



177 1<sup>st</sup> Avenue NE  
 PO Box 340  
 Swift Current SK S9H 3W1

306-778-2714  
 bldg@swiftcurrent.ca

# Building Permit Application Cover Page

**This is NOT a Building Permit**

**BP2024**\_\_\_\_\_

Please read the terms and conditions on the second page of this application. Return the completed application package in person, by email, or by mail. Please contact the Building Department if digital files are too large to email.

<b>PROJECT INFORMATION</b>	Building Address		Legal Description	
	Type of work:			
	<input type="checkbox"/> New construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Bsmt Development	<input type="checkbox"/> Secondary Suite
	<input type="checkbox"/> Alteration	<input type="checkbox"/> Accessory	<input type="checkbox"/> Factory Built Home	
	Total Bldg Footprint:	Description of work and intended use of building:		
	Fndn Area:			
Main Floor Area: (living space)				
2 <sup>nd</sup> Floor Area:				
Garage Area:				
<b>OWNER</b>	Contact Name/Corporate Name		email	
	Mailing address			
	Day phone		Fax (optional)	
	<b>SIGNATURE of REGISTERED OWNER</b> Authorizing building at above noted property:		X	
<b>APPLICANT</b>	Contact Name/Corporate Name		email	
	Mailing address			
	Day phone		Fax (optional)	
<b>APPLICATION CHECKLIST</b>	<b>All projects</b> (please check which ones are included with application)			
	<input type="checkbox"/> Fire Safety Management Plan (NBC Part 8 compliance)	<input type="checkbox"/> Flood modelling (as required by zoning)		
	<input type="checkbox"/> <a href="#">Contractor List</a>	<input type="checkbox"/> Demolition/Removal/Moving		
	<input type="checkbox"/> Site/grading Plans	<input type="checkbox"/> Travel route approval (issued by Public Works Dept)		
	<input type="checkbox"/> Applicable Plans (refer to master check list)	<input type="checkbox"/> Waste Declaration (demolition projects)		
	<b>One &amp; Family Dwellings</b> (please check which are included with application)			
	<input type="checkbox"/> <a href="#">Residential Zoning Check</a>	<input type="checkbox"/> <a href="#">Residential Mechanical Ventilation Design Summary</a>		
	<input type="checkbox"/> Inspection Reports (Factory-built dwellings)	<input type="checkbox"/> <a href="#">Heat Loss Calculations</a>		
	<input type="checkbox"/> <a href="#">SFI Declaration</a>	<input type="checkbox"/> <a href="#">NBC 9.36 Energy Efficiency Compliance</a>		
	<b>Multi-family Residential (&gt;2 unit), Commercial, Industrial, Institutional Projects</b> (please check which are included)			
<input type="checkbox"/> Development Permit Approval	<input type="checkbox"/> NECB Performance Path Report			
<input type="checkbox"/> NECB Project Summary	<input type="checkbox"/> <a href="#">Commitment for Field Review</a> (Indicate qty attached)			
<input type="checkbox"/> NECB Prescriptive Path Report	<input type="checkbox"/> <a href="#">Commercial Cooking Equipment</a>			
<input type="checkbox"/> NECB Trade-off Path Report	<input type="checkbox"/> <a href="#">Underground Tank Installations</a>			
<b>PERMIT FEE</b>	Value of Construction:		Permit Fee:	
	Payment Method:		Admin Use Only	
	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Debit	<input type="checkbox"/> Cash	<input type="checkbox"/> Chq
	At this time, credit card payments are only accepted by phone. Upon receipt of your application, you will be contacted by telephone for your card information. The City of Swift Current does not hold this information on its files.			
Name of Card Holder		Phone		

APPLICATION TERMS AND CONDITIONS

1. Inspections are required for all permits as detailed in the permit instructions for the project. It is the applicant's responsibility to request inspections. Contact 306-778-2714 or [bldg@swiftcurrent.ca](mailto:bldg@swiftcurrent.ca) to book an inspection time. Please allow at least two working days notice when scheduling your inspections.
2. Permits will be deemed expired if:
  - a. Work does not commence within 180 days of permit issuance, or
  - b. Work is suspended or abandoned for a period of 180 days, or
  - c. Work is not completed within the time period set forth in the permit conditions. One-time permit extensions may be granted where applicable upon written request.
3. This permit is only applicable to the work detailed in the Description of Work and all other work carried out that is not listed on the issued permit will be deemed in non-compliance with the City of Swift Current Building Bylaw.
4. The permit holder has the right to cancel the permit before construction commences. There are no refunds on permit fees once the permit is processed.
5. The permit holder is responsible to notify the issuer:
  - a. When excavation commences; and
  - b. If there is a change of ownership from the owner as stated on the permit application.
6. The permit issuer has the right to cancel the permit if it found that the permit was issued in error due to incorrect or insufficient information in respect to the permit.
7. No person shall deviate or authorize a deviation from an issued permit, without first obtaining the written permission of the permit issuer.
8. The permit holder will ensure that the construction site is identified.
9. The permitted work requires the approval of a Building Official before any part of the building or system is covered or concealed. If required by a Building Official, the owner shall uncover and replace at the owner's expense.
10. Occupancy Permits will not be issued without satisfactory reports such as but not limited to: electrical inspections, gas inspection, public health, fire protective services.

