

# Resort Village of Mistusinne

## Building Permit Package

Please use the following forms to start the permit process.

Please return

- Application for Development Permit and other Permits
- Application for Building Permit
- A site plan (as described on the Development Permit form)
- A building plan
- Worksheet for your specific project
- A \$10 permit processing fee
- You MAY also need a demolition permit application

Your application must be received by our office a minimum of 10 days prior to our next council meeting in order to allow adequate time for processing. Failure to do so will result in your application being pushed to the following council meeting.

Please apply for permits as far in advance as possible from your projected build date as many delays can occur that may potentially slow your project.

Visit [www.mistusinne.com](http://www.mistusinne.com) for more building permit information.

**The Resort Village of Mistusinne****Application for Development Permit and other Permits**

(You may wish to discuss your project idea with the Development Officer before completing this form.)

**1. Applicant:**

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

I am (check one) ☐ the registered owner of the property, ☐ the agent on behalf of the owner.**2. Property (Legal description)**

Lot(s) \_\_\_\_\_ Block: \_\_\_\_\_

**3. Property is (check one) ☐ vacant ☐ occupied****4. Proposed Use/Development of Property or village land involves (see sections of Zoning Bylaw):**(a) ☐ **Development Permit (Permitted Use)** - N/C(b) ☐ **Development Permit (Discretionary Use)** - Sec. 2.2 - fee \$150(c) ☐ **Yard encroachments** - Sec. 3.1.3 - N/C(d) ☐ **Accessory building permit** - Sec. 3.1.5 - N/C(e) ☐ **Temporary residence during construction** - Sec. 3.1.6 - N/C(f) ☐ **Demolition of building** - Sec. 3.1.8 - N/C(g) ☐ **Driveways and boulevard parking** - Sec. 3.4.4, 3.4.5 and 3.4.6 - N/C(h) ☐ **Boat lifts** - Sec. 4.1.3 - N/C(i) ☐ **Tree Cutting on Village Land** - Sec. 4.2.4 - \$2/tree**5. Estimated Dates - Of Commencement: \_\_\_\_\_ Of Completion: \_\_\_\_\_****6. The following information is required to be filed with each the application:**

- APPLICATION FEE: ☐ Paid ☐ Invoiced
- For Items (a), (b), (c), (d), A SITE PLAN DRAWN TO SCALE AND SHOWING ILLUSTRATING:
  - Legal site boundary and dimensions.
  - Location and dimensions (also height) of existing and/or proposed buildings (and Parcel Coverage: \_\_\_\_\_ %) and structures.
  - Distance and dimensions between buildings, structures and setback from property lines.
  - Location of driveway and boulevard parking and vehicle circulation areas.
  - All fencing and proposed height of fencing.
  - A description of landscaped areas.
  - Location of septic tank and sucker line.

**7. Declaration by applicant**

I hereby certify that I am the registered owner or that I am authorized to act on behalf of the registered owner of the land described herein and that all statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: THIS IS NOT A BUILDING PERMIT. A SEPARATE FORM AND INFORMATION ARE REQUIRED TO RECEIVE A BUILDING PERMIT UNDER THE BUILDING BYLAW.

Building permits are required in addition to development permits for decks, demolitions, alterations, additions, relocations, excavations, new buildings, buildings moved in, structures, structural changes or other items as required by the Building Bylaw of the Resort Village of Mistusinne.

**Form A to Bylaw No. 01-12**

**Resort Village of Mistusinne, Saskatchewan**

**APPLICATION FOR BUILDING PERMIT**

I hereby make application for a permit to \_\_\_\_\_ construct  
\_\_\_\_\_ alter \_\_\_\_\_ a building according to  
\_\_\_\_\_ reconstruct  
the information below and to the plans and documents attached to this application.

Civic address or location of work \_\_\_\_\_  
Legal description — Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
Owner \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Designer \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Contractor \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Nature of work \_\_\_\_\_  
Intended use of building \_\_\_\_\_  
Size of building \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_  
Number of storeys \_\_\_\_\_ Fire escapes \_\_\_\_\_  
Number of stairways \_\_\_\_\_ Width of stairways \_\_\_\_\_  
Number of exits \_\_\_\_\_ Width of exits \_\_\_\_\_

Foundation Soil Classification and Type \_\_\_\_\_  
Footings \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_  
Foundations \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_  
Exterior Walls \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_  
Roof \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_  
Studs \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_  
Floor Joists \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_  
Girders \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_  
Rafters \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_  
Chimneys \_\_\_\_\_ Number \_\_\_\_\_ Size \_\_\_\_\_  
\_\_\_\_\_ Material \_\_\_\_\_ Thickness \_\_\_\_\_  
Heating \_\_\_\_\_ Lighting \_\_\_\_\_ Plumbing \_\_\_\_\_

Estimated value of construction (excluding site) \$ \_\_\_\_\_  
Building area (area of largest storey) \_\_\_\_\_ square metres  
Fee for building permit \$ \_\_\_\_\_

I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the local authority and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the local authority or its authorized representative.

Date \_\_\_\_\_

Signature of Owner or Owner's Agent \_\_\_\_\_

### **Building Permits:**

**A site plan (as described on the Development Permit form)** - Please send us a drawing showing your lot; including detailed measurements. We need to see all buildings with their sizes, and lot setbacks. Please find an information sheet on the next page to assist with your planning. Mistusinne does not have a metal detector to assist with pin locates.

**A building plan** - We need to see drawings of your specific build inside and out. Floor plans identifying use of the space; cross-section of the building including vertical dimensions; list of materials to be used in the construction; interior and exterior finishes, insulation, wind and vapour barrier, etc.; foundation plan; and any other applicable information.

**A \$10.00 permit processing fee** - We accept cash (business hours or the drop box), cheque, or ETransfer to mistusinne@sasktel.net no password required.

You MAY also need a demolition or move permit - Please bring this form if you must demolish an existing building before your build or if you are bringing in a pre-existing structure (larger than 10X10 in size)

-Please be advised that fees for **Building Permits** are set by the Building Inspector Municode. The fee is based on the value of your build and billed out at a rate of \$3.55/\$1000 Value of Construction with a \$200.00 min. The invoice will come from the Resort Village and is payable to the Resort Village. This occurs after your development permit has been approved and Municode has reviewed your building permit.

### 5.3 DEVELOPMENT STANDARDS FOR BUILDINGS IN THE DISTRICT

Requirements	Single Detached Dwellings in the RESIDENTIAL DISTRICT	Accessory buildings in the RESIDENTIAL DISTRICT	Buildings on lots 101, 102, 103 - COMMUNITY SERVICE DISTRICT
Site area, minimum	6000 sq ft (557.34 sq m)		6000 sq ft (557.34 m <sup>2</sup> )
Site frontage minimum for rectangular site	50 ft (15.24 m)	--	50 ft (15.24 m)
Site frontage minimum for non-rectangular site [ft] (m)	36 ft (11 m)	--	36 ft (11 m)
Mean width for non-rectangular site	50 ft (15.24 m)	--	50 ft (15.24 m)
Front yard, minimum	20 ft (6.10 m)	<b>20 ft (6.10 m) Bylaw 07-10</b>	20 ft (6.10 m)
Mean depth	120 ft (36.57 m)		120 ft (36.57 m)
Rear yard, minimum	30 ft (9.14 m)	<b>5 ft (1.5 m)</b>	15 ft (4.57 m)
Side yard, minimum [ft] (m)	5 ft (1.5 m)	<b>5 ft (1.5 m)</b>	5 ft (1.5 m)
Side yard abutting a street, minimum [ft] (m)	10 ft (3.05 m)	10 ft (3.05 m)	10 ft (3.05 m)
Principal Building floor area, Minimum [ft <sup>2</sup> ] (m <sup>2</sup> )	700 sq ft <sup>2</sup> (65 m <sup>2</sup> )	--	Site coverage - 50%
Accessory buildings [ft <sup>2</sup> ] (m <sup>2</sup> ) maximum of 2 (two) detached (See 1 below)	--	Total floor area shall be less than permitted floor area of Principal Building area built, and not more than 10% of site area (See 2 below)	
Maximum of site coverage, maximum of all buildings combined	35% (See 3 below)		
Building height, maximum:  No building shall exceed 28 ft (8.53 metres), nor shall be more than two (2) stories in height	28 ft (8.53 m)  Building heights shall not have a negative impact on the neighbouring property owners' views	<b>28 ft (8.53 m) Bylaw 03-11</b>  Building heights shall not have a negative impact on the neighbouring property owners' vistas of Green Space	<u>On Crown land:</u> Lot area - no minimum Lot frontage - no minimum Front yard - no minimum Side yard - no minimum Rear yard - no minimum
(1) Conditional Use Permit shall be required for the second accessory building. (2) Example of 10% of 6,000 ft <sup>2</sup> (50 ft x 120 ft) = 600 ft <sup>2</sup> (20 ft x 30 ft); 10% of 7800 ft <sup>2</sup> (65 ft x 120 ft) = 780 ft <sup>2</sup> (26 ft x 30 ft). (3) Example of 35% of 6000 ft <sup>2</sup> (557.34 m <sup>2</sup> ) = 2,100 ft <sup>2</sup> (195 m <sup>2</sup> ) or 45.8 ft. x 45.8 ft of site coverage			* No minimum requirement for playgrounds, sports, and public works.

