

RESIDENTIAL BUILDING PERMIT APPLICATION

This is NOT a Building Permit

CLASS OF WORK	New <input type="checkbox"/>	Alterations <input type="checkbox"/>	Addition <input type="checkbox"/>	Relocation <input type="checkbox"/>
	Repair <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BPA # (office use only)

PROJECT INFORMATION	Building Address (including Unit #)	Legal Description (optional)			Value of Project
		Lot	Block	Plan	
	Work Description	Existing Use			Existing # of Dwelling Units
	Additional Information (optional)	Proposed Use			Additional # of Dwelling Units

APPLICANT	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s)		Fax Number	Email Address	
	Main	Cell			

OWNER	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s)		Fax Number	Email Address	
	Main	Cell			

CONTRACTOR	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s)		Fax Number	Email Address	
	Main	Cell			

PAYMENT	Payment of Permit Fee is required after plan review has been completed by Municode Services.				
	Method of payment by Applicant: <input type="checkbox"/> Cash / <input type="checkbox"/> Cheque				

APPLICATION INFORMATION	SUBMITTED?		
	Yes	No	To Follow
Site Plan			
Floor Plans/Elevations/Cross Sections			
Ventilation Design Sheets			
Professional Design (sealed drawings)			

I understand that this application does not grant permission to begin work on this project. Construction CANNOT begin until approved by the Town of Aberdeen. I hereby certify that all information contained within this application is correct.

Applicant Signature Date

Application Received By Date Received

RETURN TO: TOWN OF ABERDEEN, 207 Main Street, P.O. Box 130, Aberdeen, SK S0K 0A0
Phone: (306) 253-4311 Fax: (306) 253-4201 Email: townaberdeen@sasktel.net

RESIDENTIAL BUILDING PERMIT CHECKLIST

This is NOT a Building Permit

Building Address:	Applicant:
Applicant Address:	Phone Number:

Site design must show the following:

- Three (3 sets of professional plans drawn to scale using metric dimensions and north arrow.
- Dimensions of the lot in relation to adjacent streets.
- Location and dimensions of all buildings (existing and proposed) on the lot.
- Location and dimensions of (existing or proposed) sidewalks, curbs, driveway, fences.
- Adjacent land uses.

Site drainage must show the following:

- Proposed site grading elevations.
- Proposed catch basin sump detail.
- Proposed building roof drainage system.
- Existing utility drainage easement locate.

Building plans must show the following:

- Architectural drawings showing floor plans, elevation plans and building sections.
- Structural drawings showing foundation design, and structural building design and details. Plans should include location and design of any structural walk.
- Mechanical drawings showing plumbing, heating, ventilation and air conditioning design and details.
- Electrical drawings showing fixture layout and fire alarm system information.
- All architectural, structural, mechanical and electrical plans must be stamped by an architect or engineer registered in the Province of Saskatchewan.

Servicing requests must include the following:

- Location of water mains and proposed utility connection points relevant to site development (curb stop cap required when cementing over driveway).
- Size of water meter required:
 - ¾" 1" 2" Other

Loraas Bins are required at every construction site and fencing is required around any open excavation. Construction Trailers/Sea Cans are permitted on site during the construction phase up to a maximum of 6 months.

This Building Permit Checklist must accompany Town of Aberdeen’s Building and Development Permits.

NOTE: Failure to provide this information will result in a delay in permit processing.