

# TOWN OF HAGUE

## GUIDELINES FOR PERMIT APPLICATION

Town of Hague Building Inspector:  
Dale Wagner  
Home #: 306-225-2265  
Cell #: 306-241-4741

- Fill all part of the permit application including the date and signature. Remember that it is a legal document and you may be delaying your construction.
- Provide the name of the general contractor with contact information.
- Provide your email address if you have one for faster approval and access of plan review.
- Provide accurate value of construction as it could affect insurance claims and has no bearing on permit fees in the case of residences, garages, decks or basement development.
- Submit 2 sets of drawings with your application and ensure that you build according to the drawings. You could face a stop work order and suffer delays and added costs for having to hire a Professional Engineer if you deviate from original plans. (Example: When the drawing call for a concrete foundation and you build a wood foundation or change from a wood beam to a steel one.)
- Plans need to be provided by a draftsman, engineer or architect for all construction except where forms are provided for garages, decks or basement development from the municipal office. Permits will not be approved in any other manner. Hand drawn plans will not be accepted.
- When constructing a Preserved wood foundation you must have the standard or build according to an engineered design. You must contact the company designing the joists to let them know it is a wood foundation as the design is different for the joists. Failure to do this will cause you to wait for new joists.
- Submit the mechanical ventilation form if it was provided to you from the municipality. (This can be provided after approval of permit once you have decided on a mechanical contractor.)
- Submit the shop and layout drawings for all engineered joists, truss and beams. These can be provided after permit approval but before framing inspection.
- Submit a site plan and follow it. Remember that distance to property lines and other buildings are addressed in the National Building Code and may be different than what is allowed in a zoning bylaw. Ask your building official for clarification.

## FINAL INSPECTION CHECK LIST:

### INTERIOR ENVELOPE INCLUDING BASEMENTS:

- All foundations shall have sufficient insulation to prevent condensation on the warm side when adjacent to exterior air or soil.
- All foamed insulation such as insulated concrete foundations shall be protected with drywall.
- All joist spaces above the foundation wall and all cantilevers shall have adequate insulation and a sealed vapour barrier on the warm side.
- All damaged joists shall be repaired and all bridging if required shall be complete.
- All blocking of joists shall be completed where interior walls parallel with the joists are more than 50mm (2 inches) from the joists.
- All heated crawl spaces shall have proper sized access, be mechanically ventilated and be protected from radon gas.
- All non-heated crawl spaces shall have natural ventilation, proper sized access and floors above that are adjacent to heated areas shall be insulated.
- The perimeter of the basement floor where it meets the foundation wall, plumbing penetrations that pass through the floor and teleposts shall have radon protection caulking. All rough openings to serve plumbing through the floor shall be sealed with a fitted lid.
- All telepost shall be anchored to the beam.
- Required sump pumps shall be installed and activated.
- A lighting outlet with fixture shall be provided for each 30m<sup>2</sup> or fraction thereof of floor area in unfinished basements.
- Every stairway shall be lighted.
- The outlet required nearest the stairs shall be controlled by a wall switch located at the head of the stairs.
- 3-way wall switches located at the head and foot of every stairway shall be provided to control at least one lighting outlet with fixture for stairways with 4 or more risers in dwelling units however the stairway lighting for basements that do not contain finished space or lead to an outside entrance or built-in garage and which serve not more than one dwelling unit is permitted to be controlled by a single switch located at the head of the stairs.

- Chimneys, flues and service equipment shall maintain proper clearances.
- All interior stairs with more than 2 risers require at least one handrail or two handrails with one on each side where stairs are wider than 1100mm (44inches) or on curved stairs.
- All stairs, landings, balconies, ramps, raised walkways and mezzanines require railing (guards) on all sides and shall be at least 900mm (36 inches) high.
- Smoke alarms shall be hard-wired, interconnected and installed on each level.
- Carbon alarms shall be properly installed whenever there is an attached garage.
- Interior wall finishes shall be completed and comply with flame spread ratings.
- Finished flooring shall be provided in all residential occupancies.
- Ensure that water permeable finished flooring is installed in bathrooms, kitchens, public entrance halls and laundry areas.
- All tub surrounds shall be installed for showers and bathtubs with showers to a height of 1.8 meters (6 feet).
- Ensure there is 400mm (16 inches) of tub surround for bathtubs and Jacuzzi.
- All countertops, backsplash, walls and floors shall be adequately caulked to protect from moisture.
- All cabinets and their finish shall have adequate clearance from stoves or shall be protected.
- All exhaust fans shall be installed, shall operate as designed and be vented directly to the exterior.
- Mechanical ventilation shall be installed and operate according to mechanical design and design shall be provided with final inspection.
- Solid burning appliances shall comply with CAN/CSA-B365-01 and be installed according to the manufacturer specifications.
- Ensure all rooms used as a bedroom has a bedroom sized window or direct access to the exterior.
- Ensure that all windows are installed to resist forced entry as described in Clause 10.13 of CAN/CSA-A440.

