



## 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 **Commercial – C2** 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](mailto: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

|   |                           |
|---|---------------------------|
| <b>Applicant Name:</b>  | <b>Email:</b>             |
| Mailing Address:  |                           |
| Phone Number(s):  |                           |
| <b>Registered Owner Name:</b>   |                           |
| Mailing Address:  |                           |
| Phone Number(s):  |                           |
| <b>Property Civic Address:</b>  |                           |
| 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 <b>Site Plan</b> drawing is required (on separate paper) showing the following where applicable:</p> <ul style="list-style-type: none"><li>a) Dimensions of Site</li><li>b) Location &amp; Size of all existing and proposed buildings and structures</li><li>c) Utility lines, easements, topographic features</li><li>d) Proposed site drainage and finished lot grades</li><li>e) Street and sewer line grades servicing the site</li><li>f) Landscaping (loading &amp; parking areas, entrance and exits point to sites, fences, screening, trees, and hedges)</li></ul> |                           |
| <b>Declaration of Applicant:</b>  |                           |
| <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><b>I understand no action can be taken until Council approves the application and the Building Permit Invoice is paid in full.</b></p>   |                           |
| _____   | _____                     |
| Date  | Signature                 |



Unity

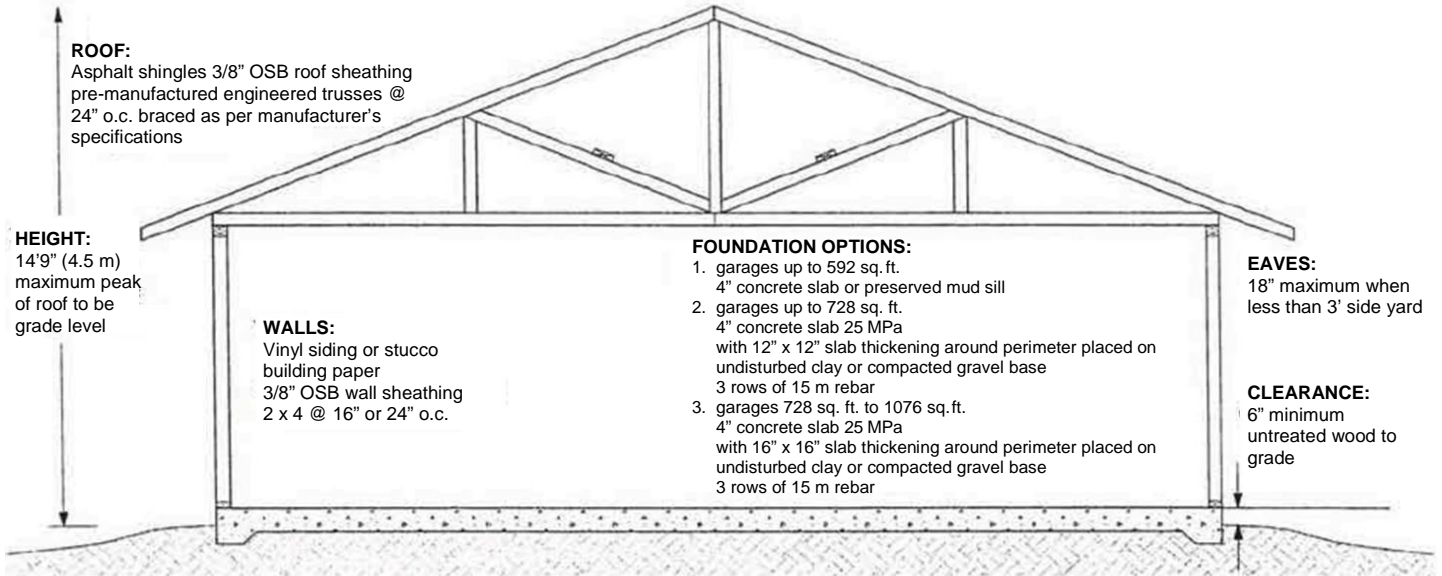
# ACCESSORY BUILDING

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.

