

## 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.

The SAMA fee is \$20.00.

*Don't forget!* An **electrical permit** and a **plumbing permit** is required. Check out [www.tsask.ca](http://www.tsask.ca) for information.

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](mailto:planner@martensville.ca)

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

## City of Martensville

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

Phone: (306) 931-2166

Fax: (306) 933-2468

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

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