



BuildTECH

Consulting & Inspections Inc.

Building & Fire Code Consulting & Inspections

www.buildtechinspections.ca

p: 306.370.2824

f: 306.978.3014

e: info@btinspections.ca

Box 1612 . Martensville, SK . S0K 2T0

Permit Application Checklist – POLE SHED (Residential Accessory Building Only) **NOT FOR COMMERCIAL USE**

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.

Required Information:

A complete set of plans for the accessory building are required to be submitted along with the municipal **Building Permit**

Application (contact municipality). The plans shall include:

- **Site Plan** with the following information:
 - Show size and location of proposed pole shed
 - Show size and location of existing buildings on property
 - Show lot dimensions and shape
 - Show distance between buildings and property lines
 - Show North direction arrow
- **Pole Shed Construction Drawings** with the following information:
 - All structural components; building size / dimensions, pole size / type and spacing, beam size, truss layout / spacing
 - Exterior finishes; roofing and wall cladding
 - Concrete slab details (if applicable)
 - Interior wall location if being developed
 - Window sizes and locations
 - Door sizes, location and swing direction
 - Heating unit/system location (if applicable)

When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
 - When the truss span is greater than 32 feet
 - When the structure supports living space
 - Sloped conditions / retaining wall incorporated
 - When set out in recommendations of a geo-technical investigation
 - When the project is for commercial use, and not simply as an accessory building / detached garage for a single family project

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

- One inspection is typically required following the building framing, prior to interior cladding, and ideally when the exterior cladding is complete.
- A follow-up inspection may be required depending on complexity or type of interior finishes.