

Basement Development Process

Submit completed application form, two sets of plans and any additional supporting documentation to the *Planning Department*, Box 970, Martensville SK, S0K 2T0. Or drop the submission off at City Hall.

The application content is reviewed to ensure compliance with the City of Martensville's *Zoning Bylaw*.

The Building Permit is forwarded to *BuildTECH Consulting & Inspections Inc.* for review. Generally, this process requires ten to fourteen business days.

Applicant informed whether Development/Building Permit is granted or denied. Conditions may be applied, per the department's discretion. Upon approval and issuance of a permit, one set of submitted plans will be returned to the applicant and *Building Permit* fees will be owed to the City.

Inspections include poly-vapour and final inspections. Please refer to your inspection schedule included with your building permit for full details.

Permit Fees

The Development Permit is \$100.00.

Upon **Building Permit** approval, the applicant pays \$5.00 for every \$1,000 of construction value, subject to a minimum fee of \$75.00.

Don't forget! An **electrical permit** is required from SaskPower and a **plumbing permit** is required from Public Health.

Remember that written approval from the *City of Martensville* is required for any deviation, omission or revision to work for which a permit has been issued.

City of Martensville

Planning and Regulations Department
City Hall
37 Centennial Dr. S.

Phone: (306) 931-2166
Fax: (306) 933-2468
Email: planner@martensville.ca
Website: www.martensville.ca

FINISHING YOUR BASEMENT

City of Martensville
Planning & Regulations Department



Phone: (306) 931-2166

Basement Development Guidelines

A Development/Building permit is required for most alterations or construction within a dwelling. Therefore, a building permit is required to develop a basement for the personal use of the occupant (such as family room, bathroom, etc).

Work is not authorized to proceed on a project for which a permit is required, until both a valid Development Permit and a Building Permit has been paid for and received from the City. Building Permits can not be issued without a Development Permit Approval.

Application Costs

The Development Permit is \$100.00.

The Building Permit fee for construction, erection, placement, alteration, repair, renovation or reconstruction is calculated as follows:

\$5.00 per \$1,000.00 of construction value, with a minimum fee of \$75.00

The local authority may estimate the value of construction for the work described in an application for building permit for the purpose of evaluating a permit fee. Methods can be based on established construction costs, owner's statement of costs, or constructor's contract values.

Applying for a Building Permit

Building Permit **application forms** are available at www.martensville.ca or at City Hall. Return the completed application form with two sets of plans and specifications, unless otherwise advised by the *Planning and Regulations Department*.

Your floor plans should indicate the following:

- The proposed and existing rooms layout.
- Designation of the use and dimensions of the proposed rooms.
- Total square footage of the area being developed.
- Details of structural changes, if any.
- Number of additional plumbing fixtures.
- Locations of all smoke alarms.
- Locations and sizes of all windows.
- Locations, sizes and swing direction of all doors.

Upon receipt of the prescribed fee, if the work described in a building permit application complies with the City of Martensville's *Building Bylaw* and the *National Building Code*, then a permit can be issued. One set of submitted plans will be returned to the applicant and fees will be owed to the City.

Additional Requirements

If you intend to install electrical wiring and/or plumbing in your basement, then you also require a separate **Electrical Permit** and a separate **Plumbing Permit**. Depending on the work being done, a **Gas Permit** and/or a **Heating Permit** may also be necessary.

In addition to a building permit, a **Development Permit** is also required for **basement suites**. The property must already be zoned for the intended purpose and the lot must meet minimum size requirements.

Home Based Businesses must apply for and obtain a **Home Based Business License** before proceeding.

Please note that a building permit is *not required* when insulating exterior walls. However, erecting any interior walls does require a building permit plus any other applicable permits (such as electrical) and plumbing).

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