

## Request for Service

Form#  
2010-000

Municipality Information	Municipality	Date	Phone Number (306)-672-7543
	Contact Person	Address	Fax Number

Project Information	Building Address	Legal Description: Lot _____ Block _____ Plan _____	Value of Construction
	Work Description (House, garage, deck, shed, etc)	Building Existing use ( If Occupancy type is changing )	

Owner Information	Contact Name		Company Name	
	Address	City	Province	Postal Code
	Phone Number	Fax Number	Email	

Contractor Information	Contact Name		Company Name	
	Address	City	Province	Postal Code
	Phone Number	Fax Number	Email	

### I DO HEREBY DECLARE:

That the issuance of a building permit does not relieve the owner and authorized agents from complying with the requirements of the National Building Code of Canada 1995 or 2005 whichever is in force at the time of permit being issued, as amended and within the scope of the Uniform Building and Accessibility Standards Act.

That the submission of this application does not give permission to begin work on this project.

I certify that I have read and agree to abide by the conditions above, and that all information contained within this application is correct.

Applicant Signature

Date Application

Received By Date (for office use)



# Covered Deck Worksheet

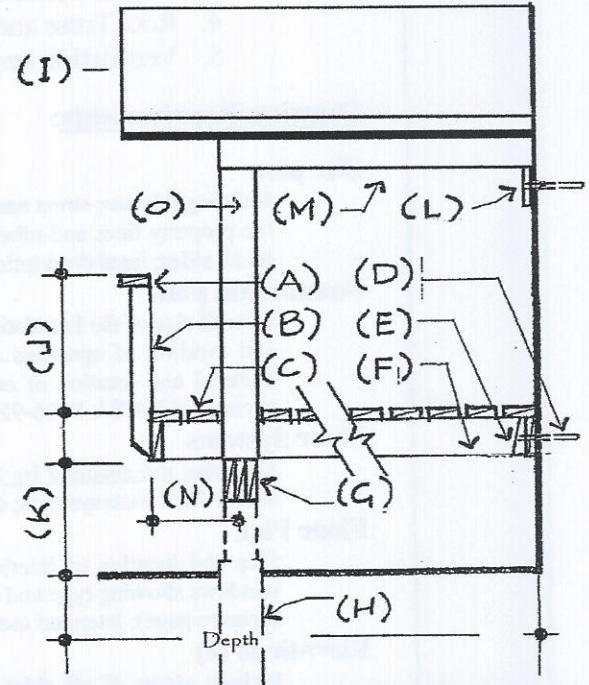
Form#  
2010-040

Information	Name	
	Address	
	Phone#	
	Email	

SIZE	Deck A	Width		Depth	
	Deck B	Width		Depth	
	Deck C	Width		Depth	

## NOTES:

- If your deck has multiple sizes and/or levels provide detailed drawings.
- Beams must be nailed together, set on top of the posts & secured with a metal bracket
- Decks Greater than 24" from ground and greater than 32 sq. ft. require Piles or Piers (H)
- Piles for decks supporting a roof be 12" x 12"



Area	Item	Description (fill in below)
A	Railing Type: e.g.: Spindle, Glass, Metal:	
B	Spacing between Balusters or edge of glass:	Maximum spacing 4" (100mm) on center
J	Railing Height: 36", if > 6' above ground 42":	
C	Decking Type: e.g.: 2x6, 5/4 treated, Vinyl:	
D	Anchorage to the house or foundation:	Require 1/2" Bolts or lags 32" on center or better
E	Joist hangers: Are Required:	Unless joists have 1 1/2 solid bearing below
F	Joist Type: e.g. 2x6, 2x8 2x10, Spruce or Fir:	
G(deck)	Beam Type: e.g. 2x6, 2x8 2x10, Spruce or Fir:	
G(deck)	Beam Plies: 2-ply, 3-ply 1-ply not allowed:	
M(roof)	Beam Type: e.g. 2x6, 2x8 2x10, Spruce or Fir:	
M(roof)	Beam Plies: 2-ply, 3-ply 1-ply not allowed:	
L	Attachment of roof to the Existing house:	
N	Maximum Cantilever: Joists and Beams:	
O	Post type(minimum post size is 6x6 for roof):	
O	Spacing between Posts: e.g. 8'0":	
K	Height bottom of joists to the ground:	
H	PIERS: Pier Type: e.g. 12" Concrete:	
H	PIERS: Depth of Pier: minimum 48":	
H	PIERS: Pad Size: :e.g. 24x24x6":	
H	PILES: Pile size and depth (see note below):	
H	PILES: Screw Piles: Type, Depth and Brand:	
I	Roof System: e.g. Roof Trusses 24" o/c:	
I	Rafters: Type, Size, Spacing e.g. 2x4@24"o/c:	



# Deck Worksheet

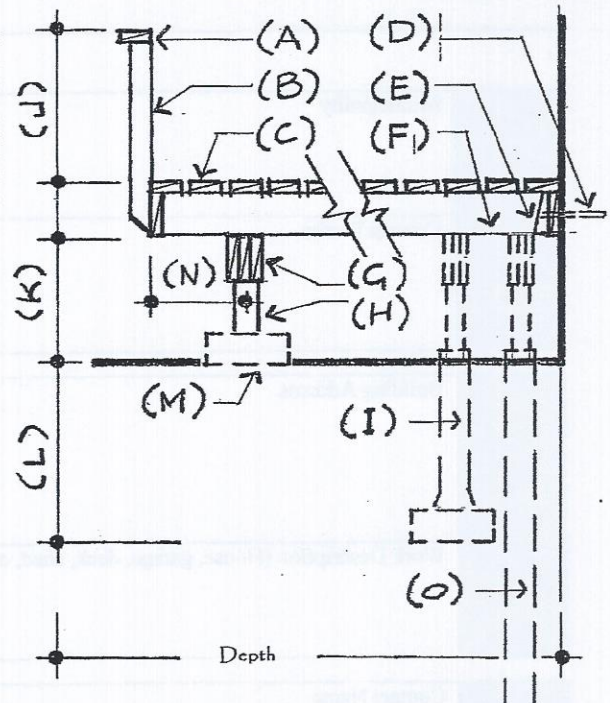
Form#  
2010-041

Information	Name	
	Address	
	Phone#	
	Email	

SIZE	Deck A	Width		Depth	
	Deck B	Width		Depth	
	Deck C	Width		Depth	

## NOTES:

- Decks greater than 24" off ground and/or greater than 32 sq. ft. must have piles or piers.
- Piles for decks under 100 sq. ft. must be 8" x 8" over 100 sq. ft. 12" x 12"
- If your deck has multiple sizes and/or levels provide detailed drawings.
- Beams must be nailed together, set on top of the posts & secured with a metal bracket
- Piers must be a minimum of 48" deep and have a pad



Deck Details	Area	Item	Description (fill in below)
	A	Railing Type: e.g.: Spindle, Glass, Metal:	
	B	Spacing between Balusters or edge of glass:	Maximum spacing 4" (100mm) on center
	J	Railing Height: 36", if >6' above ground 42":	
	C	Decking Type: e.g.: 2x6, 5/4 treated, Vinyl,:	
	D	Anchorage to the house or foundation:	Require 1/2" Bolts or lags 32" on center or better
	E	Joist hangers: Are Required:	Unless joists have 1 1/2 solid bearing below
	F	Joist Type: e.g. 2x6, 2x8 2x10, Spruce or Fir:	
	G	Beam Type: e.g. 2x6, 2x8 2x10, Spruce or Fir:	
	G	Beam Plies: 2-ply, 3-ply 1-ply not allowed:	
	N	Cantilever length: Joists and Beams:	Maximum: 2x6-12"; 2x8-16"; 2x10-24"
	H	Post type, Size, Type e.g. 6"x6" Treated:	
	H	Spacing between Posts: e.g. 8'0":	
	K	Height bottom of joists to the ground:	
	I	PIERS: Pier Type: e.g. 12" Concrete:	
	L	PIERS: Depth of Pier: minimum 48":	
	M (I)	Pad Size: Ground Level or Piers:	
	O	PILES: Pile size and depth (see note above):	
	O	PILES: Screw Piles: Type, Depth and Brand:	



