

# Development of a Commercial, Industrial or Multi-Unit Residential Property

CITY OF MOOSE JAW



Development Permits currently cost \$100.00 plus \$0.40 per \$1000 of construction value. You may apply for a Development Permit prior to or at the same time as the Building Permit. Four complete and accurate paper sets of plans and specifications (or two paper copies and an electronic copy) are required to be submitted, together with a completed Building Permit Application and required fee, currently \$6 per \$1,000 of construction costs.

The following information is required to be submitted with Development Permit and Building Permit applications for Commercial, Industrial, and Multi-Unit Residential developments (3 or more units).

## Development Permit Application shall contain the following:

- **SITE PLAN**, indicating full legal description of the lot, lot dimensions, adjoining street names, locations and uses of existing and proposed buildings or additions, location of legal road access to the property, size, location and number of parking spaces, location of any watercourses on the property showing distances from existing or proposed buildings or additions, show north arrows, and scale plan.
- **SERVICING PLAN** showing sanitary sewer, water and storm sewer (if applicable), including any new connections.
- **DRAINAGE AND GRADING PLAN** showing the storm water drainage pattern, direction and percentage slopes on the site.
- **STORM WATER MANAGEMENT PLAN** showing storm water runoff and retention calculations (if applicable), ponding areas, emergency outlet, and surfacing schematic.
- **SITE ACCESS APPROACHES** showing size and turning radius of proposed and existing approaches.
- **BASIC FLOOR PLAN** of each floor level indicating use of all rooms, locations of all doors, location and all windows.
- **ELEVATIONS** sides, back and front of buildings.
- **APPLICATION FEE** (see Fee Schedule sheet).

## Building Permit Application shall contain the following:

- **DETAILED FLOOR PLAN** of each floor level indicating use of all rooms, handicap accessibility (as required), location of all plumbing fixtures, location of all electrical fixtures, location, size and swing of all doors, location and size of all windows, location at which all sectional details required in sectional details (below) are shown.
- **SECTIONAL DETAILS**, including cross sections of a building taken at sufficient locations to adequately illustrate structural details, cross sections of stairs, ramps, etc.
- **FOUNDATION PLAN**, consisting of foundation drawings stamped by a Professional Engineer registered to practice in Saskatchewan.
- **DETAILED DRAWINGS** of the heating/ventilation/air conditioning, electrical, sprinkler and alarm systems (if required) shall be enclosed showing all associated works. Completed Certification of Installation and Operation of the ventilation system shall be submitted prior to occupancy of the building.
- **SPECIFICATIONS** relating to the building which will designate all materials to be used, including roof and wall sheathing, roofing materials, siding materials, insulation and vapour barrier details, sub-flooring, interior finish materials, species and grade of framing materials, etc.
- **APPLICATION FEE** (see Fee Schedule sheet).

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**NOTE:** All of the drawings and information listed above must be provided and must bear the seal and signature of the appropriate professional architect or engineer registered to practice in Saskatchewan unless otherwise directed or permitted by the Manager of Engineering Services, Development Officer or Building Official as the case may be.

Rezoning, Discretionary Use or Subdivision may be required. It is recommended you contact Planning and Development Services to discuss your project and inquire whether these processes are required prior to applying for Development and Building Permits.

Please contact the Engineering Department at 306-694-4523 for information on Construction Standards and Specifications when constructing on City property.

**It is the responsibility of the Applicant to ensure that the proposed development will not encroach upon any electrical, telephone, cable or gas lines or any easements registered against the property in question. The location of the electrical lines or gas lines may be located by contacting SaskPower, SaskEnergy, SaskTel or utility companies directly. Copies of property titles can be obtained through Information Services Corporation.**

**SEE ALSO:**

- Development Permits
- Building Permits
- Sewer and Water Servicing
- Land Subdivision
- Discretionary Use
- Zoning Bylaw Amendment or Rezoning
- Fee Schedule

**Please contact Planning and Development Services at 306-694-4443 for further information.**