

Building Permits:

- Building Permits need to be approved prior to the commencement of construction
- The Construction Codes Act (CCA) outlines the roles and responsibilities of municipalities, owner, contractors, and appointed authority in Saskatchewan
- When you apply for a building permit, a Plan Examination Report will be completed by the local authority
- **If construction is started prior to having an approved building permit it could result in additional costs to the owner for corrections to the project**

How to Apply for a Building Permit:

- Apply for a **Development Permit** with the Municipal Office
- Once the development permit is approved, apply for a **BUILDING PERMIT**
- All Municipal related application forms are available at the office or can be downloaded from the RM website www.rmoffrancis.ca

1. Fill out Building Permit Application RM 'FORM A'

- must be completed by the Owner, please ensure an email address and contact information is provided
- When applying, please ensure you attach your site plan, drawings, checklists and energy compliance information, if applicable
- Please note, more requirements may be required once the review has started, through a rejection (email)

Once all information is provided, then:

- *MuniCode* Services Ltd. will provide a Plan Examination Report if there is enough information to review the building permit application. *MuniCode* Services sends the Plan Examination Report and any related forms and inspection schedule to the municipality.
- 2. The municipality will contact the owner to pick up and pay for the building permit.**
 - Please note the plan examination report is a condition of your permit and should be provided to your trades.
 - 3. Call *MuniCode* Services to book your inspections.**

Ensure all necessary documents are included with your application or the process may be delayed. Please read below for additional information that may pertain to your application.

Value of Construction – always required to be provided, if you do not include the value of construction for the project, *MuniCode Services* will calculate the value based on industry standards

Site Plan 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. **Site plans are required with the development permit application, however, depending on the project, additional measurements may be required.** *This site plan is required regardless if the scope of work is for interior or exterior of the building*

Building Drawings

- a. 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
- b. dimensioned foundation plan identifying all elements in the foundation construction
- c. Exterior elevations of all faces of the building
- d. 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,
- e. 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:

- i. The building is 600 m² or more in building area
- ii. The building is used for Group A, Group B or Group F, Div. 1 or 2 occupancy
- iii. The building contains Group D, Group E and Group F, Div. 3 floor area is greater than 300 m²

At this time in the province, the regulations do not require a designer to be involved in a project unless the building is 600 m² 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 m² 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 multiplesupports)
- 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* directly 306-955-6355 if you have any questions about their forms or documentation requirements.

Do farm buildings need a building permit?

The recent adoption of the 2020 National Building Code of Canada (NBCC) on January 1, 2024, has caused this question to be asked several times as there are new farm building requirements added in Part 2 of Division A of the NBCC. It is important to note that although there are new requirements for farm buildings outlined in the NBCC, *The Construction Codes Act* does still **exempt farm buildings from construction standards**.

With the change from *The Uniform Building and Accessibility Standards Act* to *The Construction Codes Act* on January 1, 2022, there were also changes to the definition and assessment of Farm Buildings. The most significant change to the definition removed the exemption for farm residences – all buildings with residential occupancies/dwellings are required to comply with building standards and as such required a building permit.

For further information regarding farm buildings and farm residences in Saskatchewan, please refer to the QR code for the Construction Codes Advisory issued by the Building and Technical Standards Branch.



AG Farm Exemption forms can be found on the RM of Francis website www.rmoffrancis.ca
As per *The Agricultural Operations Act*, CHAPTER A-12.1, Section 2 (a)

- i. That is carried out on a farm, in the expectation of gain or reward, including:
 - (a) Cultivated land;
 - (b) Producing agricultural crops, including hay and forage;
 - (c) Production horticulture crops, including vegetables, fruit, mushrooms, sod, trees, shrubs, flowers, greenhouse crops and specialty crops,
 - (d) Raising all classes of livestock, horses, poultry, fur-bearing animals, game birds and game animals, bees and fish;
 - (e) Carrying on an intensive livestock operation;
 - (f) Producing eggs, milk, honey and other animal products;
 - (g) Operation agricultural machinery and equipment, including irrigation pumps and noise-scare devices;
 - (h) Conducting any process necessary to prepare a farm product for distribution from the farm gate;
 - (i) Storing, handling and apply fertilizer, manure, organic wastes, soil amendments and pesticides, including both ground and aerial application;
 - (j) Any other prescribed agricultural activity or process; or
 - (k) That is prescribed as an agricultural operation for the purposes of this Act.

The Building Code Regulation being Saskatchewan Regulations 124/2021, Part 1 Section 2(2): For the purposes of the Act and these regulations, a building is not a farm building if:

- (a) The building is used in the production, process, wholesaling or distribution of cannabis as defined in the *Cannabis Act* (Canada) or *The Cannabis Control (Saskatchewan) Act*;
- (b) The building is used for the manufacture, sale, storage wholesale or delivery of beverage alcohol as authorized by *The Alcohol and Gaming Regulation Act, 1997*; or
- (c) **The building is classified for assessment purposes in one of the following classes:**
 - i. Commercial and industrial;
 - ii. Elevators
 - iii. Railway rights of way and pipeline