

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

1. When submitting your site plan, please include all property lot lines & dimensions, the location & size of all existing & proposed buildings & structures including separation distances, and a description of proposed interior building development or use. Some projects also require drawings such as grading & elevations, civil servicing (water, sewer, storm, etc.) or fire access, etc.
2. Building Plans must conform to National Building Code as defined in *The Construction Codes Act, 2021*. Plan drawings must be drawn to scale and in a neat and tidy professional format and show all measurements. Illegible or incomplete sketches will not be accepted. Energy Code & Commercial Code worksheets and other forms are available at www.buildtechinspections.ca.
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 Construction Codes Act, 2021*. **In the sale/transfer of a property, all requirements become the responsibility of the new property owners.** A copy of The Building Bylaw may be obtained from the City of Martensville or viewed at www.martensville.ca
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 or regulation. The applicant shall apply to The Technical Safety Authority of Saskatchewan (TSASK) for any additions or alterations to plumbing, electrical, gas (natural or propane) or elevators and lifts.
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. 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.
7. BuildTECH Services Ltd. must be notified within thirty (30) days of completion of the work described in the permit. Final inspections must be completed prior to occupying the property.
8. 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 the Sump Pump Bylaw and construction diagram is available at the City Hall or www.martensville.ca
9. 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 register an interest on the property or order the work to be done. Extensions may be granted and must be applied for in writing.
10. It is the responsibility of the contractor to raise the top of the curb stop to finished grade when the utility connection is made. The City cannot turn the water on if the curb stop is buried and will charge you the cost to dig it out.
11. Garbage must be contained at all times at all construction sites.
12. A water meter deposit is required to be deposited at the City Hall before a water meter will be installed. Any multiple unit dwellings with individual meters will require separate utility lines or be required to provide a separate heated meter room.
13. The site shall be graded to conform with the City of Martensville's Lot Grading Plan for the property. In areas where there is no alley, lots grade piles are installed to show the final grade.
14. All 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 and does not have the proper license for work in Martensville, you are liable for any damages and license fees. Ensuring that you have a certified and licensed contractor is your responsibility.
15. As per Chapter 7, Section 2.1.5 of the Design Standards Manual, a \$5000 surety bond will be charged for the misplacement of the driveway over the curb box connection as per the Development and Servicing Agreement for a property. The water meter shall not be installed until the penalty has been paid to the City.
16. It is the responsibility of the owner to confirm and abide by any easements registered against the property. Structure encroachments and hard surfacing are not permitted within any utility easement or over a utility line unless express written consent of easement holder/utility owner has been provided to the City with their building permit application. A copy of the easement agreement can be obtained through ISC (Information Services Corporation).
17. 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) 229-370-2824 or email admin@btinspections.ca**

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



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

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

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

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

Existing Buildings	Area

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

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

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

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

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