

Building Permit Submittal Requirements

Part 3 Commercial New Construction and Additions

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, precise and include plans **prepared by an Engineer or Architect that is registered in the Province of Saskatchewan.**

Required items:

1. Approved Development Permit
2. A completed building permit application form (**two-sided form to be completed & signed by owner of property**)
3. Civic address confirmation
4. Licensed contractor's name, mailing address, telephone number
5. Property Owner's name, mailing address, telephone number
6. Total construction costs, including building, structural, mechanical, plumbing, electrical, etc.
7. Three (3) complete sets of drawings (preferred scale *Metric 1:200 or *Engineer 1"= 20'0") to include:
 - Site Plan
 - Architectural
 - Structural
 - Mechanical/ventilation
 - Plumbing
 - Electrical
8. A Soils Report may be required depending upon the size and height of the proposed development. For confirmation, contact the Building Services Department
9. One set of specifications (if applicable)

Sunrise Health Region - Public Health Tel 306.786.0600 www.sunrisehealthregion.sk.ca

One copy of the drawings will be provided to Public Health. Certain uses may require that additional information be provided to the Sunrise Health Region. The Health Region may also require plumbing permits and inspections by their staff.

City of Yorkton Building Services Department

2nd Floor, 37 Third Avenue North

Mailing Address: Box 400, 37 Third Avenue N, Yorkton, SK S3N 2W3

Telephone: (306) 786-1710

Monday – Friday, 8 am – 12 noon; 1 pm – 4 pm