

Application Process & Approval

Step 3: Plan Review

A preliminary review will be completed by the Development Officer to ensure the required information has been provided.

For the formal review, the Development Officer will coordinate with Town departments as well as other external agencies (Water Security Agency, Public Health, SaskPower, SaskEnergy, SaskTel, etc.) if necessary, to ensure compliance with any other applicable bylaws or legislation. **This process is repeated until the application meets all necessary requirements.** At any time during the review process, additional information or meetings may be required, which may extend the total timeline of the application review.

Step 4: Building Review Meeting (if required)

Building Review Meetings are typically required when significant changes to the project or plans are made that were not discussed during the preliminary review process, or when issues or concerns are raised by either the Town or the applicant that require further discussion.

Step 5: Town Council Consideration

All Applications need Town Council approval. The Development Officer will submit a report to Town Council for consideration.

The timing of this particular phase is important. Depending on the Council meeting schedule, this could add 1 month or more to any application.

Step 6: Approval/Issuance

Once the Building Permit is approved by Council, and the necessary conditions of approval have been met, a permit will be issued from the Construction Code Authority and you will be notified in writing.

NOTE: Before any work commences, whether construction or operation, all businesses operating in the Town of Luseland are required to have a Town Business License. The Business License process can take place concurrently with the Development Permit and Building Permit processes. All Development Permit and Building Permit's will not be issued until all fees have been paid and all Business License's have been applied for.

It is the responsibility of the owner to locate all utilities with "Before you Dig / First Call"

Any plumbing system shall NOT be constructed, extended, altered, renewed or repaired unless a plumbing permit has been obtained. Please call the appropriate # for plumbing information.

Once the Final Inspection is completed, you will be issued a Certificate of Occupancy. You may not operate / dwell in a building until this has been issued.

Building Permits

Information on when a building permit is required and the application and approval processes

This brochure has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Town of Luseland Development Officer for assistance, as the Town of Luseland accepts no responsibility to persons relying solely on this information.

Development Officer - CAO

Town of Luseland

503 Grand Ave
P: (306) 372-4218
Fax: (306) 372-4700

OFFICE HOURS

8:30 a.m. — 4:30 p.m.
Monday to Friday

www.townofluseland.com

General Information

What is a Building Permit?

A Building Permit is a permit that ensures the construction itself adheres to building codes and safety standards. A Building Permit is **SEPERATE** from a Development Permit. A Building Permit refers to building construction and compliance with the National Building Code of Canada and Uniform Building & Accessibility Standards. Almost every application for a Development Permit also requires the submission of Building Permit. Please contact the Development Officer - CAO at the Town of Luseland to determine whether or not your proposed project needs a Development Permit, a Building Permit, or Both.

When is a Building Permit application required and how do I apply?

- New Building Construction;
- Structural Changes;
- Additions;
- Building repairs & renovations;
- Building Demo's and relocations;
- Change of occupancy use;
- any deck or exterior landings more than 8" high;
- Exterior stairs that are more than 4 risers high;
- installing a roof or enclosing a new or existing deck;
- detached accessory buildings that are greater than 100 sq ft;
- installing a wood burning stove or fireplace;
- interior developments including basements;
- Retaining walls where the structure is part of a building or that are essential to a building structure; retaining walls greater than 24" require the design / design review conducted by a structural engineer (stamped plans);
- Plumbing of any kind.

Permits Not Required

- Cosmetic repairs such as paint or minor repairs to exterior finishes;
- Siding replacement that does not include any structural components;
- Replacing windows / doors in existing openings (no increase in width);
- Roofing replacement with no structural repairs;

Please consult with a Development Officer at the Town of Luseland Office as early as possible to assist with the process to avoid unnecessary delays.

What kind of information do I have to provide with my application?

A detailed proposal and set of plans are required for review and approval and the regulations that affect your development depend on the Zoning District in which the subject property is located. It is important to contact the Development Officer to discuss what is required prior to submitting an application.

General Information

How long does the process take?

The length of time it takes to process an application from start to finish can vary depending on a number of different factors, such as the complexity of your application and the quality of the plan submission. The general steps undertaken are as follows:

- Initial consultation and applicant meeting (pre-application);
- Application submission and preliminary plan review;
- Council consideration and Public Notice (if required); and
- Approval from Construction Code Authority and follow up.

A Building Permit **IS NOT** a Development Permit.

An approved DP determines the necessary site development requirements for a project. A Building Permit represents approval(s) that are specific to the construction of any building or structure regulated by The Town of Luseland Building Bylaw and all National Building Codes.

If a DP is required, it must be approved before a Building Permit can be issued and a Building Permit must be applied for and approved by a Building Inspector before starting construction.

What is the cost to apply?

The applicant is responsible for **all** costs associated with their application, which may include but are not limited to:

- Application Fee
- Building Inspector Fee
- SAMA Fee
- All Fees can be found in the Development and Building Fee Bylaw

Application Process

Step 1: Pre-Application

Before submitting your Building Permit Application and plans, it is important that you contact the Development Officer. You will always need a Development Permit **BEFORE** a Building Permit can be accepted.

Please ensure that **ONE** contact person is designated for your project. It will be that person's responsibility to manage the project and communicate with the Development Officer.

Step 2: Submission of Complete Application

The submission of a completed and signed Building Application, along with the necessary plans and fees is **required** prior to the commencement of any review.