



## Building, Moving, Demolition and Development Permit Application

*This is not a building permit.*

*No work may commence prior to issuance of an approved permit.*

*Permit applications are not considered complete until required  
accompanying documentation and fee payment are received.*

*Remember, the building permit process protects the owner and the community at large!*

Owner's Name _____	Mailing Address _____	
Company Name _____	Contractor Name _____	
Civic Address _____	Contractor Contact _____	
Legal Description _____	Proposed Use _____	
Phone Number(s) _____	Value of Construction _____	
Email Address _____	Building/Project Type _____	
Project Description _____	Has the project been started?    Yes    No	
Permit Type:		
New	Addition	Detached Garage
Repair	Alterations	Fireplace
Demolition	Development	Other: _____
Removal	Basement	
Relocation	Deck	

I hereby agree to comply with the Building and Zoning Bylaws of the Town of Eston and acknowledge that it is my responsibility to ensure compliance with these and any other applicable bylaws, provincial acts and regulations, and federal acts and regulations regardless of any plan review or inspections that may or may not be carried out by the Town of Eston or its authorized Building Inspectors. I agree to do all construction work solely in accordance and compliance with the information and plans provided by me in this application and will obtain all other work permits required in conjunction with my project. I understand that this application does not grant me permission to begin work on this project. I hereby declare that the above information is true and correct.

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

### Internal Use Only

Date Received _____	Employee's Initials _____	Total Cost _____
Roll Number _____	Receipt # _____	
Payment Method	Cash    Cheque    Debit    Credit	<i>Form last revised April 2017.</i>

# Building, Moving, Demolition and Development Permit Information

## Questions and Information

When in doubt, ask! The Town's Building Inspector, Bob Hubbard of B&D Contract Service, is available to answer any questions you may have about building requirements, when permits are required, etc. He can be contacted at [bhubbard@sasktel.net](mailto:bhubbard@sasktel.net) or 306-672-7543.

Wondering about the application process, how to complete the form or how to calculate fees? Contact the Town Office at [contact@eston.ca](mailto:contact@eston.ca) or 306-962-4444.

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## Applying

- Supporting documentation is required for all building projects. A checklist of what is required for your particular project can be found at [www.eston.ca/ecdev/permits](http://www.eston.ca/ecdev/permits). Most permits require a minimum of a **site plan and floor plan** including dimensions and material type. Could someone look at your information and complete the project? Use that as a mental check when completing your application.
- The general application process is as follows:
  - 1) Permit application is received, including supporting documentation and fees.
  - 2) The permit is presented to Town Council for approval.
  - 3) The permit is sent to Bob Hubbard for review and approval.
  - 4) Once both approvals are received, the Town Office issues the building permit.
  - 5) Once the approved permit is received by the owner, the project can commence.
- Turnaround time for applications is dependent on all required information being received and the schedule of council meetings, but typically takes an average of two weeks.
- Any omissions or missing information may cause delays in the processing of a permit application.
- Value of construction may be adjusted by the Building Inspector based on appropriate and fair measures such as the owner's stated value, general contractors awarded bid value and industry standard pricing.
- If desired, an owner can appoint another party or contractor to act on his/her behalf.

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## Planning

- Permits expire if work has not commenced within six months of issuing or if work ceases for a period of six months or greater. Should the permit expire, a new application and related fees are required.
- New structures with a side yard of less than 8 feet require a 45 minute fire resistance rating and cannot contain any side windows. Contact Bob Hubbard for more details.
- It is the owner's responsibility to ensure all conditions outlined are met.
- All contractors that do not own commercial property in the Town of Eston are required to purchase a business license before undertaking any contract work.
- Any deviation, omission or revision to the approved application requires approval of Town Council and the Building Inspector.
- Separate permits are required for electrical, plumbing and natural gas work. Contact your contractor for details.

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Examples of projects that typically do or do not require building permits:

Permit Required	No Permit Required
New structures	Fencing or landscaping
Demolishing an assessable structure	Shingling or siding
Moving an assessable structure in or out of Town	Windows or doors (unless the opening size is changing)
Retaining walls	Drywall replacement
Basement developments	Flat concrete work (driveways, sidewalks, patios)
Decks or patios more than 16 inches above grade	Flooring or cabinets
Significant change in use or occupancy	Structures less than 100 square feet
Steps with 3 rises/2 steps or greater	
Sea cans	