Permit fee calculations are based on value of construction established in City of Swift Current Building Bylaw No. 7-2010 Article 5.5. and based on value of construction being labour and materials. The local authority may estimate the value of construction for the work described in the application for the purpose of evaluating a permit fee based on established construction costs, owner's statement of costs, or constructor's contract values, or similar method selected by the local authority. **Minimum permit fee of \$30.00 applies.**

First \$100,000.00 value of construction: \$5.00 per \$1,000.00	5 x	=
Value of construction over \$100,000.00: \$4.00 per \$1,000.00	4 x	=
Demolition/moving: \$50.00		
<b>Total</b>		

SIGNATURE BLOCK

**Subject to The Construction Codes Act, Subsection 6(1), I understand that "the owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, added to, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with construction standards". I acknowledge and state that the information contained is correct and agree to comply with all City of Swift Current and/or provincial regulations regarding building and occupancy. This issuance of a building permit does not relieve the owner and/or authorized agents from complying with the requirement of the National Building Code of Canada as adopted and amended by The Building Code Regulations. I acknowledge that the submission of this application does not give permission to begin work on this project.**

Signature:	Date:
Applicant Name:	Owner      Authorized Agent

Information collected on this form is used to administer City of Swift Current bylaws and applicable provincial regulations and is protected by the privacy provision of The Local Authority Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use, and/or disclosure of your personal information in this process, please contact the City Clerk for the City of Swift Current



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# Contractor List

To Accompany Building Permit Application

**BP2024**\_\_\_\_\_

No business/person shall within the City carry on any activity, unless such business/person holds a valid and subsisting license to do so issued pursuant to the provisions of the City of Swift Current [Licensing Bylaw](#) (Bylaw No. 2-1997). Please use as many pages as required.

<b>GENERAL</b>	Company name:	Contact:
	Mailing address:	Email:
	City/Prov/PC:	Business Licence #
	Phone:	Type of work performed:
<b>SUB-CONTRACTOR</b>	Company name:	Contact:
	Mailing address:	Email:
	City/Prov/PC:	Business Licence #
	Phone:	Type of work performed:
<b>SUB-CONTRACTOR</b>	Company name:	Contact:
	Mailing address:	Email:
	City/Prov/PC:	Business Licence #
	Phone:	Type of work performed:
<b>SUB-CONTRACTOR</b>	Company name:	Contact:
	Mailing address:	Email:
	City/Prov/PC:	Business Licence #
	Phone:	Type of work performed:
<b>SUB-CONTRACTOR</b>	Company name:	Contact:
	Mailing address:	Email:
	City/Prov/PC:	Business Licence #
	Phone:	Type of work performed:
<b>SUB-CONTRACTOR</b>	Company name:	Contact:
	Mailing address:	Email:
	City/Prov/PC:	Business Licence #
	Phone:	Type of work performed:

Large grid area for drawing or notes.

