



BUILDING PERMIT Application Form

This is NOT a Building Permit

BP _____

Residential ☐ New ☐ Addition ☐ Tenant Improvement ☐
Commercial ☐ Alteration ☐ Relocation ☐

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PROJECT INFORMATION	*Building Address (include Unit #)	Legal Description Lot Block Plan	Value of Construction \$
	*Description of work	Existing Use	Proposed Use

PROPERTY OWNER	*Contact Name/Company Name		*Email:		
	Address	City	Province	Postal Code	Phone Number
	SIGNATURE OF REGISTERED OWNER:		X		

APPLICANT	*Contact Name/Company Name		*Email:		
	Address	City	Province	Postal Code	Phone Number

CONTRACTOR	*Contact Name/Company Name		*Email:		
	Address	City	Province	Postal Code	Phone Number

Invoice to be charged to ☐ Property Owner ☐ Applicant ☐ Contractor

SUBMISSION REQUIREMENTS (Electronic Format Preferred)

RESIDENTIAL	
Site Plan	Mechanical Vent Summary
Construction Drawings (Main Floor, Foundation, Basement Development, Section etc)	
Energy Efficiency Compliance (Performance or Prescriptive)	
COMMERCIAL	
Site Plan	Development Permit
Construction Drawings (Architectural, Structural, Mechanical, Electrical)	Building Code Analysis
Sealed Drawings (For all systems outside scope of Part 9 of the NBC)	Commitment for Field Review (For all projects under Part 3 of the NBC)

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PROFESSIONAL DESIGN

ARCHITECTURAL	Contact Name/Company Name		Email:		
	Address	City	Province	Postal Code	Phone Number

STRUCTURAL	Contact Name/Company Name		Email:		
	Address	City	Province	Postal Code	Phone Number

MECHANICAL	Contact Name/Company Name		Email:		
	Address	City	Province	Postal Code	Phone Number

ELECTRICAL	Contact Name/Company Name		Email:		
	Address	City	Province	Postal Code	Phone Number

All contractors / sub-trades that will be involved in the project are required to hold a valid City of Yorkton Business Licence

_____ Initial

DECLARATION AND SIGNATURES: to be completed for ALL BUILDING PERMIT APPLICATIONS

I hereby acknowledge that I have read this application and state that the information contained herein is correct and agree to comply with all City of Yorkton Bylaws and/or Provincial laws regulating Building, Occupancy and all Building Code Requirements. The issuance of a building permit does not relieve the owner and authorized agents from complying with the requirements of the National Building Code of Canada, as amended and within the scope of *The Construction Codes Act and Building Code Regulations*. I further declare that the submission of this application does not give permission to begin work on this project.

Applicant Signature

Date

The personal information being collected on this form is for the purpose of processing and acting upon this application in accordance with City of Yorkton Building Bylaw and is protected by the privacy provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use and disclosure of your personal information in this process, please contact the City Clerk for the City of Yorkton at 306-786-1717.