

TOWN OF WILKIE

CUSTOMER GUIDELINES FOR BUILDING AND DEVELOPMENT PERMITS

In accordance with the Basic Planning Statement and the Zoning Bylaw of the Town of Wilkie, no person shall undertake a development, or construct a structure unless a Development Permit and Building permit has first been obtained. Permits may not be issued in contravention of any of the provisions of the Town of Wilkie Bylaws.

New Residential Structures, additions, garages, etc:

1. Complete the following forms:
 - Application for building permit
 - Additional Checklists – provided in application
 - Application for Development permit - 3 pages
2. Forward the applications along with two copies of the architect drawings to (if required): Town of Wilkie, Box 580, Wilkie, Sk S0K 4W0.
3. The development permit will be reviewed by staff to insure the application conforms to the Town of Wilkie Zoning Bylaw. The application will then be presented to Town Council for approval at the next meeting of Council.
4. Upon approval of the development permit, the drawings will be submitted to our building inspector, Construction Code Authority, for their review and approval.
5. Upon approval of the plans by the building inspector, the Town of Wilkie will immediately issue the development permit and building permit to the customer. All fees charged by the Building Inspector will be charged back to the Customer. Construction may now begin.
6. When you receive the Building Permit, you will also receive the following from the Building Inspector:
 - a plan examination report
 - number of inspections required and time frame for inspections
 - an estimate cost of fees for the plan review and inspections

The property owner is responsible to pay all Building Inspector fees; the Construction Code Authority will bill the Town of Wilkie, who will in turn invoice the customer.

Permit and Building Inspector Fees:

Development Permit: \$50
Development Permit Fee for a Discretionary Use Application: \$100

Building Permits:

Fees will be as per the attached fee schedule provided by the Construction Code Authority

Property Set Back Requirements for Residential:

Side Yard - Accessory Buildings: No part of the structure can be closer than 1.5 feet to property line or 3 metres if the side yard abuts a street.

Side Yard - Principal Buildings: 4 feet from wall to property line or 3.0 metres if the side yard abuts a street.

Back - Accessory Buildings: 1 foot from outside edge of overhang to property line

Side on Corner Lots – Principal and Accessory Buildings: 10 feet from side property line

Front – Principal Buildings & Accessory Buildings: 25 feet from wall to property line

For further information or if you have any questions regarding the building permit process, you may contact Administrator, Lana Gerein, or Assistant Administrator, Sandra Beckett at 843-2692.

Wilkie - Schedule A – Rates Effective June 1, 2013

Inspection Fees & Charges

CCA charges an all inclusive inspection fee of \$840 for a five-part inspection program on new residential buildings under construction that are one or two family dwellings and do not exceed 1500 ft² of finished area. Buildings greater than 1500 ft² of finished area are charged \$140 per each additional 500 ft² or part thereof.

Non-residential buildings, and residential buildings that are not one or two family dwellings or that are larger than 600 m², would be charged at \$4.50 per \$1,000 construction cost. The number of inspections required is dependent upon the size, usage (restaurant, school, etc.), and method of construction (prefab, wood, concrete block, etc.). CCA would assess the number of inspections required at the time of the drawing review prior to issuance of a permit. This number is typically is between 5 and 15 inspections.

1. New Residential Buildings

CCA Fee

i) Developed living space	\$840.00
ii) Undeveloped basements	incl.
iii) Attached garages	incl.
iv) Additional fee/500ft ²	\$140.00

2. Addition/Renovations to Existing Residential Buildings

CCA Fee

i) Living space addition (4 insp.)	\$560.00
ii) Attached garage (4 insp.)	\$560.00
iii) Accessory Bldg (2 insp.)	\$140.00
iv) Deck (2 insp.)	\$140.00
v) Basement Development (3 insp.)	\$350.00
vi) Renovations (3 insp.)	\$350.00

Notes for 1. & 2. above:

- If extra or non-scheduled inspections are required, an additional \$140.00 will be charged.
- Travel fees are not included in this price; however, we try to keep this to a minimum by doing a number of inspections during each visit.
- GST is payable and not included in these rates.

