



APPLICATION FOR BUILDING PERMIT PACKAGE

Please read all of the information in this package carefully. It contains details on all the information that needs to be submitted before the application can be processed. This application process will take approximately one month to process.

NOTE: All Building Permits MUST be paid in full PRIOR to commencement of construction. Failure to do so will initiate a Stop Order on construction. Building Permit Invoices are issued upon approved applications.

The following pages are included:

- ✓ Information to be submitted along with your Application
- ✓ Town of Unity Application for Development Permit
- ✓ Town of Unity Building Permit Application
- ✓ Accessory Building Checklist & Required Drawings
- ✓ Application for Water & Sewer Utility Services
- ✓ Governing document excerpts applicable to Building Permits
- ✓ Water & Sewer Laterals Installation / Breaks
- ✓ Site Development Regulations for **General Industrial – I1** development

Your completed application may be dropped off at the Town Office.

Information Required When Submitting A Building Permit

A building permit application must be completed by the owner or an agent of the owner.

TWO (2) plans/drawings must be submitted with the completed building permit application to show what will be built. **One of these must be in PDF format and should include all aspects listed below. These can be forwarded to townofunity@sasktel.net** All drawings should:



- Show the owner's name, project name and date
- Be drawn to scale (1:50 or ¼ " = 1' or to suit) and the scale should be noted.
- Be blackline or blueline prints on good quality paper.
- Have legible letters and dimensions which can be read from the bottom or right hand side of the page.
- Be marked with the architect's or engineer's stamp and signature.
- Clearly show the locations of existing and new construction for additions, alterations and renovations.

The drawings which will be required are listed below. Information typically shown on these drawings is listed, but other information must be added if necessary to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

SITE PLAN – building address; street names; size of the site; size of the building(s); location of the building(s) in relationship to the property line, north arrow, vehicle access to the property; parking; site drainage.

FOUNDATION – overall size of the foundation; size and location of footings, piles, foundation walls; size and location of openings for doors and windows; foundation drainage.

FLOOR PLAN – size and location of interior and exterior walls; exits; fire separations; doors (including door swings and hardware); stairs; windows; barriers-free entrance, barrier-free facilities; built-in furnishings.

STRUCTURAL PLANS – size, material and location of beams; joists; studs; rafters; trusses; masonry walls; poured in place and pre-cast concrete walls and floors.

ELEVATIONS – view of all sides of the building; height of finished grade; exterior finishing materials; size and location of doors, windows; location of chimneys.

CROSS-SECTION AND DETAILS – cut through views of the building; lists off all materials cut-through including structural and finishing materials; vertical dimensions; stair dimensions and handrails; height of finished grade; wind, water and vapour protection; insulation.

MECHANICAL PLANS – description and location of heating, ventilating and air conditioning equipment; size and location of ductwork; location of fire dampers; location of plumbing fixtures and piping; size and location of sprinkler system equipment.

ELECTRICAL PLANS- type and location of lighting; electrical panels; fire alarm systems; location of exit lights, and emergency lighting.



PO Box 1030
Unity, SK S0K 4L0
306-228-2621
fax 306-228-4221
townofunity@sasktel.net

Unity Application for Development Permit

Applicant Name:		Email:	
Mailing Address:			
Phone Number(s):			
Registered Owner Name:			
Mailing Address:			
Phone Number(s):			
Property Civic Address:			
Lot:	Blk:	Plan:	
Site Size Dimensions:		Area:	
Exiting Land Use:			
Proposed Land Use:			
Description of Proposed Development:			
Proposed Start Date:		Proposed Completion Date:	
<p>A Site Plan drawing is required (on separate paper) showing the following where applicable:</p> <ul style="list-style-type: none">a) Dimensions of Siteb) Location & Size of all existing and proposed buildings and structuresc) Utility lines, easements, topographic featuresd) Proposed site drainage and finished lot gradese) Street and sewer line grades servicing the sitef) Landscaping (loading & parking areas, entrance and exits point to sites, fences, screening, trees, and hedges)			
Declaration of Applicant:			
<p>I, _____ of the Town of Unity in the Province of Saskatchewan solemnly declare that the above statements contained within the application are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".</p>			
<p>I understand no action can be taken until Council approves the application and the Building Permit Invoice is paid in full.</p>			
_____		_____	
Date		Signature	



Unity

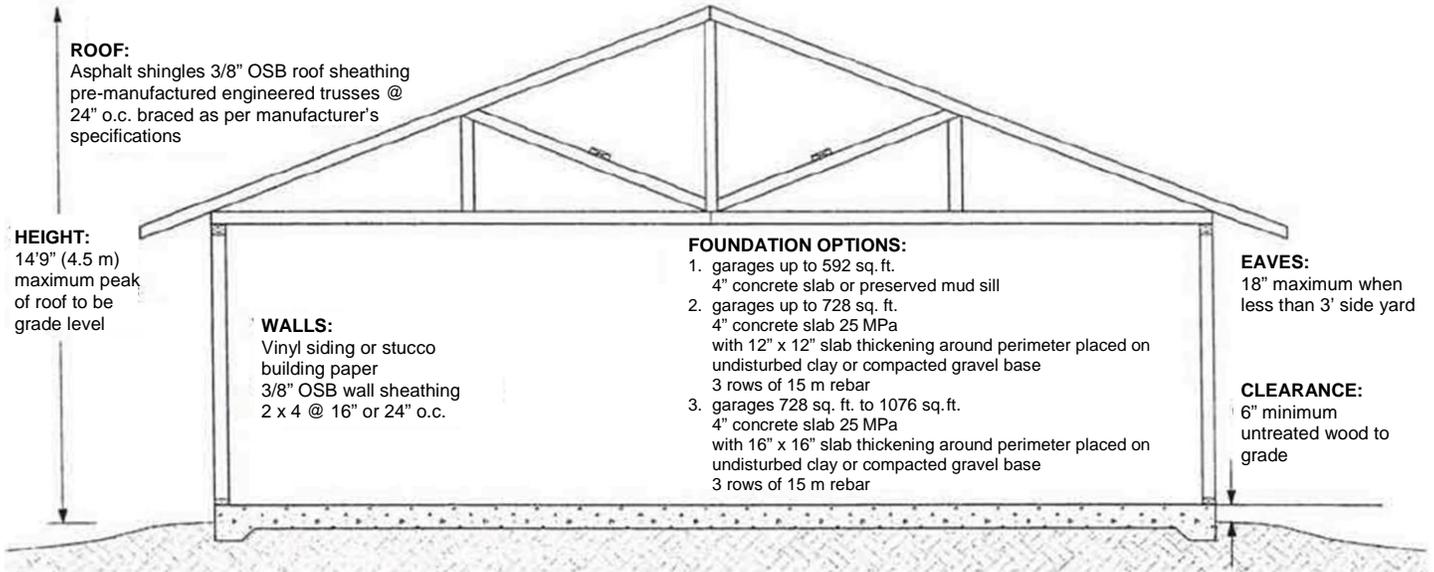
ACCESSORY BUILDING

PERMIT NO.: _____

OWNERS NAME: _____

PROJECT LOCATION: _____

To be completed and attached to the Building Permit Application Form



Please check off garage construction details as listed below.

Roofing Material

- Asphalt Shingles
- Cedar, Pine Shakes/Shingles
- Metal Roofing
- Other Specify: _____

Roof Sheathing

- Min. 3/8" OSB or plywood
- NOTE:** OSB or plywood less than 1/2" requires H clips and bridge blocking
- 1/2" OSB or plywood
 - Other Specify: _____

Roof Framing

- Pre-manufactured Engineered Truss
- Stick Build Rafters (provide details)

Exterior Finish

- Vinyl Siding
- Stucco
- Metal Siding
- Other Specify: _____

Foundation

- 4" Slab with Thickened Edges
- Strip footing & 4' frost wall

Interior Development

NOTE: A separate permit is required for each of these items (if applicable)

- Electrical
- Gas
- Plumbing
- Other (specify): _____

Wall Sheathing

- 3/8" OSB
- 3/8" plywood
- 1/2" plywood
- 1/2" OSB
- Other Specify: _____

Wall Framing

- 2 x 4 @ 16" o.c.
 - 2 x 4 @ 24" o.c.
- *Max wall height 9.8 ft (3.0 m)
- 2 x 6 @ 16"/24" o.c.
 - Insulated walls & ceiling

Garage Door Beam

- Length: _____
- Depth: _____ # of Plys _____
- Built Up
 - Engineered

Garage Door Size:

- Direction of Trusses**
- Trusses parallel to overhead door Opening
 - Trusses perpendicular to overhead door opening
 - Other Foundation (details, engineering)

Please Note:

Windows cannot be placed in a wall that is closer than 4 feet to neighbour's property.

If the roof framing members transfer roof loading to the overhead garage door beam please specify the size of the garage door beam.

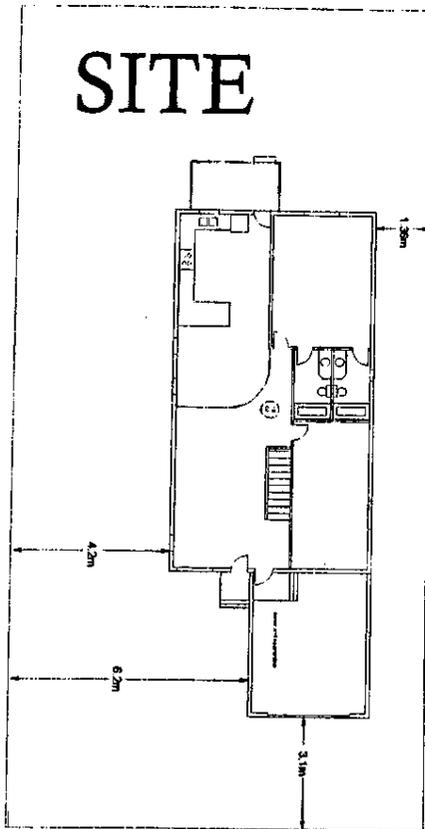
Large opening size (doors over 20 feet wide) garage door beams without roof loading must be minimum size 2 - 2 x 12 c/w a minimum of 3" bearing.

Maximum size of detached garage on a slab thickening foundation is 728 sq. ft. with truss span not exceeding 28 feet. Oversized garage will require review and approval by a Safety Codes Officer.

Walls to be secured to slab with anchor bolts at 8' on center maximum.

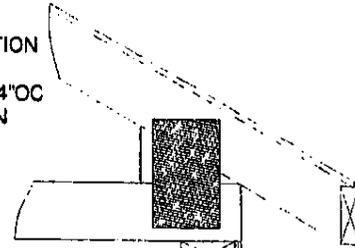
Cannot build over an underground gas line.

REQUIRED DRAWINGS



ASPHALT SHINGLES
 EAVE & VALLEY PROTECTION
 7/16 OSB WITH H-CLIPS
 ENGINEERED TRUSSES 24"OC
 R-40 BLOW-IN INSULATION
 6 MIL CMHC POLY
 1/2" CD GYPSUM BOARD

VINYL SIDING
 HOUSE WRAP
 3/8 OSB cw 1/8" GAP
 2 X 6 WALL 16" OC
 R-20 BATT INSULATION
 6 MIL CMHC POLY
 1/2" GYPSUM BOARD



SECTION

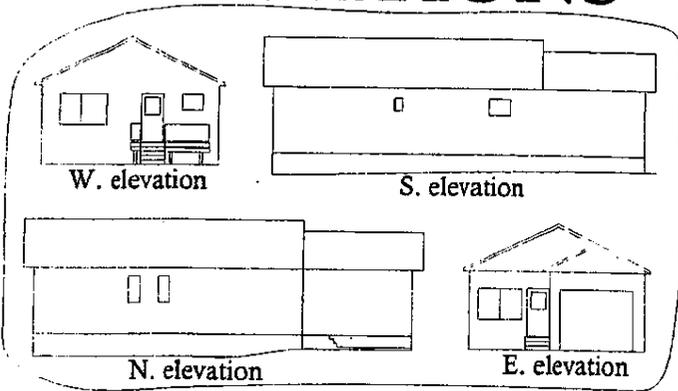
FINISH FLOOR
 3/4 T&G OSB cw GLUE
 ENG. FLOOR SYSTEM

2 X 4 WALL 24" OC
 R-12 BATT INSULATION
 6 MIL CMHC POLY
 PWF BOTTOM PLATE

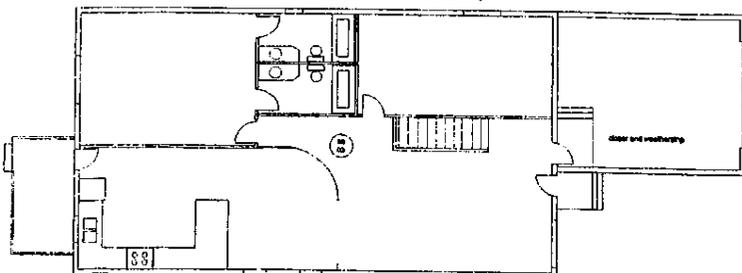
BITUMUS COATING
 8" CONCRETE WALL
 PWF NAILING LADDER
 8" X 24" FOOTINGS
 4" PERF WEEPING TILE
 6" COVER WASH ROCK