**Form C to Bylaw No. 04-08**

**Resort Village of Mistusinne, Saskatchewan**

**APPLICATION FOR A PERMIT TO DEMOLISH OR MOVE A BUILDING**

I hereby make application for a permit to demolish a building now situated on

Civic address or location \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

The demolition will commence on \_\_\_\_\_, 20\_\_\_\_\_.  
and will be completed on \_\_\_\_\_, 20\_\_\_\_\_.

**OR**

I hereby make application for a permit to move a building now situated on

Civic address or location \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

to Civic address or location \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

or Out of the municipality \_\_\_\_\_

The building has the following dimensions: length \_\_\_\_\_ width \_\_\_\_\_ height \_\_\_\_\_

The building mover will be \_\_\_\_\_  
and the date of the move will be \_\_\_\_\_, 20\_\_\_\_\_.

The building will be moved over the following route: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The site work (filling, final grading, landscaping, etc.) which will be done after removal of the building includes \_\_\_\_\_

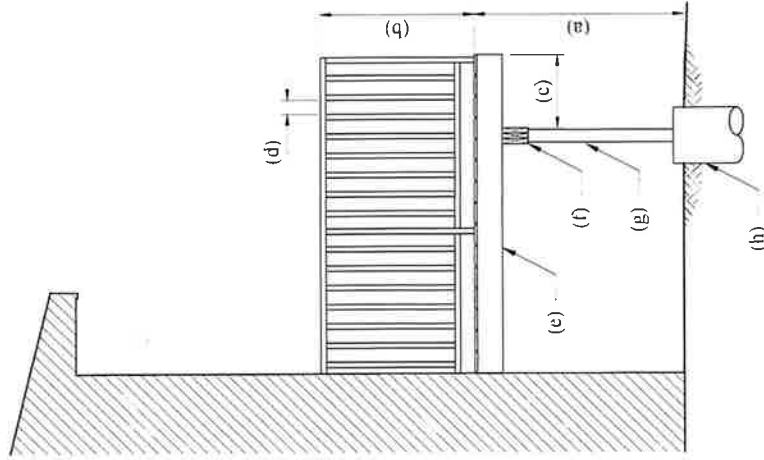
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby agree to comply with the Building Bylaw of the local authority and to be responsible and pay for any damage done to any property as a result of the demolition or moving of the said building, and to deposit such sum as may be required by Section 6(1)(b) of the Building Bylaw. I acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, acts and regulations, and to obtain all required permits and approvals prior to demolishing or moving the building.

