

## Permit Application Checklist – Existing Home Relocation

**Home Owner/Builders:** The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

### Development Approval:

The municipality will likely require significant information and photographs regarding the existing structure prior to considering approving a development permit. It is possible that buildings in poor repair or dilapidated condition would not be approved, or would require a detailed repair plan prior to considering the project for development approval. It is recommended that you contact the municipality regarding all zoning requirements for this type of project prior to proceeding.

### Required Information:

The following information and complete plans are required to be submitted, and include the following:

- **Pre-approval Inspection:**  
Fees associated with this inspection are the owner's responsibility and are not included in the Building Permit Fees
  - The existing building is to be inspected by a Saskatchewan Class 1 (or higher) Building Official.
  - Inspection report and photos to be submitted with application
- **Site Plan** with the following information:
  - Show size and location of proposed house, size and location of existing buildings on property, lot dimensions and shape, distance between buildings and property lines, and include a North direction arrow.
- **House Floor Plans** with the following information:
  - Exterior and Interior wall locations / room sizes and overall dimensions, stair locations and dimensions (cross sections), window sizes, locations, and type, door sizes, locations and swing direction, HVAC unit/system location
- **House Structural Drawings** with the following information (some info may be included in pre-move inspection report):
  - New Foundation Detail (type, size, layout and location)

### When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
  - Grade beam and pile foundation supporting living space
  - Shallow garage footing foundation supporting living space
  - Walk-out foundations
  - When set out by recommendations of a geo-technical investigation
  - Substantial "Tall Wall" systems (i.e. studs full height of 2-storeys)

### Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Pre-backfill / Foundation; an inspection prior to backfill is generally the first inspection, however, certain situations may require inspection of rebar prior to concrete or footing arrangement.
- Final; house is ready for occupancy with all health and life-safety systems operating.

### Inspection Call-In Program:

- It is the owner's responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Work shall not proceed to a point that would cover up any required inspection stages.
- Failure to notify BuildTECH with appropriate time frames could lead to measures to uncover work at the owner's expense.
- Contact BuildTECH at 306-370-2824 to arrange for inspections; please provide at minimum 72 hours' notice.