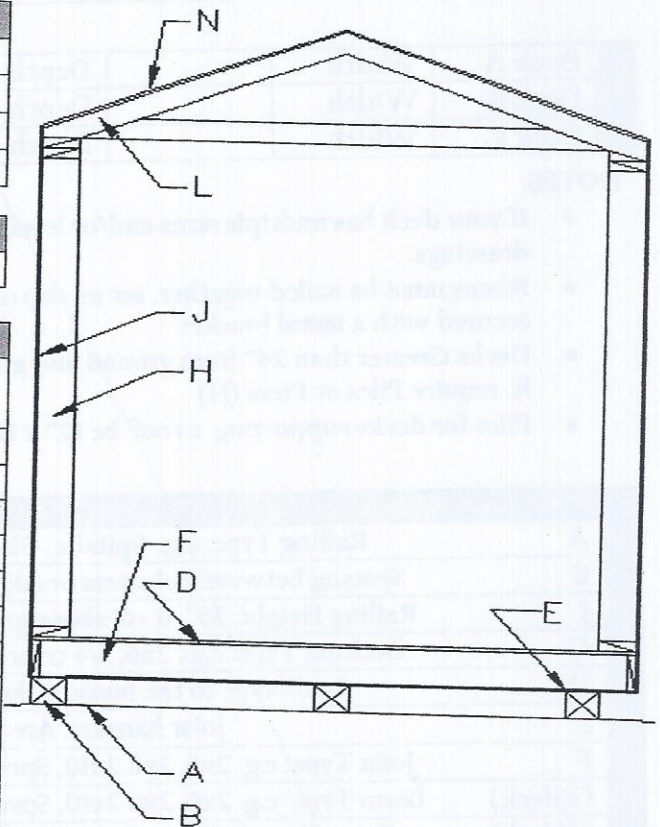
# Shed Worksheet

Form#  
 2010-042

Information	
Name	
Address	
Phone#	
Email	

Shed Size			
Width		Length	

Shed Decking Spans			
Type	Thickness /orientation	Skid Spacing (in) on-center	Cantilever (inches)
Ply or OSB	5/8"	16"	0"
Ply or OSB	3/4	24"	0"
2x4	On Flat	32"	0"
2x4-16" o/c	On Edge	72"	0"
2x6	On Flat	32"	12"
2x6-16" o/c	On Edge	9'4"	12"
2x8	Of Flat	48"	0"
2x8-16" o/c	On Edge	12'4"	16"
2x8-24" o/c	On Edge	10'9"	16"
2x10	On Flat	48"	0"
2x10 16" o/c	On Edge	14'6"	24"
2x10-24" o/c	On Edge	13'6"	24"



Shed Details (see picture above): Fill in all blank spaces

A	Gravel Base sloped	Shed must have a sloped gravel base
B	Type of skids e.g. 6x6, 4x4	
C	Number of Treated Skids	
Note	All wood material that is not treated must be 6" from ground	
D	Plywood or decking type and thickness	
E	Joist cantilever distance from edge of skids	
F	Joist Type: e.g. 2x6, 2x8 2x10, Spruce or Fir	
G	Joist Spacing: 16", 24"	
H	Wall Type: e.g. 2x4, prebuilt truss	
I	Stud or Truss spacing	
J	Wall Sheathing type	
K	Size and plies: Lintels above openings	
L	Roof rafter size if not trusses e.g. 2x4, 2x6	
Note	Rafters must be shaped, have a gusset plate at top and ceiling joist to hold the walls in. They must meet all requirements of NBC 9.23.13 "Roof and Ceiling Framing"	
N	Type of Roofing material	
O	Type of membrane (tar paper) and siding	



# Mobile Home Worksheet

From#:  
 2010-043

CSA #: \_\_\_\_\_ NAME: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

Foundation: You must check one below and fill in the blanks

Wood Cribs ☐

Wood Footing Pad Size \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ (width x height x depth all in inches) \* Must be completely treated

Wood Cribbing \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ (width x height x depth all in inches) \* Must be treated min. 6" up

Piers ☐

Concrete Footing Pad Size \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ (width x height x depth all in inches)

Column Size on Footing \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ (diameter x depth)

Piles ☐

Concrete Pile size \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ (width x height x depth all in inches)

Screw Piles Yes ☐

- Include engineers design along with stamped drawings with application for all Piers and Screw Piles

## Anchorage

Type \_\_\_\_\_ Spacing \_\_\_\_\_ Min spacing 40' each side

## Soil Type

Sand ☐ Clay ☐ Gravel ☐ Other ☐ (if other type): \_\_\_\_\_

## Additions:

Porch ☐ Decks ☐ Garage ☐ Other ☐ (if other type): \_\_\_\_\_

- Include worksheets for the above (garages cannot be attached unless engineered)

## Skirting

Vinyl ☐ Treated Wood ☐ Metal ☐ Other ☐ (if other type): \_\_\_\_\_

## Check list

All trees, grass and vegetation will be removed  
 Gravel Base will be installed  
 Top of all supports will have brace to prevent sliding  
 Unit will be anchored, max spacing 40'  
 Skirting has ventilation on all sides  
 Cribbing if used will have footing below  
 If Piles are used engineer design will be completed

☐ Poly Ground Cover will be Installed Must be rated CSGB  
☐ Site will be is graded 2% slope under home to shed water  
☐ Home will have 24" of clearance  
☐ Skirting if not vinyl or metal will be treated  
☐ Skirting can move up and down if needed  
☐ Piers if used will have footing below frost  
☐ If screw piles are used engineer design will be complete

- Forward this worksheet completed along with your application



# Additions Worksheet

From#:  
 2010-044

Information	
Name	
Address	
Phone#	
Email	

1. Review all items on this page including the crawl space requirements.
2. Provide a drawing /site plan on Page 2.
  - You may provide extra or larger drawings if required.
  - If you are adding an opening from the new to the old include the size and description of the support for the old roof section
  - Ledgers supporting trusses must be bolted with ½" bolts or lags
  - Window and door sizes are required on the plan
3. Complete the cross section detail Page 3.
  - You may need information from your builder or material supplier
  - You cannot build your own trusses
  - Rafter framing is allowed if it meets NBC 9.23.13 "Roof and Ceiling Framing"
4. Choose and check off the foundation you are using. Three foundations are shown.
  - Slab on grade foundations are not allowed unless engineered
  - All foundations must be below frost unless engineered
  - Some foundations may not be approved for large additions unless engineered
  - You may provide a drawing showing other foundations they will be reviewed to the current NBC.
  - ICF (insulated Concrete Forms) must meet the requirements in 9.15.4 "Foundation walls" for rebar, top and bottom lateral support and designs" a ICF worksheet will be provided with your plan review.
5. No work can commence until you have received your plan review

## Heated Crawl Space Check list (This applies to all heated spaces below a floor system)

Space must be heated to 15 degrees year round	One heat vent for every 80 M <sup>2</sup> (861 sq. ft.)
Walls Required to be Insulated	Insulation Requires a vapour Barrier
Must be ventilated with house system	Have a 6mil rated ground cover
Ground cover must be sealed all edges	Ground cover must be weight down e.g.: 2"Sand Cover

## Unheated Crawl Space Check list (This applies to all unheated spaces below a floor system)

Floors Required to be Insulated if heated above	Install Vapour Barrier on warm (house side) of floor
Must be ventilated with exterior vents all sides	Have a rated ground cover or concrete skim coat
Ground cover must be sealed all edges	Ground cover must be weight down e.g.: 2"Sand Cover

NOTE: All ICF Walls must be covered if there is: a source of combustion, a furnace, a water heater, over 6' or used for storage or any other purpose. This can be drywall, Plywood, Osb or other approved material.



# Cross Section and Foundation: Proposed Addition

Complete all details of the cross section

\_\_\_\_\_ ROOFING MATERIAL  
" SHEATHING, TYPE: \_\_\_\_\_

12" \_\_\_\_\_ ROOF SLOPE

INSULATION # OF \_\_\_\_\_ VENT ROOF AREA 1/300 OF BUILDING SQ. FT.

INSULATION BAFLE

TRUSS MANUFACTURE PROVIDE DESIGNS  
RAFTERS (if not trusses): Size \_\_\_\_\_ Spacing \_\_\_\_\_ Length \_\_\_\_\_

UNDERLAMENT 2 x \_\_\_\_\_ TOP PLATE

2 x \_\_\_\_\_ FASCIA BOARD

ALUMINUM FACIA AND VENTED SOFFIT

2 x \_\_\_\_\_ STUDS @ \_\_\_\_\_" O.C.

1/2" GYPSUM BOARD

VAPOR BARRIER EXTERIOR WALLS MUST BE 6-MIL CGSB RATED POLY

SIZE AND TYPE OF \_\_\_\_\_ SUPPORT OVER ENTRY INTO NEW ADDITION FROM OLD

" R. \_\_\_\_\_ BATT INSULATION

" SHEATHING W/ \_\_\_\_\_ LB. FELT

UNDER SIDING \_\_\_\_\_ SIDING TYPE \_\_\_\_\_

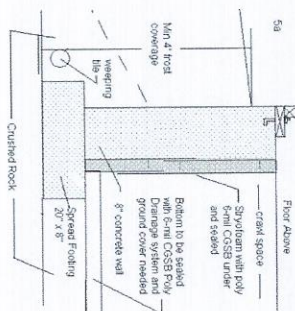
CHOOSE FOUNDATION DETAILS NEXT PAGE

IF INSULATING R. \_\_\_\_\_ INSULATION

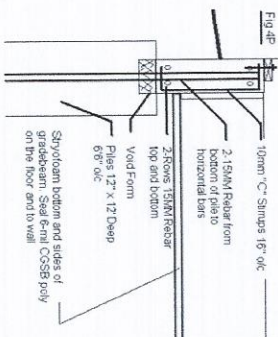
2 x \_\_\_\_\_ JOISTS \_\_\_\_\_" O.C. WITH \_\_\_\_\_" PLYWOOD OR OSB GLUED AND NAILED

FINISH GRADE SLOPE AWAY FROM FOUNDATION MIN. 5% FOR A MIN. OF 10'-0"

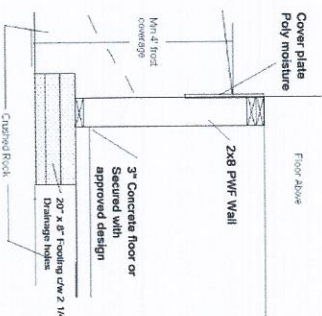
Choose a Foundation Type: (Check one below)



Standard Foundation: ☐ or ICF ☐  
Minimum 48" into ground  
8" concrete wall with 2 rows of rebar top and bottom.  
ICF to NBC 9.15.4 "Foundation Walls"  
Standard footing 20" x 8" (or provide details) with 2 rows 10mm rebar  
Include weeping tile and dampproofing  
Sill plate bolted 1/2" bolts at 8' o/c



Piles and grade beam: ☐  
24" concrete grade beam with 2 rows of rebar top and bottom stirrups at 16" o/c  
12" x 12" Deep Piles 2-rows 15mm rebar into the pile tied to the beam, void form, piles maximum spacing 6'-6" on-center  
Include weeping tile and dampproofing  
Sill plate bolted 1/2" bolts at 8' o/c



PWF Foundation: ☐  
Minimum 48" into ground  
8" PWF wall with moisture barrier  
Standard footing 20" x 8" (or provide details) with 2 rows 10mm rebar  
Include Drain holes in footing  
Meets S406-92 "Construction of Preserved Wood Foundations"

OTHER

- Approved Engineered Design ☐
- Provide designs ☐
  - Other Approved Design ☐
  - Provide drawings ☐



# Site Plan/Plan View: Proposed Addition

Draw your proposed addition with all dimensions to property lines and to any buildings on the lot. The size of the new and the existing home.

Back Lane

Rear Yard

Provide the size and the use of all rooms

Dimension

Provide the size and shape of The existing house

House

Front Yard

Any Avenue

Front Yard

Your Drawing here

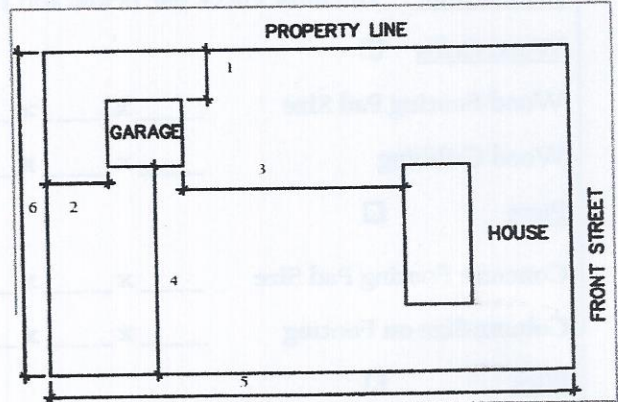
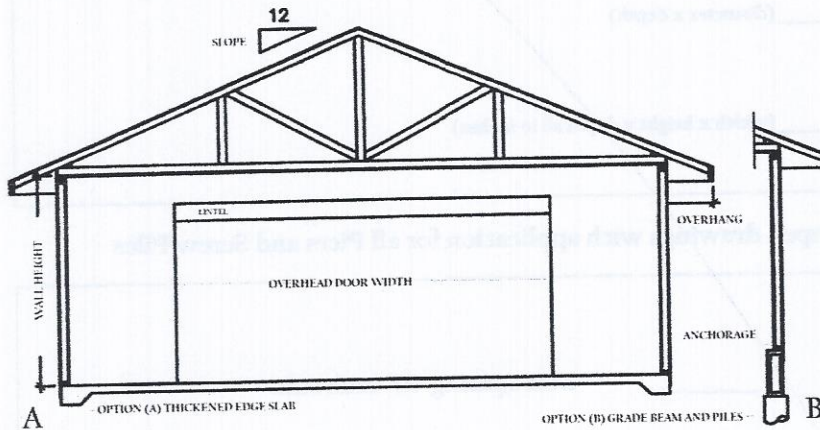


# Detached Garage Worksheet

Form#  
2010-045

Information	Name	
	Address	
	Phone#	
	Email	

Garage Size	Width		Length	
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#	Distance garage to:	Feet
1	RH Side Yard	
2	Back or Alley	
3	House or Front	
4	LH Side Yard	
5	Lot Depth	
6	Lot Width	