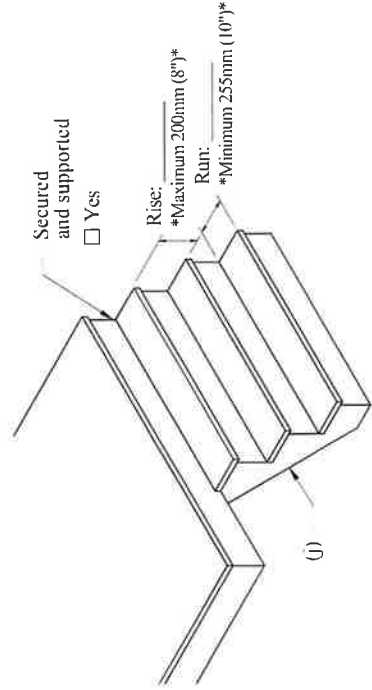
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner or Owner's Agent

# DECK WORKSHEET



DECK



NOTE: Handrail required when more than 3 risers.

STAIR

Please complete the following:

## DECK DESIGN:

- (a) Deck Height: \_\_\_\_\_  
\*Guardrail required when deck height is  
> 600mm (24") above finished grade\*
- (b) Guardrail Height: \_\_\_\_\_
- (c) Cantilever: \_\_\_\_\_  
\*Maximum 600mm (24")\*
- (d) Maximum 100mm (4") spacing

## DECK CONSTRUCTION:

Guardrail Construction (check all that apply)

- ☐ Glass ☐ Vertical Spindles  
☐ Wood ☐ Horizontal Spindles  
☐ Metal ☐ Metal  
\*permitted when deck  
is <4.2m (13'-9")\*

(e) Joist Size: 2x \_\_\_\_\_

Material: \_\_\_\_\_

(f) Beam Size: ☐ 2 ☐ 3 ☐ 4 - 2x \_\_\_\_\_

Material: \_\_\_\_\_

(g) Column Size: ☐ 4x4 ☐ 6x6

Material: \_\_\_\_\_

Number of Columns: \_\_\_\_\_

(h) Foundation: \_\_\_\_\_

☐ Deck Blocks

☐ Piles: Diameter \_\_\_\_\_ x Depth \_\_\_\_\_

(i) Stringer Size: 2x \_\_\_\_\_

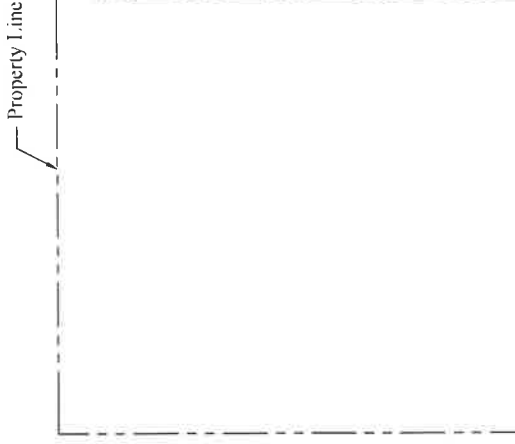
Material: \_\_\_\_\_

Number of Stringers: \_\_\_\_\_

## SITE PLAN:

Sketch house footprint and deck location  
and indicate the following:

- ☐ Overall dimensions of deck  
☐ Distance to property lines  
☐ Location of beams  
☐ Location of columns



JOIST SPANS			2 PLY BEAMS			3 PLY BEAMS		
Joist Size	16" o.c.	24" o.c.	Joist Length	2 x 6	2 x 8	Joist Length	2 x 8	2 x 10
2 x 6	9'-0"	8'-2"	8'-0"	6'-7"	8'-5"	8'-0"	9'-10"	12'-7"
2 x 8	11'-2"	10'-7"	10'-0"	6'-1"	7'-6"	10'-0"	9'-2"	11'-3"
2 x 10	13'-5"	12'-9"	12'-0"	5'-8"	6'-10"	12'-0"	8'-5"	10'-3"

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

Provided by:

