

Basement Development

THINGS YOU SHOULD KNOW FIRST

Building Permit Submittal Requirements

Basement development is defined by the following proposed work:

- The construction of a new bathroom
- The construction of a new bedroom
- The construction of any new walls and rooms
- The construction of a new perimeter wall that covers an exposed foundation wall

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

FLOOR PLAN

An accurate drawn plan containing the following information

- Location and size of proposed rooms and doors
- Location of existing stairs
- Labeling of proposed new rooms
- Location of existing windows and size of any new windows
- Detail of perimeter wall construction

Professional Design Requirements

In cases where elements are removed or relocated to accommodate the basement development, drawing prepared by an Engineer or Architect registered in the Province of Saskatchewan may be required.

Code Requirements

Windows in new bedrooms must meet the current requirements of the National Building Code regardless of the age of the house.

Handrails and guards for basement stairs must be upgraded to meet the current requirements of the National Building Code.

Stair lighting that include a 3-way switch at the top and bottom of the basement stairs must meet the current requirements of the National Building Code.

Smoke and Carbon Monoxide alarms must conform to current National Building Code requirements.

The following checklist may be used with your permit application

Exterior Walls

Interior Damp-proofing

Polyethylene_____ Emulsified Asphalt_____

Stud size: 2"x4"_____ 2"x6"_____

Stud spacing: 16" o.c._____ 24" o.c._____

Insulation type:

Rigid_____ Fibreglass_____ Spray foam_____

Vapour Barrier 6 mil poly_____ other_____

Interior finish Gypsum board_____ other_____

Interior Walls

Stud size: 2"x4"_____ 2"x6"_____

Stud spacing: 16" o.c._____ 24" o.c._____

Ceiling and Beam Heights:

_____ Bedroom

_____ Bathroom

_____ All other areas

Stairs:

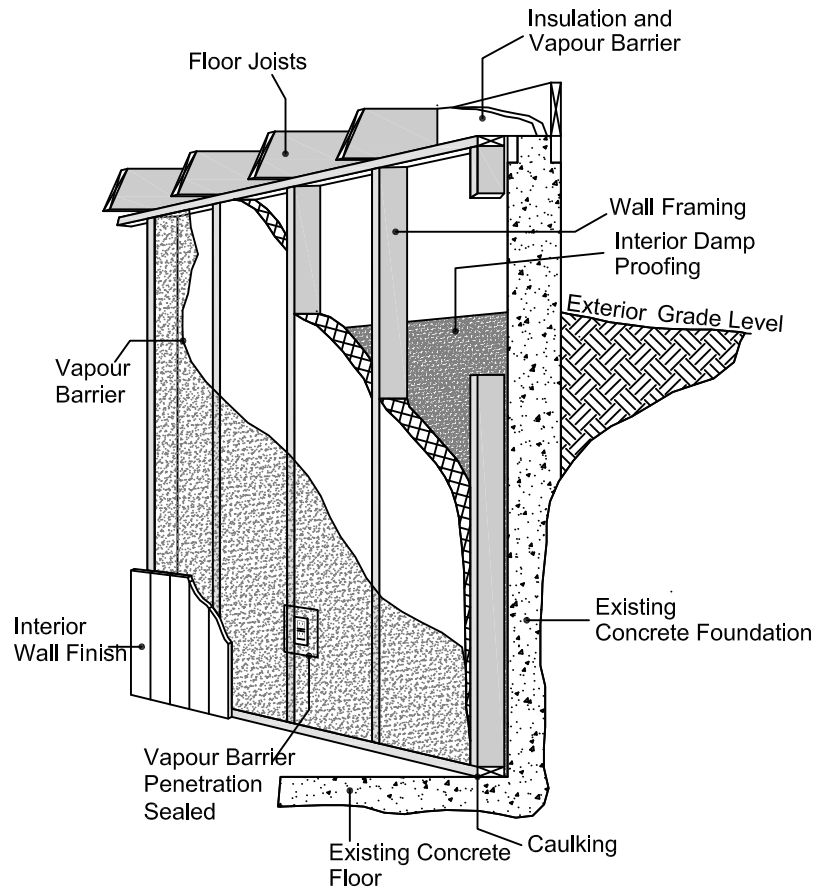
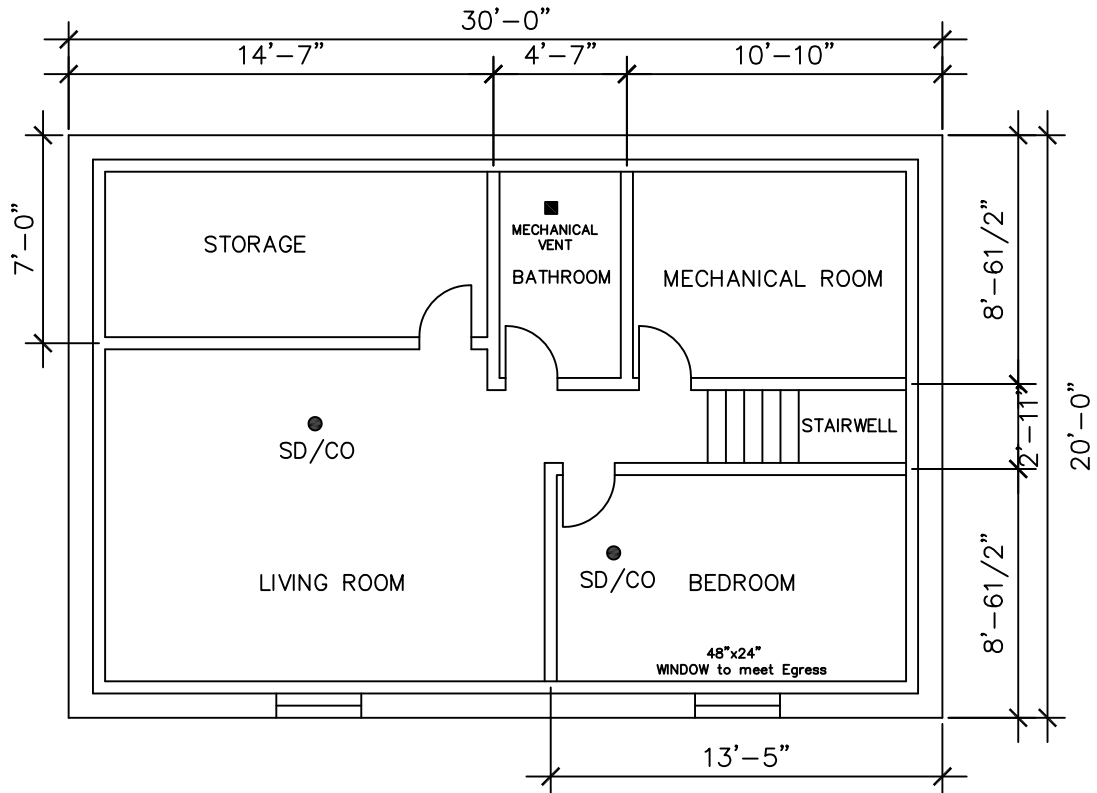
_____ Headroom height

