



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) **Applicable fees to be submitted together with the development permit application**
- 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 if applicable
 - 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) Mobile homes have to be certified by the Manufacturer to comply with **Canadian Standards Association, Construction Standard No. Z240.**
- e) **Modular Homes have to comply with CSA A277 standards**
- f) 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 – applies to all types of buildings being moved in. Sarah's Cove has additional restrictions on the types of buildings that can be moved into that zoning area R3**
- b) **Mobile homes need to comply with CSA-Z240 standards and modular homes with CSA A277 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) Municode Request for Service form with all the contact information
- d) Building permit forms with all the attached drawings





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- e) Attached garage, detached garage, deck, mobile worksheets if applicable
 - f) **Email scanned package to Village email:** elbow2@sasktel.net
 - g) Development permit fees have to be sent via e-transfer or cheque before the Village can move forward with this process
- 5) The Village will send the package to Crosby Hanna (CH), 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 zoning compliance, the building documents are then sent to Municode for their technical plan review; they will contact you directly if they require further information.
- 7) Once the drawing plans are approved, Municode will send us their review/inspection fees and any conditions / inspection stages that have to be adhered to in the building process.
- 8) We will then issue you a Village Building permit based on their plan review details which will also include an invoice by the Village for the total permit fees. Fees are payable immediately as we have to remit to Municode on your behalf.

9) NO WORK CAN COMMENCE WITHOUT A VALID VILLAGE BUILDING PERMIT

- 10) Please call Municode directly (306-955-6355) for any pre-move inspections that have to be done on buildings that you are planning on moving into the village. Also call them directly once you receive your plan review details for each of the inspections stages that they call for. Inspections for each stage must be completed before you can proceed to the next step in construction.

