



**Step 1** - Before you build, a **Development Permit** must be approved by the development officer and/or Council.

- *It is important to submit your plans 6-8 weeks advance of your project as a development and building permits can take weeks to receive approval, depending on the quality of the information provided and complexity of the project.*
- *Contact the RM office to discuss estimated time required and any initial questions to your project.*

**Step 2** - **RM BUILDING PERMIT APPLICATION – FORM A** include any contractor & building plans/designs **and return to RM office**

**Step 3** -Fill out **ANY** required **FORMS** from **PBI Professional Building Inspections, Inc.** and **return to RM office** -The Building inspectors may contact you to fill in required information and complete necessary information required for approval.

**Professional Building Inspections, Inc.** has been appointed by the RM of Francis No. 127 to enforce the Building Bylaw 2019-14. In order to provide you with the most current forms required for your project, please visit their website [www.pro-inspections.ca](http://www.pro-inspections.ca) or phone them directly 306-536-1799. Links and additional information may be found on our Website [www.rmoffrancis.ca](http://www.rmoffrancis.ca)

**Step 4** – RM will send you an invoice for Building Permit Fees applicable to your project (*subject to change if additional visits required*)

**Step 5** – Upon payment, the RM will issue you the **BUILDING PERMIT** & send the **PBI REVIEW PLAN** in order to commence

**Pre-Move Inspection form may be required: [All buildings are required to meet NBC CODE] A**  
*Request for Inspection form may be needed, please contact the RM Administrator/Development Officer.*

**NAME OF OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Legal Land Description: \_\_\_ All/Part of \_\_\_ Quarter \_\_\_ TWP \_\_\_ RANGE \_\_\_ MERIDIAN \_\_\_

**CONTRACTOR (if applicable):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PROPOSED DEVELOPMENT:**  **NEW**     **MOVING in** (*Request for inspection report maybe required*)

**DEMOLITION/REMOVAL**     **Other** \_\_\_\_\_

Residence     Attached Garage     Detached Garage     Residential Addition     Renovation/Alterations  
 Commercial/Industrial Building     Basement     Relocation     Deck     Other \_\_\_\_\_

**ESTIMATED DATES:** \_\_\_\_\_ **Start** \_\_\_\_\_ **Completion**

Building Size \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_



Number of storeys \_\_\_\_\_ Fire escapes \_\_\_\_\_ Number of stairways \_\_\_\_\_

Width of stairways \_\_\_\_\_ Number of exits \_\_\_\_\_ **YEAR of Building** \_\_\_\_\_

**MOVING?** The building will be moved in or out along the following route (please specify below and provide dates)

The site work (filling, final grading, landscaping, etc. ) which will be done after removal of the building includes:

*(\*It is important to note that your trees/shelter belt must follow the zoning bylaw guidelines)*

**BUILDING SQUARE FOOTAGE:** \_\_\_\_\_ **ESTIMATED COST OF CONSTRUCTION:** \$ \_\_\_\_\_

*It is advised that you call before you dig **Sask 1<sup>st</sup> Call 1-866-828-4888** and contact any Saskatchewan Authorities necessary for your project. If you are installing a plumbing system and sewage disposal, you must obtain any required permits from Regina Qu'Appelle Health Region. Contact SaskPower to install electricity and SaskEnergy for natural gas.*

**Initials**

\_\_\_\_\_ I have submitted a site plan indicating the location of all property lines, all existing and proposed buildings, the distances between all property lines and the closest lines and the closest wall of the nearest building, the location of all existing and proposed roads and a north arrow to establish orientation of the site plan. *(It is advised to have real property lines surveyed, not based on current visual estimates)*

\_\_\_\_\_ I hereby agree to comply with the Building Bylaw of the municipality and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the municipality and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the municipality or its authorized representative.

\_\_\_\_\_ It is expressly understood that the municipality requires building inspections to be called for at various stages of construction, as outlined in the building bylaw, and that it is my responsibility to contact the municipal building inspector to ensure that building inspections are carried out at the required intervals. Failure to notify the municipal building inspector at the required intervals may result in forfeiture of any required deposits, construction may result additional inspection fees, the issuance of a stop work order, and/or action outlined in the municipal building bylaw.



\_\_\_\_\_ I understand that this permit expires;

- a) one year from date of issue if work is not commenced within that period, or
- b) if work is suspended for a period of six months, or
- c) if work is suspended for a period of longer than six months by prior written agreement of the local authority or its authorized representative.

\_\_\_\_\_ I hereby agree to comply with the bylaws of the municipality respecting building and development and with the standards of the **National Building Code of Canada**. I acknowledge that it is **my responsibility to ensure compliance with the Building Bylaw of the municipality and Acts and regulations regardless of any review of drawings or inspections that may or may not be carried out by an inspector.**

\_\_\_\_\_  
Date of application

\_\_\_\_\_  
Signature of Owner or Owner's Authorized Agent

\_\_\_\_\_  
Print Name (Owner or Authorized Agent)

**Office Use Only**

**This Building Permit is Approved subject to the following conditions;**