3. Commercial/Industrial/Institutional

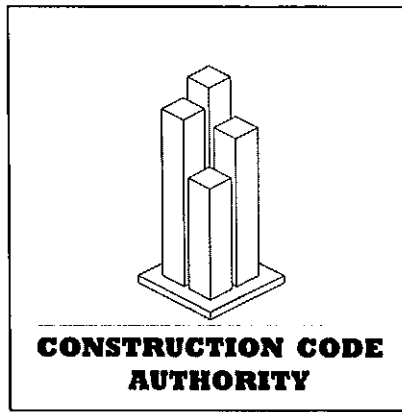
CCA Fee

i) All buildings *	\$4.50/\$1,000
ii) Minimum charges:	
- principal buildings (5 insp.)	\$900.00
- accessory buildings (2 insp.)	\$360.00
- additions (4 insp.)	\$720.00
- renovations (3 insp.)	\$540.00

Notes:

- Travel fees are not included in this price; however, we try to keep this to a minimum by doing a number of inspections during each visit.
- GST is payable and not included in these rates.

All fees are payable to: CCA Construction Code Authority



Plan Review Checklist – New House (RTM)

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.

Required Information:

- 2 sets of **Site Plans** with the following information
 - Show size and location of proposed house(RTM)
 - 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
- 2 sets of **House Layout Drawings** with the following information
 - Exterior and Interior wall locations
 - Window sizes and locations
 - Door sizes, locations and swing direction
 - Heating unit/system location
- 2 sets of **House Structural Drawings** with the following information
 - Foundation Detail (type, size, layout and location)
 - Wall Detail (interior and exterior)
 - RTM anchorage detail
- 2 copies of the **Mechanical Ventilation Design Summary** filled out by the mechanical contractor
- 2 copies of RTM certification and RTM plant certification.
- 2 copies of the **Building Permit Application** properly filled out

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

- Plan Review (Prior to the commencement of any construction)
- Step Footings (Prior to pouring footing)
- Foundation (Prior to pouring concrete on engineered foundations or prior to backfill)
- Framing (Prior to insulating and applying vapour barrier to the exterior walls)
- Insulation and Vapour Barrier (Prior to covering walls and ceiling with wall/gypsum board)
- Final (Prior to moving in or occupying the building)

Application For Building Permit

PROJECT INFORMATION	CLASS OF WORK	New <input type="checkbox"/>	Alterations <input type="checkbox"/>	Addition <input type="checkbox"/>	Relocation <input type="checkbox"/>
	TYPE OF BUILDING	Repair <input type="checkbox"/>	Demolition <input type="checkbox"/>	Removal <input type="checkbox"/>	
		<input type="checkbox"/> Residential	<input type="checkbox"/> Garage	<input type="checkbox"/> Commercial	
		<input type="checkbox"/> Institutional	<input type="checkbox"/> Industrial		
	Building Address	Lots		Block	Value of Project
		Plan/Quarter Section			
		Size of Building		Estimated Start Date	
		Height	# of Stories	Zoning	Occupancy Group

APPLICANT	Contact Name		Company Name (if applicable)		
	Address	City	Province	Postal Code	
	Phone Number (Incl. Area Code)	Fax Number (Incl. Area Code)		E-Mail Address	

CONTRACTOR	Contact Name		Company Name (if applicable)		
	Address	City	Province	Postal Code	
	Phone Number (Incl. Area Code)	Fax Number (Incl. Area Code)		E-Mail Address	

CONTRACTOR	Contact Name		Company Name (if applicable)		
	Address	City	Province	Postal Code	
	Phone Number (Incl. Area Code)	Fax Number (Incl. Area Code)		E-Mail Address	

PROFESSIONAL	Contact Name		Company Name (if applicable)		
	Address	City	Province	Postal Code	
	Phone Number (Incl. Area Code)	Fax Number (Incl. Area Code)		E-Mail Address	

APPLICATION INFORMATION <small>(2 sets of drawings required)</small>	SUBMITTED?		
	Yes	No	To Follow
Site Plan			
Floor Plans/Elevations/Cross Sections			
Mechanical/Electrical			
Ventilation Design Sheets			
Shop Drawings			
Professional Design (sealed drawings)			

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all Municipal By-Laws and/or Provincial Laws regulating building.

