

Guidelines for permit applications

- Fill all parts of the permit application including the date and signature. Remember that it is a legal document and you may be delaying your construction.
- Provide the name of the general contractor with contact information.
- Provide your email address if you have one for faster approval and access of plan review.
- Provide accurate value of construction as it could affect insurance claims and has no bearing on permit fees in the case of residences, garages, decks or basement development.
- Submit 2 sets of drawings with your application and ensure that you build according to the drawings. You could face a stop work order and suffer delays and added costs for having to hire a Professional Engineer if you deviate from original plans. (Example: When the drawing calls for a concrete foundation and you build a wood foundation or change from a wood beam to a steel one.)
- Plans need to be provided by a draftsman, engineer or architect for all construction except where forms are provided for garages, decks or basement development from the municipal office. Permits will not be approved in any other manner. Hand drawn plans will not be accepted.
- When constructing a Preserved wood foundation you must have the standard or build according to an engineered design. You must contact the company designing the joists to let them know it is a wood foundation as the design is different for the joists. Failure to do this will cause you to wait for new joists.
- Submit the mechanical ventilation form if it was provided to you from the municipality. (This can be provided after approval of permit once you have decided on a mechanical contractor.)
- Submit the shop and layout drawings for all engineered joists, truss and beams. These can be provided after permit approval but before framing inspection.
- Submit a site plan and follow it. Remember that distance to property lines and other buildings are addressed in the National Building Code and may be different than what is allowed in a zoning bylaw. Ask your building official for clarification.
- Submit information well enough ahead of time to avoid disappointment because of delays for permit approval. (Do not expect to start next day.)
- Ensure that you read the plan review as there may be useful information and changes from original drawings.
- Ensure that you follow the inspection schedule to avoid a stop work order or removal of material already constructed. Book your inspection well enough in advance as per schedule requirements. Remember it is your responsibility to book inspections.
- Construction shall start within 6 months of permit approval and shall not be stalled for more than 6 months. Construction shall be completed in 12 months. Unless approved by municipal council if any of these things happen you will need to pay for a new permit or it may be added to your taxes.
- **Permit regarding Manufactured Homes.** Please establish the truck route through the Village Office.
 - *The home must be fastened or anchored to a permanent foundation consisting of a basement or pile foundation structure (or combination thereof).*
 - *The underside of the prefabricated home shall be at least 600 mm (23.62 inches) above grade level.*
 - *Prefinished metal, plastic or other similar prefinished skirting which matches the prefabricated home siding shall be vertically installed between the underside of the prefabricated home and the ground. Skirting shall be installed permanently and anchored securely to both the prefabricated home and the ground.*
 - *Structural additions to a prefabricated home shall have a permanent foundation and shall have exterior side and skirting installed which matches that of the prefabricated home.*
 - *The setbacks are 3.2 feet from the side and 24.6 feet from the front and rear.*
- *The finished grade of any lot, measured at the front wall of the principal building shall not be more than 0.6 metres or less than 0.4 metres above the finished grade of the abutting street, directly in front of the lot.*
- *The finished grade of the lot shall be designed to direct surface water run off onto adjacent streets or lanes; however natural drainage channels should not be blocked.*
- **Lot Requirements**
 - *Single detached dwellings and mobile homes*
 - *Yard, front minimum 7.5 metres (24.6 ft)*
 - *Yard, rear minimum 7.5 metres (24.6 ft)*
 - *Yard, side minimum 1 metre (3.2 ft)*

Regulations that must be adhered to:

1. No work is to be undertaken until application has been approved and a permit issued by the Village of Viscount
2. The undersigned agrees to comply with all Zoning, Building, Fire, Health and any other Provincial Codes and to comply with any caveats or liens registered against said lands or property.
3. No excavations may be started until location of foundation is approved by the Building Inspector.
4. A copy of floor and building plans must be submitted with application of permit. A registered survey certificate and site plan must be submitted with application of permit. A registered survey certificate and site plan must be submitted upon request of the Building Inspector. For move-in permits, at least two (2) photos of the building must be attached to the application.
5. The elevation of the residence shall be eighteen (18) inches/four hundred and fifty (450) millimeters more or less above the sidewalk and the builder must notify the Town prior to pouring footings in order that the Town may verify the elevations.
6. SaskPower and SaskTel must be notified prior to construction to locate underground services.
7. The undersigned agrees that the construction, demolition, move-in, or renovation will be completed within six (6) months of date of issue of permit and they will clean up all debris and material resulting from the work.
8. Construction is completed when all the painting, siding and roofing is finished. Used material may only be used with permission of the Inspector and all conditions stipulated by the Inspector are adhered to.
9. No building can be permanently occupied until a final inspection is completed by the Building Inspector and an occupancy permit is issued.

10. Contractor will phone building inspector for a total of four inspection while construction of the building is in progress:

1st Inspection - footings and foundations before backfilling is done.

2nd Inspection - when all framing, rough electrical wiring and rough plumbing is completed just before insulation.

3rd Inspection -insulation is completed before drywall is started.

4th- for a final inspection - when the house is completed and just before people move in.