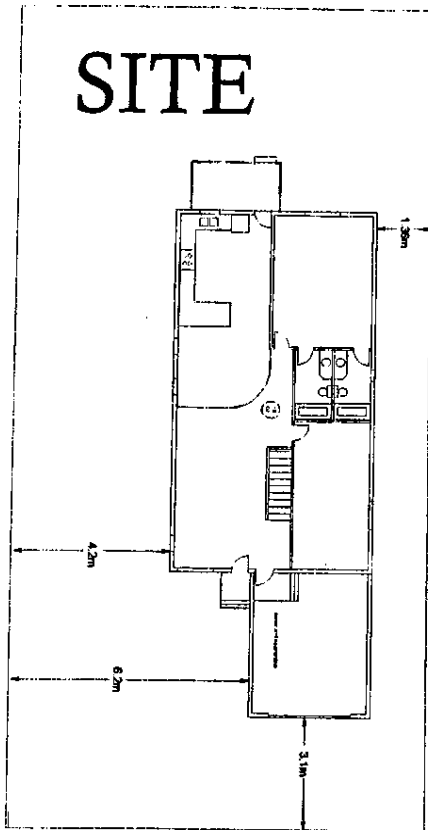
Large opening size (doors over 20 feet wide) garage door beams without roof loading must be minimum size 2 - 2 x 12 c/w a minimum of 3" bearing.

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.

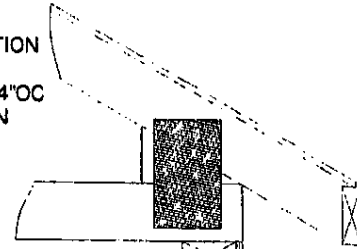
Cannot build over an underground gas line.

# REQUIRED DRAWINGS



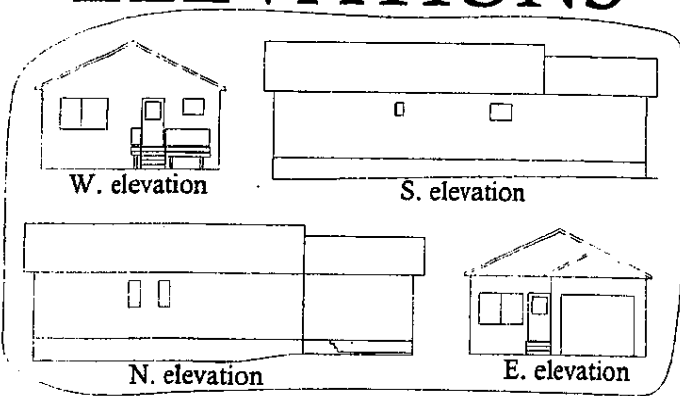
ASPHALT SHINGLES  
 EAVE & VALLEY PROTECTION  
 7/16 OSB WITH H-CLIPS  
 ENGINEERED TRUSSES 24"OC  
 R-40 BLOW-IN INSULATION  
 6 MIL CMHC POLY  
 1/2" CD GYPSUM BOARD

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

## ELEVATIONS



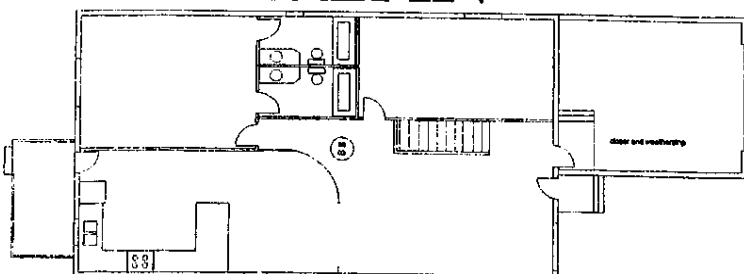
FINISH FLOOR  
 3/4 T&G OSB cw GLUE  
 ENG. FLOOR SYSTEM

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

## 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: \_\_\_\_\_

2<sup>nd</sup> 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



PO Box 1030  
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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: \_\_\_\_\_

|  |                      |
|--|----------------------|
| <b>Office Use Only</b>                     | Account #:           |
| Commercial Garbage<br>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.