It being expressly understood that the issuing of a permit does not relieve the applicant from complying with all By-Laws, though not called for in the specifications, or shown on plans and/or application submitted.

Applicant Signature _____ Date _____

Application Received By _____ Date Received _____



Ventilation Requirements (NBC 95' - 9.32)

Project Address:	Municipality:
Owner's Name:	Phone #:
Mechanical Contractor:	Phone #:
HRAI #:	

A) Total Ventilation Capacity

Room	Capacity, L/s
Master Bedroom	10
Other Bedroom	5
Living Room	5
Dining Room	5
Family Room	5
Recreation Room	5
Basement > 2/3 of the floor area	10
Basement < 2/3 of the floor area	5
Other habitable rooms	5
Kitchen	5
Bathroom or water closet room	5
Laundry / Utility room	5

Capacity	No. of Rooms	
5 L/s x		=
10 L/s x		=
Total Ventilation Capacity 1		

Remember: 1 bedroom must be designated as the master bedroom
 Combined rooms (living/dining) shall be considered separately
 Consider future development

B) Principal Exhaust Capacity

Minimum Principal Exhaust Capacity = 1 x 50% =
 Maximum Principal Exhaust Capacity = 1 x 75% =
 Remember: If the principal exhaust fan rating is greater than Max. PEC, a control is required to make the fan adjustable to +/- 10% of the Min. PE

Fan #	Location	Sone	Duct Size / Type	Cap. (L/s)
Principal Exhaust Capacity 2				

C) Supply Air Capacity

*If the supply air duct is connected to the return air plenum without an additional supply fan, then information for Fan # and Sone is not required.

*Fan #	* Sone	Duct Size	Duct Type	Cap. (L/s)

D) Supplemental Exhaust Capacity

Remember: -Bathrooms or kitchen not exhausted with the principal exhaust require supplemental exhaust.
 Bathrooms: 25 L/s
 Kitchen: 50 L/s
 Where the principle exhaust fan serves the kitchen and bathroom, an additional supplemental fan is required in the kitchen
 All supplemental exhaust fans or appliances that exhaust more than 75 L/s require make-up air

Fan #	Location	Sone	Duct Size / Type	Cap (L/s)
Supplemental Exhaust Capacity 3				

E) Ventilation System Balance

The Principal Exhaust Capacity + the Supplemental Capacity is to be greater than or equal to the Total Ventilation Capacity.
 Line 2 + Line 3 ≥ Line 1

2	+	3	
=			

**FORM A , BYLAW NO. 18/91
TOWN OF WILKIE ZOING BYLAW**

APPLICATION FOR A DEVELOPMENT PERMIT

You are advised to check the regulations in the Town's Zoning Bylaw which governs the type of development being proposed before filling out this application. Fill out only those sections of the application which relate to your proposal. Attach additional sheets if necessary.

PLEASE PRINT

1. APPLICANT: Name: _____ Address: _____ Telephone: _____	2. PROPERTY OWNER: or same as Applicant <input type="checkbox"/> Name: _____ Address: _____ Telephone: _____
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3. LEGAL LAND DESCRIPTION:
 _____ 1/4 Section: _____ Township: _____ Range: _____ W3RD
 Lot or Parcel _____ Block: _____ Plan: _____

4. PROPOSED DEVELOPMENT:

<input type="checkbox"/> Change of use of lot or building: - Describe proposed new use _____ _____ _____ _____ _____ <input type="checkbox"/> New building (s) to be constructed <input type="checkbox"/> Existing building (s) altered (a) Number of buildings _____ (b) Intended use of building (s) Principal Building _____ _____ Accessory Building _____ _____ _____	<input type="checkbox"/> Increase in intensity of use: How intensity increased? a. <input type="checkbox"/> More seating capacity _____ b. <input type="checkbox"/> Additional floor area _____ c. <input type="checkbox"/> Additional rooms/unit _____ d. <input type="checkbox"/> Other (describe) _____ _____ <input type="checkbox"/> Existing Building (s) to be relocated within the lot: <input type="checkbox"/> Size of buildings Principal Building _____ Accessory Building _____
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5. OTHER INFORMATION

(1) What are uses of adjoining lots? _____

(2) Number of Employees (if applicable)? _____

(3) State Date of Work _____

(4) Completion Date _____

(5) Please provide any additional information which may be relevant to the development being proposed: _____

**FORM A, BYLAW NO. 18/91
TOWN OF WILKIE ZONING BYLAW**

APPLICATION FOR A DEVELOPMENT PERMIT

6. DECLARATION OF THE APPLICANT

I, _____ of the _____ of _____
in the Province of Saskatchewan solemnly declare that the above statements
contained within this 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.

