

# *Applicant Process and Responsibilities Upon Approval*

Submit completed application, any supporting documents, a cheque made payable to the "City of Martensville" for the \$25.00 application fee, and the required surety in cash or bond. Submission can be made to the Planning Department, Box 970, Martensville SK, S0K 2T0. Or drop the information off at 37 Centennial Dr. S..

For relocations, BuildTECH Consulting & Inspections Inc is hired by the applicant to inspect the structure & prepare an Inspection Report for Council consideration.

For relocations, Council is asked to consider the placement of an structure into an existing neighbourhood, the Inspection Report from BuildTECH Consulting & Inspections Inc and Building Bylaw requirements.

The requested permit is granted or denied and the applicant is advised accordingly.

Upon approval of the permit, at least 24 hours prior to relocation or demolition, the applicant must:

- For relocations, apply for a Development/Building Permit for the new foundation.
- Arrange with the City of Martensville to have water and sanitary sewer service connections discontinued at the water and sewer mains, plus ensure that the water meter is removed
- Arrange with the gas, electric and telephone companies or other utilities to discontinue their services.

## Fees

The application fee for either a relocation permit or a demolition permit is \$25.00.

The applicant must also deposit a \$5000.00 surety in cash or bond. It may be applied to the cost of site restoration, following relocation.

If the applicant restores the site to a condition deemed publicly safe and satisfactory by local authorities, then the deposited surety (or a portion thereof) can be refunded.

## 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](mailto:planner@martensville.ca)

Website: [www.martensville.ca](http://www.martensville.ca)

# *RELOCATION AND DEMOLITION*

**City of Martensville**  
Planning & Regulations Department



Phone: (306) 931-2166



In Martensville, no building may be relocated within or into the City or demolished without the issuance of a demolition or

relocation permit. City Council approval is required for structures being relocated into Martensville.

Both instances regard everything from residential garages to large commercial properties.

A Development Permit and Building Permit will be required for all foundations for structures relocated within or into Martensville. The cost of the Building Permit will cover the final inspection which will occur after the relocation is complete.

Please note that both demolition and relocation permits expire within six months from the date of issue. However, a permit may be renewed for an additional six months, upon written application to the City of Martensville.

## *Relocation Permit Approval*

Upon receipt of the relocation application, fee and deposit, a relocation permit can be issued when the City of Martensville is satisfied that:

- there are no building and land debts or taxes in arrears or outstanding
- a licensed building mover will undertake the relocation
- the building will be moved along a route that, if by reason of its height, is least likely to cause damage to municipal facilities
- when the building is placed on its new site and completed, it will conform with all applicable bylaws
- the architectural design of the building will not adversely affect the general design of the buildings in the neighbourhood to which the building is to be moved

Prior to review by Council, *BuildTECH Consulting & Inspections Inc.* will inspect the structure to be relocated and provide the City with an *Inspection Report*. All associated costs will be the responsibility of the applicant.

## *Demolition Permit Approval*

Upon receipt of the demolition application, fee and deposit, a permit for demolition can be issued when the City of Martensville is satisfied that:

- there are no building and land debts or taxes in arrears or outstanding

*Please see the reverse side of this brochure for information regarding the application process and fees.*

### **City of Martensville**

Planning and Regulations Department  
Box 970  
Martensville, SK  
S0K 2T0

Phone: (306) 931-3764

Fax: (306) 933-2468

Email: [planningclerk@martensville.ca](mailto:planningclerk@martensville.ca)

Website: [www.martensville.ca](http://www.martensville.ca)