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## **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.

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### **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.





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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

|                        |                     |
|------------------------|---------------------|
| <b>Office Use Only</b> | Date of Submission: |
| Submitted By:          | Completion Date:    |

Office Staff

Public Works



## **C2 - Highway Commercial District**

### **Signage**

Signs and billboards shall be prohibited in the C2 Highway Commercial District except for signs advertising the principal use of the premises or the principal products offered for sale on the premises. Permitted signs shall be subject to the following requirements:

- 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 m<sup>2</sup>, except where the flankage of the building is greater than 42 m or the building is larger than 465 m<sup>2</sup>, then a sign of 14.0m<sup>2</sup> is permitted except when for a Digital Marketing Billboard sign which will have a maximum of 19 m<sup>2</sup>.
- c) The maximum height of a sign shall be 10.668 m above ground surface;
- d) Temporary signs not exceeding 1.0 m<sup>2</sup> advertising the sale or lease of the property, or other information relating to a temporary condition affecting the property are permitted.
- e) 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.



Unity

## **C2 – Highway Commercial District**

### **Site Development Regulations**

#### **Motels and Motor Hotels**

|                       |  |
|-----------------------|--|
| Minimum Site Area     | 1720 m <sup>2</sup>  |
| Minimum Site Frontage | 45.7 metres  |
| Minimum Front Yard    | 15.0 metres unless abutting a provincial highway or service road, than 7.5 metres  |
| Minimum Side Yard     | 1.2 metres or 6.0 metres when abutting a side site line which is the boundary of any Residential District or 6 metres for the side yard abutting a public street.  |
| Minimum Rear Yard     | 3.0 metres or 10% of the depth of the site except the minimum rear yard abutting any residential district shall be 6.0 metres unless the rear lot line abuts a railway in which case no rear yard is required. |

#### **Other Than Motels and Motel Hotels**

|                   |                     |
|-------------------|---------------------|
| Site Area Minimum | 1115 m <sup>2</sup> |
| Site Frontage     | 30 metres           |

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

#### **Accessory Building**

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

#### **Parking Requirements**

|  |   |
|--|---|
| Grocery Stores, Strip malls, Retail plazas | 1 parking space for each 50 m <sup>2</sup> of floor area          |
| Stores and offices                         | 1 parking space for every 50 m <sup>2</sup> of gross floor area   |
| Dwelling Units                             | 1 parking space per dwelling unit                                 |
| Restaurants, other eating places           | 1 parking space for every 10 seats provided for patrons           |
| Theatres, places of assembly               | 1 parking space for every 10 seats provided for patrons           |
| Motels, motor hotels or hotels             | 1 parking space for each unit                                     |
| All other uses                             | 1 parking space for each 75 m <sup>2</sup> of building floor area |
| Service Stations                           | 1 1/2 parking spaces for each service bay.                        |

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- The maximum height of a sign shall be 9.144 m above ground surface;
- Temporary signs not exceeding 1.0 m<sup>2</sup> advertising the sale or lease of the property, or other information relating to a temporary condition affecting the property, are permitted;
- 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.

### **Loading Requirements**

Where the use of a building or site involves the receipt, distribution or dispatch by vehicles of materials, goods or merchandise, adequate space for such vehicles to stand for loading and unloading shall be provided on the site.

### **Landscaping**

- A landscaped strip of not less than 3 metres in width throughout lying parallel and abutting the front site line shall be provided on every site.
- On corner lots, in addition to the landscaping required in the front yard, the whole of any required side yard abutting the flanking street shall be landscaped.
- Where a site abuts any Residential District without an intervening land, there shall be a strip of land adjacent to the abutting site line of not less than 1.5 metres through which shall not be used for any purpose except landscaping.

### **Supplementary Regulations - Service Stations**

- Fuel pumps and other accessory equipment shall be located not less than 6 metres from any street or site line.
- All automobile parts, dismantled vehicles, and similar articles shall be stored within a building or screened to the satisfaction of Council.