

**Building/Development Permit**  
**CITY OF MARTENSVILLE**  
**Instruction for Owners or Contractors**

1. When submitting your site plan, please include all property lot lines and dimensions, the location and size of all existing and proposed buildings and structures including separation distances, as well as; proposed interior building development or use if applicable.
2. Building Plans must conform to National Building Code as defined in *The Uniform Building and Accessibility Standards Act*. Plan drawings must be drawn to scale and in a neat and tidy professional format. Illegible or incomplete sketches will not be accepted. Two full sets of drawings must accompany the permit application. One plan will be returned to the applicant with the permit, noting any design changes required by the Building Official. Plan drawings must show all measurements in metric units.
3. You are advised that neither the granting of a permit nor the approval of the drawings and specifications nor inspection made by the City of Martensville or its authorized representative shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of the Building Bylaw and *The Uniform Building and Accessibility Standards Act*. In the sale/transfer of a property, all requirements become the responsibility of the new property owners.
4. The issuance of the Building and Development Permit does not release the applicant or owner from compliance with any other municipal or provincial bylaw, statute or regulation, including but not limited to the following:
  - a. Plumbing Permit from Saskatoon District Health Region for any plumbing additions or alterations this form is available at the City Hall.
  - b. Electrical Permit from SaskPower Corporation for any electrical system additions or alterations.
  - c. Gas Permit from SaskEnergy for any natural gas system additions or alterations.
5. No person shall erase, alter, or modify any plans or specifications upon which a building permit has been granted, or erect, alter, or move any building contrary to such plans or specifications, unless the City of Martensville has agreed in writing to such changes.
6. The City of Martensville requires all new structures with a subsurface drainage system to be constructed with a sump pump that discharges to the rear of the property. A copy of this bylaw and construction diagram is available at the City Hall or [www.martensville.ca](http://www.martensville.ca)
7. Every property owner shall permit the City of Martensville or its authorized representative, BuildTECH Services Ltd., to enter any building or premises at any reasonable time for the purpose of administering or enforcing the Building Bylaw or the Zoning Bylaw.
8. A copy of The Building Bylaw may be obtained from the City of Martensville or viewed at [www.martensville.ca](http://www.martensville.ca)
9. Notify BuildTECH Services Ltd. Within thirty (30) days of completion of the work described in the permit. Final inspections must be completed prior to occupying the property.
10. All building and development permits shall expire 12 months from the date of issue, if permits are not completed in this time frame, the City may take action to impose an interest on the property or order the work to be done.
11. It is the responsibility of the contractor to raise the curb box level with the top of the sidewalk when they are making your building connection. The City cannot turn the water on if the curb box is buried and will charge you the cost to dig it out.
12. A garbage disposal bin must be at all construction sites.
13. A telephone wire (minimum 4 wire, 22 gauge) must be run from the water meter to the front of the building for the remote water meter registry; the meter will not be installed if the wire is located elsewhere. A water meter deposit is required to be deposited at the City Hall before a water meter will be installed.
14. Any contractors must acquire business license from the City of Martensville prior to starting work. If your contractor is not properly certified through the Province of Saskatchewan or does not have the proper license, you are liable for any damages. Ensuring that you have a certified and licensed contractor is your responsibility.
15. A \$5000 surety bond will be charged for the misplacement of the driveway over the curb box connection as per the Curb Box and Attached Garage Layout within the Development and Servicing Agreement for that property. The surety bond shall be held in a city account in perpetuity for the repair of driveways damaged by the City or their representatives as a curb box or water line malfunction was repaired; and the water meter shall not be installed until the penalty has been paid to the City.
16. Please note that if construction has started without a permit being issued, cost of the building permit shall be doubled.

**Any further questions may be directed to the Development Officer at (306) 683-5564  
or BuildTECH Services at (306) 229-6916.**

## **PROCEDURE FOR WATER AND SEWER BOOKINGS**

### **Short (Property) Connections**

Contractors are to notify the Water and Sewer Clerk at City Hall (306-683-5556) at a minimum, **48 hours** prior to the installation of the short connection.

The inspection fee must be received no later than the day of the short connection installation unless prior arrangements have been made.

When the connection is complete or nearing completion, please call the Water & Sewer Foreman at 306-291-2266 for the inspection.

