

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
Basement Development**

Project Address:

Required Items

1. A completed Building Permit Application Form (Two-Sided Form to be Completed)
2. Two (2) sets of floor plans. Preferred scale is Imperial 1/4" = 1' or Metric 1:50
Minimum 3/16" = 1'
 - Proposed room(s) layout
 - Designations of the use of each room, size of each room
 - Details of structural changes, if proposed
 - Window locations and window sizes

Note: If adding windows and increasing window size, fully dimensional elevation drawings and a Real Property Report or a site plan are also required.

Required minimum bedroom window size: NBC Article 9.7 Bedroom windows shall provide unobstructed openings with openable areas not less than 0.35m² and with no dimension less than 380 mm.

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.