_____ Date

_____ Signature

Note: The applicant is responsible for ensuring that all measurements,
distances and information contained in this application, or shown on the
lot plan is correct.

SITE PLAN TO ACCOMPANY DEVELOPMENT/BUILDING PERMIT

Owner: _____ Date: _____

Street Address: _____

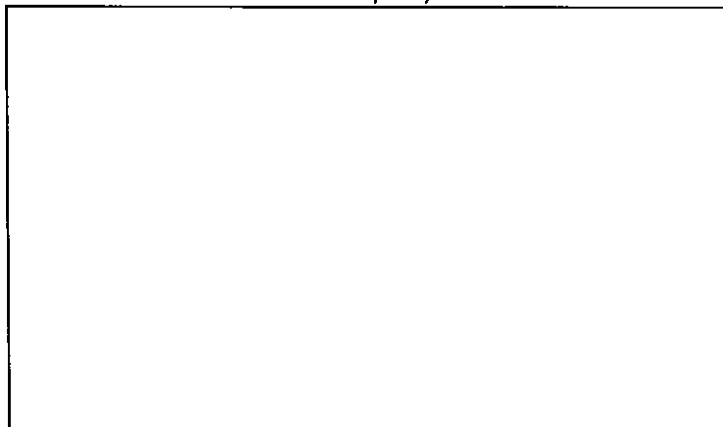
Lot (s) _____ Block _____ Plan _____

Include The Following:

- (1) Lot dimensions and existing and proposed buildings and additional dimensions including their setbacks from lot boundaries.
- (2) Landscaping and proposed lot grades

Note: Plans must conform with regulations under Bylaw No. 18/91

Front Property Line



FORM A, BYLAW NO. 18/91
TOWN OF WILKIE ZONING BYLAW - PAGE THREE

I hereby agree to comply with the Bylaw of the municipality respecting builgs and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the municipality and appliable Acts and Regulations regardless of any review of drawings or inspections that may or may not be carried out by an inspector.

Date

Signature of Owner or Agent

TOWN OF WILKIE

POLICY

Title: Tax Incentive for New Construction

EFFECTIVE DATE: April 15, 1997

AMENDED: April 6, 1998, January 11, 1999, April 23, 2012, August 28, 2017

POLICY STATEMENT:

The Town of Wilkie will provide a tax incentive program, applicable to the municipal portion of taxes only, for new construction based on the following criteria:

- 1) The incentive shall be a partial tax concession for a period of three consecutive calendar years with the first year being the year after construction is started.
- 2) The incentive shall apply to new construction of houses, commercial and industrial buildings only and will include new ready to move buildings (R.T.M.'s).
- 3) The incentive does not include minor renovations, detached or attached garages, decks or sheds.
- 4) The tax concession shall be as follows:
 - Year 1 - 100% Concession - year after construction begins
 - Year 2 - 100% Concession
 - Year 3 - 50% "
- 5) The concession applies to the annual levies only and does not include penalties, special tax levies or local improvements. The property owner shall be responsible to pay penalties which may be incurred.
- 6) The property owner shall be eligible for the tax concession whether or not the property is occupied.
- 7) The tax concession shall not continue beyond the third calendar year.
- 8) The tax concession may transfer to a new owner should the property be sold within the three year tax concession period.

- 9) The portion of taxes not eligible for a concession must be received by the Town of Wilkie by December 31 of the current year or the property becomes ineligible for the tax concession for the following year, if a tax concession still applies to the property.
- 10) The above incentive shall be authorized by resolution of Council and implemented by exempting the portion of the eligible assessment for the parcel for each tax concession eligible and granted.
- 11) The property owner is required to apply for the tax concession in writing prior to beginning construction.

PURPOSE:

To increase new construction in the Town of Wilkie

DEFINITIONS: