



### Town of Eston PERMIT APPLICATION

<input type="checkbox"/> Development Permit \$50 <input type="checkbox"/> Moving Permit \$60 <input type="checkbox"/> Demolition Permit \$60 <input type="checkbox"/> Building Permit (to be determined)
Contractor have a Business License: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> N/A
Estimated Project Start Date: _____ Has Project Started: _____
<b>Development Permit (New construction, additions, changes to land use)</b>  <b>(Site Plan, bird's eye view) is required (on separate paper) showing where applicable dimensions of lot, buildings/structures, lot lines, curb stops and proposed changes.</b>  In drawing, include setbacks, side 4 ft
Zoning: _____ Require zoning changes?: _____
<b>Declaration of Applicant:</b>  I, _____ of the Town of Eston in the Province of Saskatchewan solemnly declare that the above statements contained within the application are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".  I hereby agree to comply with the Building and Zoning Bylaws of the Town of Eston and acknowledge that it is my responsibility to ensure compliance with these and any other applicable bylaws, provincial acts and regulations, and federal acts and regulations regardless of any plan review or inspection that may or may not be carried out by the Town of Eston or its authorized Building inspectors. I agree to do all construction work solely in accordance and compliance with the information and plans provided by me in this application and will obtain all other work permitted required in conjunction with my project. I understand that this application does not grant me permission to begin work on this project. I hereby declare that the above information is true and correct.  Signature: _____ Date: _____

#### FEE BREAKDOWN:

Development Permit: \$ _____	Notes: _____
Mileage: \$ _____	Notes: _____
Building Permit: \$ _____	Notes: _____
Other: \$ _____	Notes: _____
Total Cost: \$ _____	
Payment Method: Cash: <input type="checkbox"/> Cheque: <input type="checkbox"/> Debit: <input type="checkbox"/> Mastercard: <input type="checkbox"/> Visa: <input type="checkbox"/> etransfer: <input type="checkbox"/>	
Date of Payment: _____ Receipt #: _____ Staff Initials: _____	



## Building, Moving, Demolition, Development Permit Information

### Questions and Information:

When in doubt, ask! The Town's Building Inspector, both Residential and Commercial Dan Knutson at Class III Building Inspection Official Services, is available to answer any questions you may have about building requirements, when permits are required, etc. He can be contacted at [deknutson@shaw.ca](mailto:deknutson@shaw.ca) (306)741-7844

### Development Permits:

Development Permits are typically required for new construction, additions, and changes in land use. The specific requirements can depend on factors such as the zoning regulations, the size and type of the proposed development, and the intended use of the land. Development permits are issued by the Municipality whereas a building permit is issued by a building inspector.

### Applying:

- Supporting documentation is required for all building projects. A checklist of what is required for your particular project can be found at [www.eston.ca/ecdev/permits](http://www.eston.ca/ecdev/permits). Most permits require a minimum of a site plan and floor plan including dimensions and material type. Could someone look at your information and complete the project? Use that as a mental check when completing your application.
- The general application process checklist is as follows:

Done	
	Permit Application is received, including supporting documentation and fees.
	The permit is presented to Town Council for approval.
	The permit is sent to the building inspector for review and approval.
	Once both approvals are received, the Town Office issues the building permit.
	Once the approved permit is received by the owner, the project can commence.

- Turnaround time for applications is dependent on all required information being received and the schedule of council meetings, but typically takes an average of two weeks.
- Any omissions or missing information may cause delays in the processing of a permit application.
- Value of construction may be adjusted by the Building Inspector based on appropriate and fair measures such as the owner's stated value, general contractors awarded bid value and industry standard pricing.
- If desired, an owner can appoint another party or contractor to act on his/her behalf.

### Planning:

- Permits expire if work has not commenced within six months of issuing or if work ceases for a period of six months or greater. Should the permit expire, a new application and related fees are required.
- New structures with a side yard of less than 8 feet require a 45 minute fire resistance rating and cannot contain any side windows. Contact inspector for more details.
- It is the owner's responsibility to ensure all conditions outlined are met.
- All contractors that do not own commercial property in the Town of Eston are required to purchase a business license before undertaking any contract work.
- Any deviation, omission or revision to the approved application requires approval of Town Council and the Building Inspector.
- Separate permits are required for electrical, plumbing and natural gas work. Contact your contractor for details.

### Examples of projects that typically do or do not require building permits:

Permit Required	No Permit Required
New structures	Fencing or landscaping
Demolishing an assessable structure	Shingling or siding
Moving an assessable structure in or out of Town	Windows or doors (unless the opening size is changing)
Retaining walls	Drywall replacement
Basement developments	Flat concrete work (driveways, sidewalks, patios)
Decks or patios more than 1 foot from ground	Flooring or cabinets
Significant change in use or occupancy	Structures less than 100 square feet
Steps over 24"high (2 feet)	
Sea cans	