



Building, Moving, Demolition and Development Permit Application

This is not a building permit until payment is received and approval from Council and Building Inspector

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

Permit applications are not considered complete until required accompanying documentation

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? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Permit Type:

- | | | |
|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> New | <input type="checkbox"/> Addition | <input type="checkbox"/> Detached Garage |
| <input type="checkbox"/> Repair | <input type="checkbox"/> Alterations | <input type="checkbox"/> Fireplace |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Development | <input type="checkbox"/> Permit # 081218 |
| <input type="checkbox"/> Removal | <input type="checkbox"/> Basement | |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> 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

Form last revised April 2017.

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 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 or 306-962-4444.

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. 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.

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.

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 over 24"high (2 feet) | |
| Sea cans | |