3 1/2" CONCRETE
 6 MIL POLY
 COMPACTED FILL

ELEVATIONS



PLAN





BUILDING PERMIT APPLICATION

Box 1030
Unity, SK S0K 4L0
Phone: 306-228-2621 Fax: 306-228-4221

Permit Label

Permit Type: Owner Contractor

Development Permit Number: _____

Application Date (M/D/Y): _____

Estimated Completion Date (M/D/Y): _____

OWNER NAME: _____ Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____

Alt Phone: _____ Email Address: _____ Fax: _____

CONTRACTOR: _____ Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____

Alt Phone: _____ Email Address: _____ Fax: _____

Architect and/or Engineer (if applicable): _____ Phone: _____

PROJECT LOCATION:

Lot: _____ Block: _____ Plan: _____ Subdivision Name: _____

Building Address: _____

PROJECT INFORMATION: Commercial Residential Multi Family Institutional

TYPE OF WORK: New Renovation Addition Accessory Building Basement Dev. Relocation Demolition Other

sq. meters sq. feet No. of Stories: _____ Building Classification: _____

Main Area: _____

2nd Floor Area: _____

Basement Area: _____

Developed Yes No

Garage Area: _____

Detached Attached

Detailed Description of Work and/or intended use or occupancy of the building:

PERMIT APPLICANT DECLARATION: The permit applicant certifies that this installation will be completed in accordance with the National Building Code, Uniform Accessibility Act and National Fire Code. The permit applicant/owner acknowledges that Superior Safety Codes Inc. is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out. The personal information provided on this form is protected by the Freedom of Information of Privacy Act.

Permit Applicant Name (Please print) Permit Applicant Signature Homeowner's Signature (Homeowner permits only)

Project Value (Materials & Labour): \$ _____ **Total Developed Area:** _____ Sq. Ft.

Permit Fee: \$ _____ **Payment Method:** Visa M/C Debit Cheque Cash

PERMIT VALIDATION: to be completed by the Building Safety Codes Officer:

Special Conditions: _____

SCO's Name (print or type) _____

SCO's Signature _____ Date of Issue (M/D/Y): _____



INSPECTION REQUESTS please contact Superior Safety Codes at:
Ph. 403-358-5545 or 1-888-358-5545 Fax 403-358-5085 or 1-866-358-5085
Allow 48 hours notice for inspection



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Unity, SK S0K 4L0
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Application for Water and Sewer Utility Services

Please provide advance notice to the Town Office when your Electrician is going to do the wiring on your home/building, so we can co-ordinate installing wiring for water meter at the same time.

Applicant/Owner Name:		
Mailing Address:		
Civic Address:		
Lot:	Blk:	Plan:
Phone #	Email:	

I HEREBY APPLY FOR WATER AND SEWER UTILITY SERVICE TO BE PROVIDED BY THE TOWN OF UNITY. **I UNDERSTAND THAT BILLING WILL COMMENCE UPON INITIAL CONNECTION.** I AGREE TO KEEP MY UTILITY ACCOUNT IN GOOD STANDINGS AND IF AT SUCH TIME MY ACCOUNT IS IN ARREARS I ACKNOWLEDGE MY WATER SERVICES WILL BE TERMINATED.

SIGNATURE: _____ DATE: _____

Office Use Only	Account #:
Commercial Garbage Collection Category:	Date Account Opened:
Work Order #:	Opened By:

Office Staff

Governing document excerpts applicable to Building Permits:

New Construction – Soil, Fill, Laterals, Pins (Policy 9.5)

A property owner or developer shall be solely responsible to source and pay for the related expenses of top soil, clay fill, and other related soil and aggregate material related to the development and/or construction on a property.

In the event that a lot has been purchased from the Town of Unity and top soil has been stripped and stockpiled for that lot, the owner shall contact the Director of Public Works to receive permission and direction as to how to acquire top soil.

A property owner shall be solely responsible for all costs of installation of water laterals and sewer laterals for new construction as per related Policy. In the event of new construction on a property that had previously been developed and has an existing water and sewer service, the property owner shall be expected to install a new water and in some cases sewer service from the new building to the water main, and will be solely responsible for all related costs including but not limited to the line materials, excavation and labour costs, fill, curbing, landscaping, and pavement.

A property owner shall be solely responsible to contact a surveyor to find property pins.