### **Full Connections With Tappings**

Notify the Water & Sewer Clerk a minimum of 48 hours prior to starting excavation. This allows for preparations of valve excavations, etc.

### **Water Meter Installation**

The Contractor or Plumber is to phone to set up an appointment with the Water & Sewer Clerk at City Hall (306-683-5556) **48 hours** prior to requested time for meter installation. Any time the water meter is not installed, a new appointment has to be made.

### **Raise Curb Box**

Appointment is to be made with the Water and Sewer Clerk **48 hours** prior to day required. The sooner the better as the curb box might require repair.

### **Water Turnoffs – Plumber Repair**

Appointment is to be made with the Water and Sewer Clerk at least 48 hours prior to being requested. Contact the Water and Sewer Clerk when turn on is required.

Director of Infrastructure and Planning  
City of Martensville  
(306) 931-2166  
[directorip@martensville.ca](mailto:directorip@martensville.ca)



**CITY OF MARTENSVILLE**  
**DEVELOPMENT PERMIT/BUILDING PERMIT APPLICATION**  
 This is NOT a Building Permit

<b>CLASS OF WORK</b>	New <input type="checkbox"/>	Alterations <input type="checkbox"/>	Addition <input type="checkbox"/>	Relocation <input type="checkbox"/>	<b>Permit #</b>
	Repair <input type="checkbox"/>	Demolition <input type="checkbox"/>	Removal <input type="checkbox"/>	Development <input type="checkbox"/>	

<b>PROJECT INFORMATION</b>	<b>Building Address(Including Unit #)</b>	<b>Legal Description</b>			<b>Value of Construction Excluding land Value</b>	
		Lot	Block	Plan		
	<b>Proposed Use:</b>		<b>Estimated Development Dates:</b>			
	Basement Development ( ) YES ( ) NO		Deck ( ) YES ( ) NO		Start:	Completion:
	Detached Garage ( ) YES ( ) NO		Fireplace ( ) YES ( ) NO		Property Size:	

Please list all existing structures on the site as well as area, ie. Houses, garages, shed, decks & other structures

Existing Buildings	Area

<b>APPLICANT</b>	<b>Applicant Name</b>		<b>Company Name (if applicable)</b>			
	<b>Mailing Address</b>		<b>City</b>	<b>Province</b>	<b>Postal Code</b>	
	<b>Phone Number</b>		<b>Fax</b>	<b>Email Address</b>		
	<b>Main</b>	<b>Other</b>				

<b>OWNER</b>	<b>Owner Name or Same as Applicant ( ) Yes</b>		<b>Company Name (if applicable)</b>			
	<b>Address</b>		<b>City</b>	<b>Province</b>	<b>Postal Code</b>	
	<b>Phone Number</b>		<b>Fax</b>	<b>Email Address</b>		
	<b>Main</b>	<b>Other</b>				

<b>CONTRACTOR</b>	<b>Contractor Name or Same as Applicant ( ) Yes</b>		<b>Company Name (if applicable)</b>			
	<b>Address</b>		<b>City</b>	<b>Province</b>	<b>Postal Code</b>	
	<b>Phone Number</b>		<b>Fax</b>	<b>Email Address</b>		
	<b>Main</b>	<b>Other</b>				

<b>APPLICATION INFORMATION</b>		<b>Office Use</b>	<b>Percent of Land Occupied:</b> _____
<b>Application will not be processed if site plan is not attached</b>		<b>Roll Number</b> _____	
Site Plan attached ( ) Yes		<b>Approved by Developer ( ) YES ( ) N/A</b>	
<b>2 sets of drawings must be attached or</b>		<b>Fee for Building Permit</b> \$ _____	
<b>Application will not be processed.</b>		<b>SAMA Inspection Fee</b>	<b>\$20</b>
Drawings attached ( ) Yes		<b>Fee for Development Permit</b>	<b>\$100</b>
		<b>Total amount owing</b>	<b>\$ _____</b>

I hereby agree to comply with the Building & Zoning Bylaw of the City of Martensville and acknowledge that it is my responsibility to ensure compliance with these and any other applicable bylaws, provincial acts & regulations regardless of any plan review or inspections that may or may not be carried out by the City of Martensville or its authorized representative. I agree to do all construction work solely in accordance & compliance with the information & plans provided by me in this application, & will obtain all other work permits required in conjunction with my development. I hereby declare that the above information is true and correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date