

## Building Permit Submittal Requirements

### Part 9 (small commercial and multi-family) 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, and precise and include plans **prepared by a professional draftsman**. **At the Building Officials discretion, Complex buildings may require plans to be prepared by an Engineer or Architect that is registered in the Province of Saskatchewan.**

- Spaces not in excess of 600 m<sup>2</sup> (6,459 ft<sup>2</sup>) and not in excess of three storeys
- Occupancies not including:
  - Assembly Occupancies
  - Care Facilities
  - Daycares
  - Impeded Egress
  - High Hazard

Completed building permit application form (**two-sided form to be completed & signed by owner of property**) in addition to **THREE copies** of the following drawings and information are required.

**This project may require Development Approval.**

#### Building Plans

Professionally drawn plans including the following:

- Project civic address
- Code analysis of the space to be occupied
- Site Plan
- Architectural Floor Plans – scaled, dimensioned and fully noted and including construction details with fire ratings
- Mechanical/ventilation design plans
- Electrical design plans
- Plumbing design plans
- A geotechnical report may be required depending upon the size and height of the proposed development. For confirmation, contact the Building Services Department

At the Building Officials discretion, Mechanical, electrical, and plumbing layouts may be permitted to be drawn on a scaled floor plan by the subcontractor performing the installation **prior to permit approval**.

**Sunrise Health Region - Public Health** Tel 306.786.0600 [www.sunrisehealthregion.sk.ca](http://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**

2<sup>nd</sup> 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