NOTE: Separate permits are required for Plumbing and Electrical work.

**BUILDING PERMIT APPLICATIONS WILL NOT BE
PROCESSED UNLESS ALL INFORMATION REQUIRED IN THIS BROCHURE IS PROVIDED**

THIS BROCHURE IS PUBLISHED BY THE CITY OF YORKTON AND HAS NO LEGAL STATUS AS AN OFFICIAL INTERPRETATION OF THE VARIOUS CODES, REGULATIONS, BYLAWS OR STATUTES CURRENTLY IN EFFECT WITH REGARD TO CONSTRUCTION OR THE OFFERING FOR SALE OF ANY PROPERTY BY THE CITY OF YORKTON. USERS ARE ADVISED TO CONTACT THE BUILDING SERVICES DIVISION FOR ASSISTANCE AS THE CITY OF YORKTON ACCEPTS NO RESPONSIBILITY TO PERSONS RELYING SOLELY ON THIS INFORMATION

INFORMATION ONLY



**BUILDING PERMIT APPLICATIONS WILL NOT BE
PROCESSED UNLESS ALL INFORMATION REQUIRED IN THIS BROCHURE IS PROVIDED**

THIS BROCHURE IS PUBLISHED BY THE CITY OF YORKTON AND HAS NO LEGAL STATUS AS AN OFFICIAL INTERPRETATION OF THE VARIOUS CODES, REGULATIONS, BYLAWS OR STATUTES CURRENTLY IN EFFECT WITH REGARD TO CONSTRUCTION OR THE OFFERING FOR SALE OF ANY PROPERTY BY THE CITY OF YORKTON. USERS ARE ADVISED TO CONTACT THE BUILDING SERVICES DIVISION FOR ASSISTANCE AS THE CITY OF YORKTON ACCEPTS NO RESPONSIBILITY TO PERSONS RELYING SOLELY ON THIS INFORMATION



Building Permit Application Small Projects

This is NOT a Building Permit

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			
Address	City	Province	Postal Code
Phone Number		Email	
SIGNATURE OF REGISTERED OWNER:		x	

Contractor

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

Invoice to be charged to ☐ Property Owner ☐ Contractor

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 and 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*. 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 16/2012, 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.

Return to: City of Yorkton Building Services, 37 Third Ave N, Yorkton, SK S3N 2W3

Tel. 306-786-1710

Email: buildingservices@yorkton.ca

www.yorkton.ca