## EXTERIOR

- All items from previous inspections shall be completed.
- Exterior grade sloped away from foundation and ensure there are no voids.
- The eave trough, down spouts and erosion protection shall be installed.
- The exterior finish, soffit, fascia, flashing and roofing shall be complete. Stucco final coat shall be installed. The air barrier shall not be considered exterior cladding and shall not be exposed to UV rays for more than 120 days.
- All penetrations through vinyl siding or all exterior cladding shall be sealed with caulking to prevent moisture into building envelope.
- And exhaust outlet that does not incorporate a back draft damper located at the building envelope shall incorporate a screen located at the building envelope to protect against the entry of animals.
- Air intakes shall be clearly labeled as such for identification from locations outside the dwelling unit.
- Intake openings shall be located so as to avoid contamination of the ventilation air from other local sources such as automobile exhaust and exhaust from the building or adjacent buildings.
- Per Sask. Power "Code of Practice Code" reference: Appliance Vent Termination 8.14.8.(c) A vent shall not terminate less than 1.8 meters (6 feet) within a mechanical air-supply inlet.
- The distance separating air intakes from building envelope penetrations that are potential sources of contaminants, such as gas vents or oil fill pipes, shall be not less than 900mm.
- The distance from the bottom of an air intake opening to finished ground or to any nearer and lower permanent horizontal surface shall be not less than 450mm or the depth of expected snow accumulation, whichever is greater.
- Where air intake and exhaust openings are in exposed locations, provision shall be made to protect them from the entry of precipitation by the use of louvers, weather cowls or other suitable protection.
- All exterior stairs and ramps shall be completed and have railing (guards) with the appropriate handrails.

- All decks shall be complete with appropriate railing (guard) and railing with handrails of stairs from decks. All openings in railing shall comply with National Building Code of Canada 2010 (NBC 2010) and railing shall not be climbable.
- Deck joists shall be bridged or strapped at 7 foot spacing.
- All wood within 150 mm (6 inches) shall be pressure treated or protected and separated per NBC 2010.
- Ensure that if a bedroom window opens into a window well that there is 550mm clearance in front of the window.
- All doors opening to future decks shall be guarded or disabled to not open.
- All exterior doors and door from house to attached garage shall have dead bolts.
- The main entrance door to house shall have transparent glazing, or transparent glazing in sidelight or a door viewer.

## **ATTACHED GARAGES**

- The attached garage shall have an effective fume barrier to the house including bonus rooms.
- In event that garage has stairs with more than 2 risers or a ramp it shall have railing (guard) and a handrail. Doors shall open on a landing.
- The door to the house shall be well fitting with weather stripping and a self-closer that has been adjusted properly to close.
- The garage shall not be heated with an appliance that is serving the dwelling.
- A lighting outlet with fixture shall be provided for an attached, built-in or detached garage or carport and the lighting outlet shall be controlled by a wall switch near the doorway.
- The house and garage roof space shall have a proper sized access that is weather stripped.

**If any of these items are not completed or if any items do not comply with the National Building Code of Canada 2010 (NBC 2010) there will need to be re-inspections conducted with additional fees for each inspection until all items are complete.**

**TOWN OF HAGUE**  
**BUILDING & DEVELOPMENT PERMIT APPLICATION**

Box 180, Hague SK S0K 1X0  
p (306) 225-2155  
f (306) 225-4410  
town.hague@sasktel.net

**SELECT CLASS OF WORK:**

- |                                      |                                      |                                     |
|--------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> NEW         | <input type="checkbox"/> ADDITION    | <input type="checkbox"/> REMOVAL    |
| <input type="checkbox"/> REPAIR      | <input type="checkbox"/> ALTERATIONS | <input type="checkbox"/> DEMOLITION |
| <input type="checkbox"/> DEVELOPMENT | <input type="checkbox"/> RELOCATION  | <input type="checkbox"/> MOVING     |

**BUILDING PERMIT#:** \_\_\_\_\_

**DEVELOPMENT PERMIT#:** \_\_\_\_\_

<b>OWNER</b>	NAME		
	ADDRESS		
	PHONE #	FAX #	EMAIL

<b>APPLICANT</b>	APPLICANT SAME AS OWNER    YES <input type="checkbox"/>		
	ADDRESS		
	PHONE #	FAX	EMAIL

**CIVIC ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION:**

LOT \_\_\_\_\_ BLK \_\_\_\_\_ PLAN \_\_\_\_\_

<b>PROJECT INFORMATION</b>	ZONING:	EXISTING USE:		
	LOT SIZE:	START DATE:	COMPLETION DATE:	
	PROPOSED USE:			
	<input type="checkbox"/> BASEMENT DEVELOPMENT	<input type="checkbox"/> DECK	<input type="checkbox"/> GARAGE ATTACHED	<input type="checkbox"/> GARAGE DETACH
	VALUE OF CONSTRUCTION (EXCLUDING LAND VALUE)    \$ _____			

**APPLICATION INFORMATION**    APPLICATION WILL NOT BE PROCESSED IF SITE PLAN AND 2 SETS OF DRAWINGS ARE NOT ATTACHED.

- |            |  |   |
|------------|--|---|
| CHECKLIST: | <input type="checkbox"/> YES <input type="checkbox"/> NO | SITE PLAN ATTACHED, INCLUDE ALL EXISTING STRUCTURES |
|            | <input type="checkbox"/> YES <input type="checkbox"/> NO | DRAWINGS ATTACHED. (2 SETS)                         |

I HEREBY AGREE TO COMPLY WITH THE BUILDING & ZONING BYLAW OF THE *TOWN OF HAGUE* 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 *TOWN OF HAGUE* 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



# TOWN OF HAGUE BUILDING & DEVELOPMENT PERMIT

Box 180, Hague SK S0K 1X0  
p (306) 225-2155  
f (306) 225-4410  
town.hague@sasktel.net

PERMIT #: \_\_\_\_\_

BUILDING FEE \$: \_\_\_\_\_

DEVELOPMENT #: \_\_\_\_\_

DEVELOPMENT FEE \$: \_\_\_\_\_

NAME: \_\_\_\_\_

ROLL #: \_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_

ALTERNATE #: \_\_\_\_\_

PROJECT: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

**THIS PERMIT IS ISSUED UNDER THE FOLLOWING CONDITIONS:** Adhere to requirements listed in plan review report.

It is the applicant's responsibility to obtain additional permits from all other municipal, provincial and/or federal government, if required.

This permit expires six months from the date of issue if work is not commenced within that period or if work is suspended for a period of six months.

Any deviation, omission or revision to the approved application requires approval of the local authority or its authorized representative.

\_\_\_\_\_  
AUTHORIZED MUNICIPAL OFFICIAL

\_\_\_\_\_  
DATE

## RIGHT TO APPEAL

**Please be advised that under Section 59 of *The Planning and Development Act, 2007*;**

You may NOT appeal: The refusal of your application for a use or form of development that is not permitted within the zoning district of the application; or

The refusal of your application for a discretionary use or form of development; or

The refusal of your application for an amendment to the zoning Bylaw.

You may appeal:  Those standards that you consider excessive in the approval of the discretionary use of form of development; and/or

The refusal of your application if you feel that the Development Officer has misapplied the Zoning Bylaws in the issuing of this permit.

Your appeal must be submitted in writing within 30 days of the date of this notice to:

**Secretary, District Development Appeals Board**

Town of Hague, Box 180, Hague, SK S0K 1X0

\_\_\_\_\_  
AUTHORIZED MUNICIPAL OFFICIAL

\_\_\_\_\_  
DATE

## Performance Bond Policy

Town of Hague

October 14, 2014

The Council for the Town of Hague has established a Policy for the purpose of setting standards for the issuing of Building and Development Permits;

All new development and new construction are subject to the following:

1. Performance Bond: The applicant shall deposit \$ 1,000.00 with the local authority as a Performance Bond. If the applicant completes the work as authorized by the Building Permit and is issued a Certificate of Completion by the local authority or its authorized representative within the time limits as stated, the sum deposited shall be refunded.
2. Constructed in accordance with the *National Building Codes & Municipal Bylaws*.
3. Building & lot elevations in accordance with engineer's specifications (if supplied), otherwise: Grade lines of the building site are to be as shown on the building plans. Garage floors must be a minimum 12" & maximum 22" above crown of street surface. To ensure proper drainage all driveways, ditches & culverts to be constructed &/or installed under town foreman direction, guidance &/or supervision.
4. Back-flow prevention valve must be installed in front of water meter.
5. Separate applications for permits for Deck, Detached Garage and/or Basement Development (if required) to be provided – Permits to be issued separately.
6. Should the developer fail to obtain a building/development permit before beginning construction, the building/permit fee will be doubled up to an additional \$ 500.00.

*I hereby agree to comply with the Building Permits & Development Requirements Policy of the Town of Hague and acknowledge that it is my responsibility to ensure compliance with these and any other applicable bylaws, Provincial Acts and Regulations regardless of any plan review and inspections that may or may not be carried out by the Town of Hague or its authorized representative. I agree to conduct my Business in accordance and compliance with the information and plans provided by me in the Development Permit / Building Permit application and will obtain all other work permits required in conjunction with my developments. I hereby declare that the above information is true and correct.*

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Applicants Signature

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Date



**TOWN OF HAGUE**  
**BYLAW NO. 2007-10**

**A BYLAW TO REGULATE THE INSTALLATION OF A SUMP PIT AND  
SURFACE DISCHARGE SYSTEM.**

The Council of the Town of Hague, in the Province of Saskatchewan enacts as follows:

1. This Bylaw shall be cited as the "Sump Pit and Surface Discharge Bylaw"

2. **Application**

This Bylaw shall apply to all newly constructed structures including but not limited to residential dwelling units with a subsurface drainage system within the Town of Hague for which a building permit has been applied for.

3. **Definitions in this Bylaw**

a) "Approved" means permitted, inspected or approved by the government agency or other authority having jurisdiction over the subject matter to which the approval relates;

b) "Council" means the municipal council of the Town of Hague;

c) "Dwelling" means any structure used or occupied or intended for supporting or sheltering any residential use;

d) "Owner" means a person who has any right, title, estate or interest in land or improvements other than that of a mere occupant, tenant or mortgagee;

e) "Sump Pit and Surface Discharge System" means a system including sump, sump pump and related plumbing used to convey water collected by subsurface drainage to the surface;

f) "Town" means the Town of Hague.

4. **Standards**

The owner of every newly constructed structure with a subsurface drainage system shall install a sump pit, sump pump and surface discharge system such as to allow discharge to the surface.

a) Discharging to the surface:

i) A Sump Pit and Surface Discharge System with a discharge to the surface as shown on Schedule "A", shall be installed;

ii) Discharge shall not be directed onto a pervious ground surface within 2 meters of any building;

5. The Sump Pit and Surface Discharge System shall be installed by a Journeyman Plumber in such a manner as to comply with all town bylaws and policies and other applicable regulatory authorities and without causing excessive ponding or icing on public or private property.

6. The costs associated with installing a Sump Pit and Surface Discharge System will be the sole responsibility of the owner.

7. The standards for a Sump Pit and Surface Discharge System as set forth in Schedule "A" to this Bylaw shall be the standards for the Town of Hague, and the said Schedule "A" is hereby enacted and adopted as a part of this Bylaw.

8. The sump pit shall be in close proximity to the floor drain with the concrete floor being graded toward the floor drain. If the sump pit cannot be located close to the floor drain a back up power supply is recommended.

9. **Enforcement of Bylaws**

The administration and enforcement of this Bylaw is hereby delegated to the Public Works Department or a Representative appointed by the Town Administrator.

10. **Offences and Penalties**

Any person in violation of a provision of this Bylaw shall be guilty of an offence and shall be liable upon summary conviction to a fine of not less than \$500.00 but not exceeding:

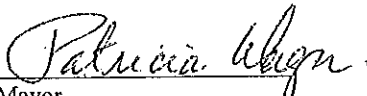
- a) \$10,000.00 in the case of an individual; or
- b) \$25,000.00 in the case of a corporation.

11. **Severability**

If a Court of competent jurisdiction should declare any section or part of a section of this Bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced the Council to pass the remainder of the Bylaw, and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force and effect.

12. **Coming into Force**

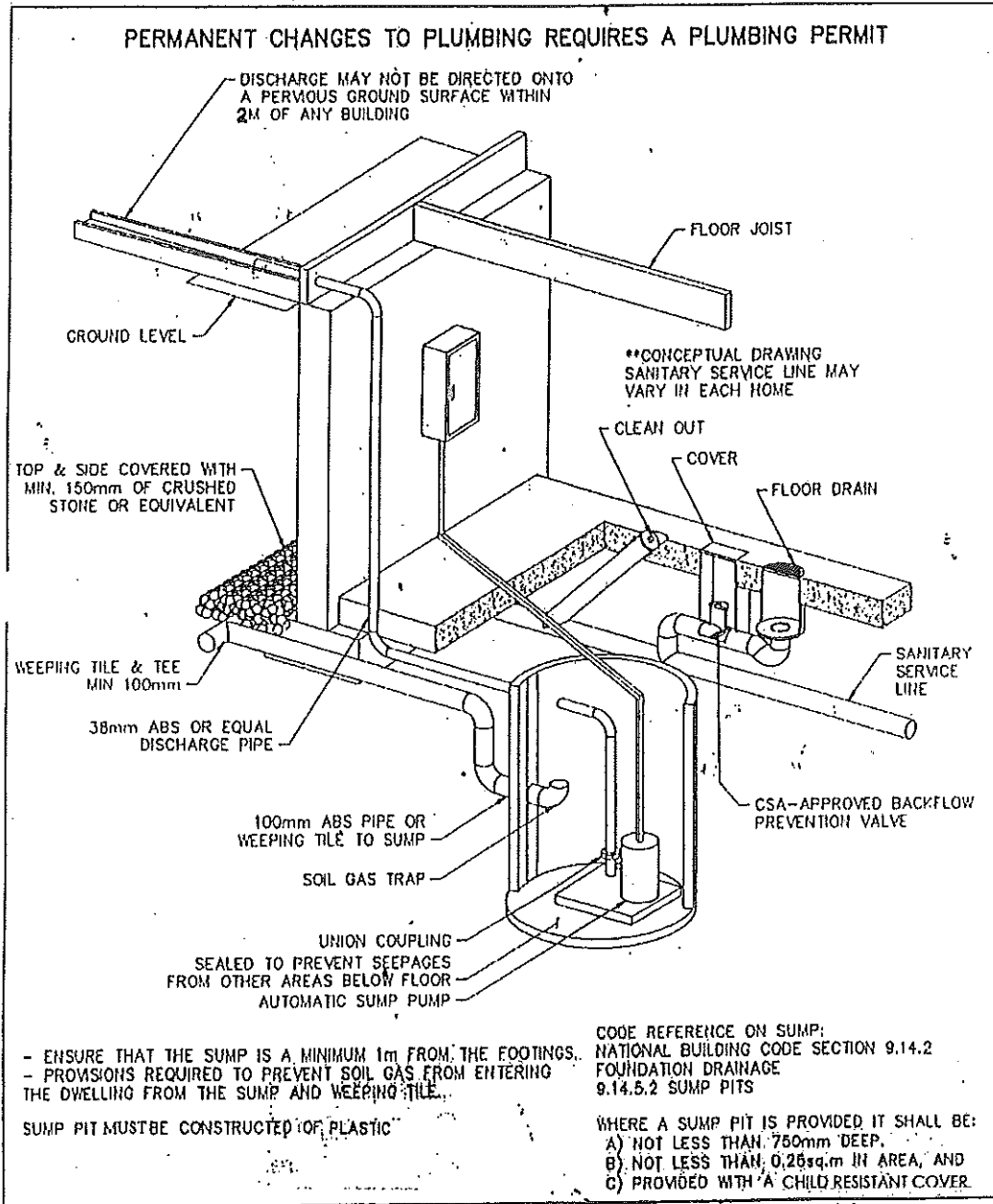
This Bylaw shall come into force and take effect upon the final passing thereof.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Schedule "A"  
 BYLAW NO. 2007-10