The Town of Unity Zoning Bylaw (939-P-09)

4.9 GRADING AND LEVELING OF SITES

4.9.1 Every development shall be graded and leveled at the owner's expense to provide for adequate surface drainage that does not adversely affect adjacent property, or the stability of the land.

- a) All excavations or filling shall be re-vegetated immediately after other construction activities conclude, with a suitable ground cover as may be necessary to prevent erosion.
- b) All vegetation and debris in an area to be re-graded or filled must be removed from the site prior to site grading and leveling.
- c) All topsoil from an area that is to be re-graded must be stripped, stockpiled, and replaced on the re-graded area, or re-located to a site approved by Council.

Water & Sewer Laterals Installation/Breaks (Policy 9.3)

For new residential or commercial/industrial construction, a property owner shall be solely responsible for the construction and expense related to the installation of water and sewer laterals and related materials.

For residential or commercial/industrial construction on land where an existing water and sewer lateral is in existence, the property owner shall replace the existing water and sewer lateral and related materials solely at their expense.

Prior to any construction, a property owner shall complete an Application for Water and Sewer Installation or Repair and submit it to the Director of Public Works for the Town of Unity for his/her review and potential approval.

The owner of a property shall be solely responsible for the cost of repair and all expenses (excavation, landscaping, materials, labour) for a water lateral line break occurring on that lateral line from their building to the water lateral curb-stop. The Town of Unity shall be responsible for the cost of all expenses for a water lateral break that would occur from and including the curb-stop to the water main in the street. Prior to construction, a property owner shall complete an Application for Water and Sewer Installation or Repair.



PO Box 1030
 Unity, SK S0K 4L0
 306-228-2621
 fax 306-228-4221
 townofunity@sasktel.net

Application for Review of Water/Sewer Lateral Installation or Repair

(Standard 18.75mm water and 100mm sanitary sewer)

Applicant/Owner Name:		
Mailing Address:		
Civic Address:		
Lot:	Blk:	Plan:
Phone #	Email:	

In order to receive approval to install/repair such services and gain access to utilities provided by the Town of Unity, I agree to abide by the following conditions:

1. That I shall pay all construction and excavation expenses.
2. That I shall pay all invoices submitted to me related to curbing, pavement, landscaping, or other related expenses to the water/sewer installation.
3. That prior to water being provided to my property I will have made all applicable payments to the Town of Unity or related contractors.
4. That failing to make payment of these or future related expenses I hereby agree to have the outstanding balance applied against the property tax for the related property.

 Witness

 Signature of Applicant

 Date of Application

Office Use Only	Date of Submission:
Submitted By:	Completion Date:

Office Staff

Public Works

GENERAL INDUSTRIAL DISTRICT I1

(Town of Unity Zoning Bylaw 939-P-09 Exerpt)

SITE DEVELOPMENT REGULATIONS

Minimum site area	1100 m ² or 500 m ² for construction trades
Minimum site frontage	30 metres and 15 metres for construction trades
Maximum site coverage	75%
Minimum front yard	15.0 metres unless abutting the highway or service road than 9.0 metres
Minimum rear yard	3.0 metres or 10% of the depth of the lot whichever is greater unless the rear lot line abuts a railway in which case no rear yard is required
Minimum side yard	1.2 metres except when the side site line is the boundary of any Residential, Institutional District or abuts a public street then the minimum side yard shall be 6.0 metres

There shall be no minimum site development requirements for public works buildings.

Accessory buildings	Setbacks for accessory buildings shall meet the same requirements as the principal use or building.
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SIGNAGE

Signs and billboards are prohibited in the I1 Industrial District except for signs advertising the principal use of the premises or the names of the occupants of the premises. Permitted signs shall be subject to the following regulations:

- a) No sign shall be located in any manner that may obstruct or jeopardize the safety of the public;
- b) The facial area of a sign shall not exceed 5.0 m², except where the flankage of a building is greater than 42 metres or the building is larger than 465 m², then a sign of 14.0 m² s permitted;
- c) The maximum height of a sign shall be 9.144 m above ground surface;
- d) Temporary signs not exceeding 1.0 m² advertising the sale or lease of the property, or other information relating to a temporary condition affecting the property, are permitted.
- a) Temporary signs advertising product prices or sales, special events related to retail and service activities, or advertising community or charity activities or events are permitted.

PARKING

Off-street parking requirements shall be provided in accordance with the following:

Warehouses or manufacturing activities	1 parking space for each 90 m ² of gross floor area
Principal buildings	1 parking space for each 50 m ² of gross floor area, or 1 parking space for each 1.5 employees, whichever is greater.

