



PO BOX 8
ELBOW, SK S0H 1J0

OFFICE OF THE ADMINISTRATOR

PHONE: 306-854-2277
FAX: 306-854-2229

The following is the Village of Elbow Development/Building Permit process for submitting plans of any construction, reconstruction, addition, alterations to any property.

THE FOLLOWING INFORMATION IS REQUIRED TO BE FILED WITH ALL APPLICATIONS:

Important: *Please have a title of document, owner's name, property address, phone number, email and page number at the top of each page submitted*

1) DEVELOPMENT PERMIT APPLICATION (for Town Planners) MUST INCLUDE:

- a) A detailed description of what you are planning to do if lengthy and complex
- b) Fee for discretionary use ONLY
- c) **SITE PLAN DRAWN TO SCALE AND ILLUSTRATING:**
 - i) Legal site boundary and dimensions of site
 - ii) Where the buildings are located on the property **AND** distances **and** dimensions between buildings, structures and property lines
 - iii) Drainage plan
 - iv) All parking and vehicle circulation areas
 - v) All fencing and proposed height
 - vi) Abutting municipal streets, avenues and location of sidewalks and curbs
 - vii) Municipal services and easements
 - viii) All landscaped areas with plant material specified

2) BUILDING PERMIT APPLICATION for Municode (our Building Inspectors) must include:

- a) Request for Municode Services form
- b) Engineered drawings for the construction / reconstruction / alterations/ additions
- c) If deck, garage or mobile home – **fill in the appropriate worksheets**
- d) Any other pertinent information you think Municode should know about.

3) If YOU ARE MOVING ANY KIND OF BUILDING INTO THE VILLAGE.....

- a) **It is recommended you discuss with the Village's Planner and Municode prior to the move to make sure the building being moved conforms to building standards!**
- b) **For mobile homes it is CSA-Z240 standards.**
- c) **A document for the move must also be filled in and the appropriate insurance obtained.**

4) Please send the documents in the following order – all in one PDF package

- a) Moving forms and attachments if applicable
- b) Development permit forms and attachments
- c) Building permit forms with all the attached drawings
- d) **Email scanned package to Village email: elbow2@sasktel.net**

5) The Village will send the package to Crosby & Hanna, our village planners. Once they look over your plans, they will send us their approval / or changes for zoning compliance. If changes are necessary, then you will correct those and resubmit to the Village.

6) Once approval is received from CH, the building documents are sent to Municode for plan review.





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- 7) Municode will review the plan and contact you directly if they require further information.
- 8) Once approved, they will send us the permit fee and any conditions / inspection stages that have to be adhered to in the building process. **Inspections must be done before you can proceed to the next stage in construction.**
- 9) You will then be issued an invoice by the Village.
- 10) **All permit fees must be paid to the Village before a Building Permit will be issued, and**
- 11) **NO WORK CAN COMMENCE WITHOUT A VILLAGE BUILDING PERMIT**