BUILDING PERMIT #

ROLL #

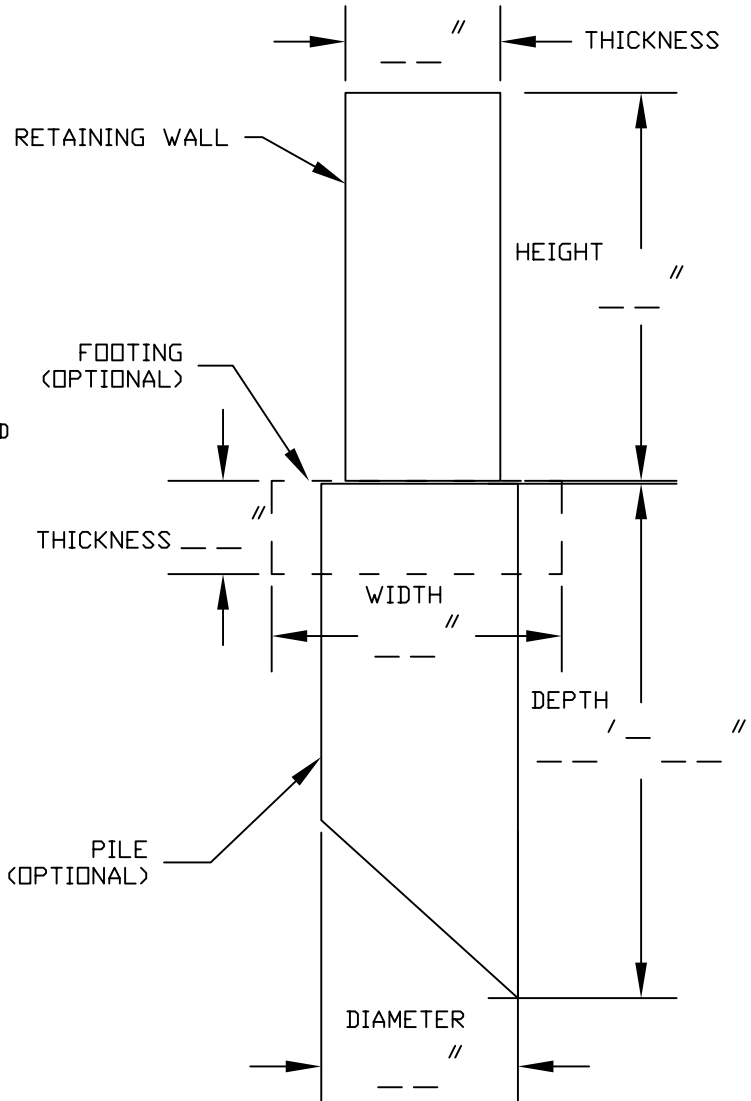
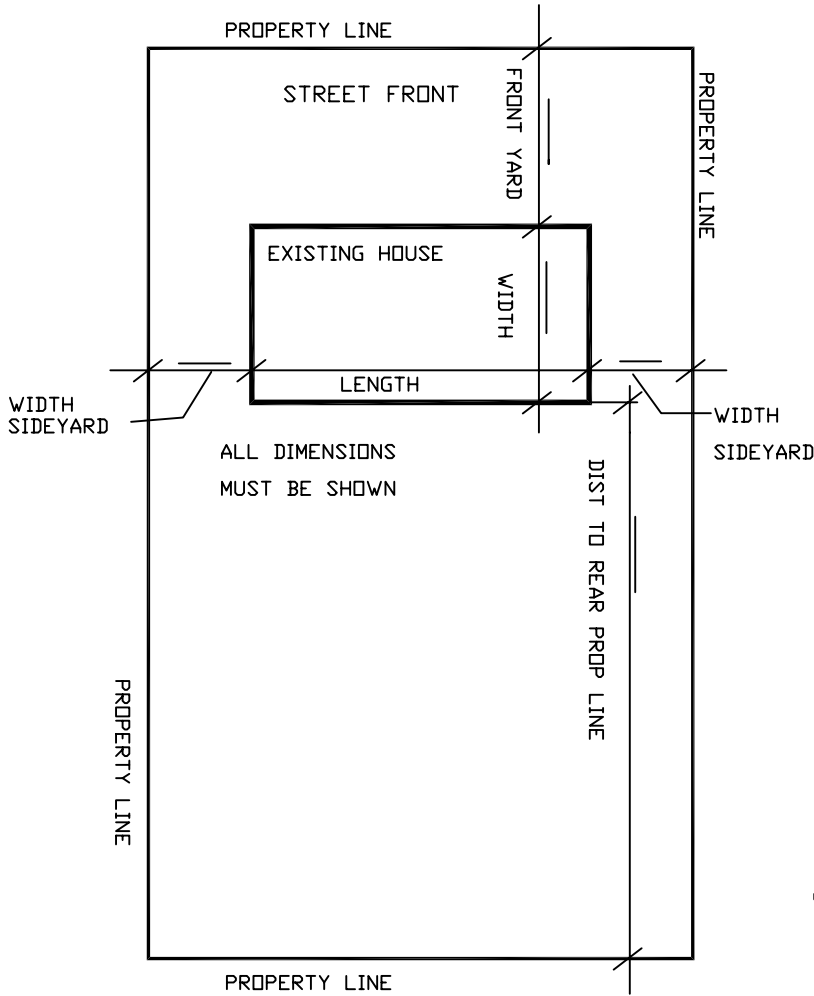


OWNER NAME  
CIVIC ADDRESS  
LEGAL ADDRESS LOT/BLK/PLAN  
DATE  
SCALE

PAGE

APPLICATION TO BUILD A RETAINING WALL

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_  
 PLAN: \_\_\_\_\_



DRAW RETAINING WALL SHOWING DISTANCES FROM PROPERTY LINES AND HOUSE  
 SHOW OTHER EXISTING BUILDINGS AND DIMENSIONS AS WELL  
 SHOW PILE LOCATIONS WITH X AND GIVE SPACING DISTANCE

DON'T WRITE IN SHADED AREA

VALUE OF CONSTRUCTION \$ \_\_\_\_\_  
 DATE RECEIVED: \_\_\_\_\_  
 BY: \_\_\_\_\_  
 PERMIT NUMBER \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_

