

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. Thank you for your cooperation.

Building Permit Requirement List and Pre-Screening Form
Additions and Renovations to One/Two Unit Family Dwellings

Project Address:

Required Items

1. A completed Building Permit Application Form (Two-Sided Form to be Completed)
2. Two (2) copies of a Dimensioned Site Plan. Preferred scale is Metric 1:200 or Engineer 1" = 20'0". Site plan to include:
 - North arrow
 - Civic address and street name
 - Property lines
 - Site area & coverage
 - Front, side and rear yard dimensions
 - Right-of-way setbacks, easement and utility right-of-ways, if any
 - Foundation outline of the dwelling, cantilevers, decks and other projections
 - Retaining walls
 - The parking area including dimensioned depth and width, if no garage
3. Two (2) copies of all dimensioned Building Plans (as listed below) which conform to the National Building Code. Preferred scale is Imperial 1/4" = 1'0" or Metric 1:50 and the minimum acceptable scale is 3/16" = 1'0".

Note: Plans stamped with “not for construction”, “preliminary” or “for permit purposes only” are not acceptable.

a) Foundation Plans

- Concrete
- Preserved Wood Foundations shall be designed in conformance with Part 4 of the National Building Code of Canada. Drawings to be designed and sealed by a Professional Engineer.
- ICF foundation systems approved for use through CCMC (Canadian Construction Materials Centre)
- Pile and grade beam designs (used in a building of 1 storey in building height /where the building height exceeds 1 storey the designs to be signed and sealed by a Professional engineer).

- b) Floor Plans
 - c) Structural cross sections.
 - d) Manufacturer's floor joist layouts and installation details or dimensioned lumber (spacing, bridging, strapping, nailed and glued, subfloor thickness, and species to be provided)
 - e) Roof truss layout (live loads and dead loads to be specified and all required hangars to be labelled)
 - f) Building elevations
 - g) Electrical lighting layout w/ fixtures & switch controls (incl. ground fault receptacles)
 - h) Wall and column footings – size and thickness
 - i) Beams sizes, grades and species
 - j) Structure details / members not covered in Part 9 may require to be sealed by a Professional engineer
 - k) Wall, floor and roof construction details
 - l) Size of windows and whether they are vented or sealed units
 - m) Furnace location and location of combustion air and fresh air intakes
 - n) Fire separation, exiting and party wall details (duplex dwelling units only)
4. Mechanical Ventilation Requirements may be required based on proposed construction. To be submitted by Mechanical Designer/Contractor prior to any mechanical ventilation Installation proceeding:
- a) Residential Mechanical Ventilation Design Summary
 - b) Residential Mechanical Ventilation Record

The City of Yorkton Building Services Department
2nd Floor, City Hall
37 Third Avenue North, Yorkton, Saskatchewan S3N 2W3
Monday - Friday, 8:00 a.m. -12:00 Noon, 1:00 p.m. - 4:00 p.m.
Phone (306) 786-1710

Please allow 1 day for the receipt of your application.
Checklists are updated periodically. Please ensure that you have the most recent edition.

Original Date: 2008/02/17
Revised Date: 2009/02/11
Revised Date: 2009/03/27