Area	Item	Description (fill in below)
Roof	Roof Sheathing type and thickness :	
Roof	Spacing of roof trusses:	
Roof	Width of overhang:	
Roof	Type of roofing, e.g. Asphalt, metal,:	
Wall	Height of walls:	
Wall	Type of studs and spacing e.g. 2x4 @ 24" o/c:	
Wall	Type and thickness wall sheathing:	
Wall	Type of membrane e.g. tar paper, tyvec:	
Wall	Type of siding:	
Foundation	Type of wall anchors (min 1/2" @ 8' o/c):	
Foundation	Thickness of interior slab:	
Foundation	Type of sub base; e.g. Gravel, rushed rock:	
Foundation	Rebar in slab size and spacing e.g. 10mm @ 24":	
Foundation	Thickened Edge Slab thickness and width :	
Foundation	Rebar in Edge, size and rows:	
Foundation	Grade Beam Size (minimum 8" x 24"):	
Foundation	Pile size and spacing minimum 12" x12' @ 6'6":	
Door	Overhead doors note each, type and size :	
Door	Lintel above door type, size and plies:	
Door	Are the trusses supported on the lintel:	

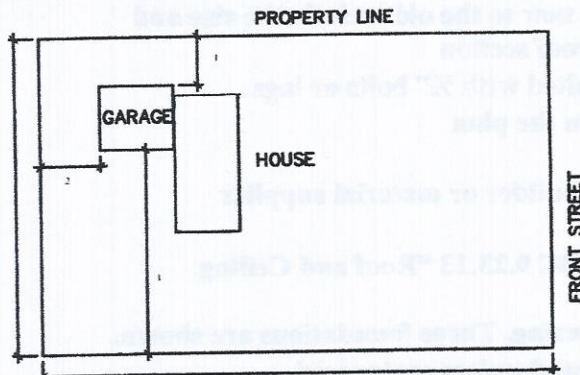


# Attached Garage Worksheet

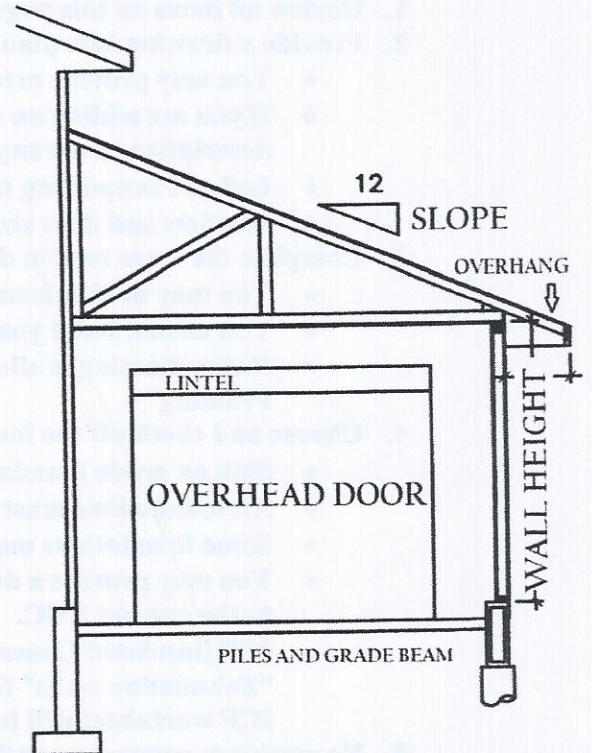
Form#  
2010-046

Information	Name	
	Address	
	Phone#	
	Email	

Garage Size	Width		Length	
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SITE PLAN	#	Distance from garage to:	Feet
	1	RH Side Yard	
	2	Back or Alley	
	3	LH Side Yard	
	5	Lot Depth	
	6	Lot Width	



Garage Details	Area	Item	Description (fill in below)
	Roof	Roof Sheathing type and thickness :	
	Roof	Spacing of roof trusses:	
	Roof	Width of overhang:	
	Roof	Type of roofing, e.g. Asphalt, metal,:	
	Wall	Height of walls:	
	Wall	Type of studs and spacing e.g. 2x4 @ 24" o/c:	
	Wall	Type and thickness wall sheathing:	
	Wall	Type of membrane e.g. tar paper, tyvec:	
	Wall	Type of siding:	
	Foundation	Type of wall anchors (min 1/2" @ 8' o/c):	
	Foundation	Thickness of interior slab:	
	Foundation	Type of sub base; e.g. Gravel, rushed rock:	
	Foundation	Rebar in slab size and spacing e.g. 10mm @ 24":	
	Foundation	Grade Beam Size (minimum 8" x 24"):	
	Foundation	Rebar in grade beam :	
	Foundation	Pile size and spacing minimum 12" x 12' @ 6'6":	
	Foundation	Rebar in pile:	
	Door	Overhead doors note each, type and size :	
	Door	Lintel above door type, size and plies:	
	Door	Are the trusses supported on the lintel:	



