-planning-land-use-and-development/subdivision-zoning-and-land-use/municipalities-and-the-subdivision-process>
- Step by Step Guide to subdivision PDF
- *A Development Permit may be required with your Subdivision application, please contact the RM office.*

DEVELOPMENT PERMIT

- A development permit acknowledges the use of land and buildings and its compliance with the Official Community Plan and Zoning Bylaw. An approved development permit is required in most instances in order to begin developing your property. **A building permit will not be approved until such time a development permit has been issued.**
- The municipality will review the application to ensure compliance with all municipal bylaws. Failure to obtain a permit or violation of municipal bylaws may result in significant fines and additional expenses.
Permitted Use Applications
- Permitted uses are intended to be appropriate for the Zoning District in which they are listed and do not have major impacts on adjacent land uses. The Development Officer will review and approve these applications in consultation with the RM Council.
Discretionary Use Applications
- Discretionary uses may have one or more potential features or effects that initiate review. Discretionary use development permits are reviewed under a set of evaluation criteria included in the Zoning Bylaw.
- Discretionary use applications will also be circulated to all assessed landowners within a 1 mile radius of the subject property to provide an opportunity for surrounding landowners to provide comments or questions.
- Council will consider the application as well as any written or verbal landowner responses received during the process. Council has the ability to approve with conditions or refuse a discretionary use application.
- **Note: applications involving rezoning and subdivision, are subject to additional fees. All associated development costs are the responsibility of the developer/property owner.**
- ***Make sure to submit your plan ahead of time as a development and building permit can take weeks to receive approval on depending on the quality of the information provided.***

- _____ **Development Permit Application** (also used for Discretionary use permit application)
- _____ Development Permit Process Flow Chart
- _____ Development Permit Sample
- **Website** – Zoning Bylaw 2012-03 <https://rmofffrancis.ca/app/uploads/2019/10/2012-3-Zoning-Bylaw.pdf>
- **Website** – OCP Bylaw <https://rmofffrancis.ca/app/uploads/2019/10/2012-02-Official-Community-Plan.pdf>
- **Website** – Zoning and OCP amendments <https://rmofffrancis.ca/app/uploads/2019/10/2016-01-Bylaw-To-Amend-Bylaw-2016-02-Official-Community-Plan-and-Bylaw-2012-03-Zoning-Bylaw-1.pdf>

BUILDING PERMIT APPLICATION PROCESS

*Once development permit application has been approved,
a building permit may be required...*

1. _____ **FORM A RM Building Permit Application**
2. _____ **PBI FORMS WILL BE REQUIRED:** To access all PBI forms you may need with instructions, please use the links provided by PBI below.

Residential Forms: <https://pro-inspections.ca/permits>

Commercial Forms: <https://pro-inspections.ca/commercial-bpa>

Energy Code Forms: <https://pro-inspections.ca/energy-codes>

A Pre-Move Inspection may be required as **all buildings moved into the RM must meet the NBC (National Building Code)**, contact your RM to discuss if a 'Request for Inspection' is required.

If you have any questions regarding what forms may be needed for your project or any questions when it comes to your project, please contact **Bob Baker from PBI Professional Building Inspections Inc.**
#306-536-1799 or office@pro-inspections.ca

_____ **PBI Brochure for information purposes**

Information below provided by PBI Professional Building Inspections, Inc. Website:

Development Permit:

- Apply for development permit or authorization **at your local municipal office.**
- Proposed development is reviewed by municipal officials (e.g. Administrator, Development Officer, Municipal Planner, etc.) and/or Council per their municipal **zoning bylaws** or is approved in principle in the absence of zoning bylaws.
- **DO NOT send any documents directly to PBI.** All plans and documents must be sent to the municipal office for their records and approval.
- Development approval DOES NOT mean building permit approval.

- If the proposed project is approved by the municipality, then you can proceed with the building permit process. **Note that all construction projects require development approval but not all projects require a building permit.** See next section below titled, [Step 2 - When Is A Building Permit Required?](#)
- PBI does not get involved until *after* development is approved by the municipality.

Building Permit:

- If a building permit is required for your project then you must provide all required information for a plan review, as per our **Residential or Commercial - Plan Review Checklist**
- **PBI cannot assist with design work** (applicants must contact their contractor, architect, or engineer with questions) **but we can provide National Building Code (NBC) interpretation regarding specific items or answer questions on how to complete our forms.**
- All required plans and documents for the project, including PBI's **Residential or Commercial Permit Information Form** and **E-Mail Consent Form must be sent to the municipal office** for their records. The municipal office will complete the top portion of the Residential or Commercial - Permit Information Form, assign a PBI permit number, and forward everything to PBI for review.
- Plan reviews cannot be completed unless all required information requested by PBI is submitted for review. Failure to do so will cause delays in building permit issuance.
- Building permits are only approved after a plan review has been completed by a Licensed Building Official to ensure that designs meet provincial building standard requirements. **Provincial standards** include: ***The Uniform Building and Accessibility Standards Act (UBAS Act)***, **Uniform Building and Accessibility Standards Regulations**, **currently adopted editions of the National Building Code of Canada (NBC)**, **National Fire Code of Canada (NFC)** and **National Energy Code of Canada for Buildings (NECB)**, as well as **municipal building bylaws**.
- After the plan review report is completed, PBI will send it to the municipal office. They will determine if they will issue a building permit based on the conditions noted in the report.
- Applicants **MUST NOT** commence construction until a **valid building permit** is issued by the municipal office.
- Contact PBI at (306) 536-1799 or office@pro-inspections.ca if you have any questions.