# Carport Worksheet

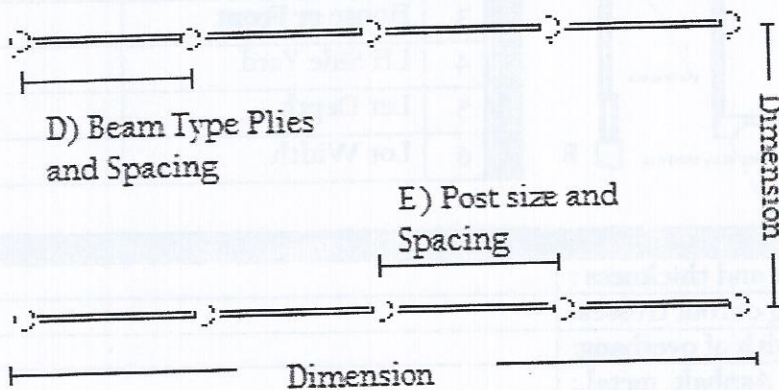
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2010-047

## Information

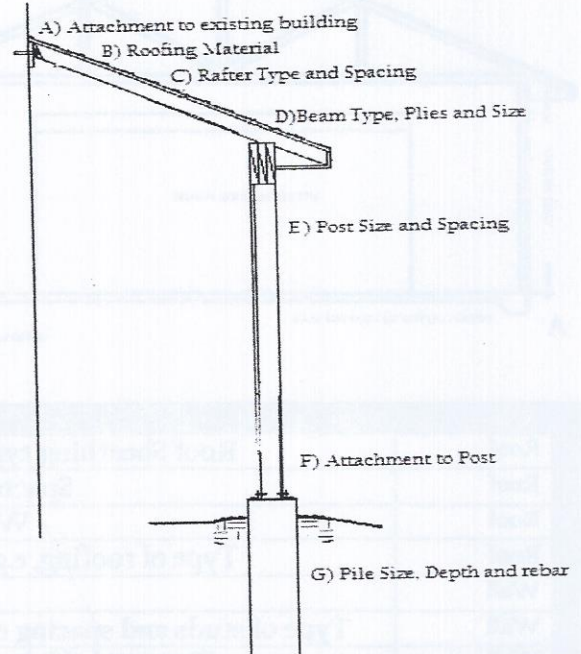
Name	
Address	
Phone#	
Email	

## General Information

Size of the Carport	Width	Depth	
Lean-two type against other building	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Standalone post and beam 2-sides	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



## Carport Details



## CARPORT DETAILS (see picture above): FILL IN ALL BLANK SPACES

Letter	Item	Description
A	Type of Attachment to existing building	
B	Type of Roofing Material	
C	Rafter type, size and spacing	
D	Beam Type, Plies and Spacing	
E	Post type, size and spacing	
F	Type of Anchorage: post to pile or pier	
Foundation Options: Piers, Piles, or Screw Piles (screw piles require an engineered design)		
G	Pier Type: e.g. 12" Concrete	
G	Depth of Pier: minimum 48"	
G	Pad Size: :e.g. 24x24x6"	
Note	Piers must have a pad and be a minimum of 48" into the ground. ( Bell piers are allowed )	
G	Pile size and depth (see note below)	
Note	Piles must be a minimum of 12" round x 12' deep	
G	Screw Piles: Type, Depth and Brand	
Note	Screw Piles require and engineers design and a torque report when installed	