SUMP PIT WITH SURFACE DISCHARGE



<b>RESIDENTIAL MECHANICAL VENTILATION DESIGN SUMMARY</b> for design and performance of residential ventilation systems to NBC 05-9.32			
COMBUSTION APPLIANCES	<input type="checkbox"/> forced air circulation	ABCDEFGHIJK	Exhaust device: _____ Location: _____
	<input type="checkbox"/> no forced air circulation	CDJK	Device airflow: _____ cfm
	<input type="checkbox"/> no combustion appliances	ABCDEFGHIJK	Make-up fan man/model _____
	<input type="checkbox"/> any non direct/mech vent heating or DHW	ABCDEFGHIJK	Location _____ Design airflow: _____ cfm
	<input type="checkbox"/> any non direct vent fireplace	ABCDEFGHIJK	Exhaust device: _____ Location: _____
	<input type="checkbox"/> any solid fuel	ABCDEFGHIJK	Device airflow: _____ cfm
	<input type="checkbox"/> soil gas is a problem & no mitigation sys	ABCDEFGHIJK	Make-up fan man/model _____
	<input type="checkbox"/> Exhaust device: _____ Location: _____		Device airflow: _____ cfm
SYSTEM DESIGN OPTIONS	<input type="checkbox"/> A ventilation coupled with forced air ventilation supply air and supplemental fans		Location _____ Design airflow: _____ cfm
	<input type="checkbox"/> B ventilation coupled with forced air, heat recovery ventilation supply air and supplemental fans		Exhaust device: _____ Location: _____
	<input type="checkbox"/> C ventilation not coupled with forced air, with ventilation supply air and supplemental fans		Device airflow: _____ cfm
	<input type="checkbox"/> D ventilation not coupled with forced air, heat recovery ventilation supply air and supplemental fans		Make-up fan man/model _____
	<input type="checkbox"/> E dual capacity ventilation coupled with forced air ventilation supply air and no supplemental fans		Location _____ Design airflow: _____ cfm
	<input type="checkbox"/> F ventilation coupled with forced air, dual capacity heat recovery, ventilation supply air and no supplemental fans		Exhaust device: _____ Location: _____
	<input type="checkbox"/> J exhaust only ventilation no ventilation supply air with or without forced air circulation and supplemental fans		Device airflow: _____ cfm
	<input type="checkbox"/> K ventilation system complying with CSA F-326		Make-up fan man/model _____
PRINCIPAL VENTILATION FAN	Number of bedrooms _____ airflow = _____ to _____ cfm (one =32-48, two =36-56, three =44-64, four =52-76, five=60-90)		Location _____ Design airflow: _____ cfm
	Location: _____ zones _____		Manufacturer / Model: _____ <input type="checkbox"/> HVI
VENTILATION SUPPLY AIR	<input type="checkbox"/> required <input type="checkbox"/> not required		Design airflow: _____ cfm high _____ cfm low
	Location: _____ zones _____		Manufacturer / Model: _____ <input type="checkbox"/> HVI
KITCHEN SUPPLEMENTAL	<input type="checkbox"/> required <input type="checkbox"/> not required		Design airflow: _____ cfm high _____ cfm low
	Location: _____ zones _____		Manufacturer / Model: _____ <input type="checkbox"/> HVI
KITCHEN MAKE-UP AIR	<input type="checkbox"/> required <input type="checkbox"/> not required		Design airflow: _____ cfm
	Location: _____ zones _____		Manufacturer / Model: _____ <input type="checkbox"/> HVI
BATH SUPPLEMENTAL	<input type="checkbox"/> required <input type="checkbox"/> not required		Design airflow: _____ cfm
	Location: _____ zones _____		Manufacturer / Model: _____ <input type="checkbox"/> HVI
BATH MAKE-UP	<input type="checkbox"/> required <input type="checkbox"/> not required		Design airflow: _____ cfm
	Location: _____ zones _____		Manufacturer / Model: _____ <input type="checkbox"/> HVI
Name: _____ R2000 ID # _____ Address: _____ city: _____ Postal code: _____ ph: _____ fax: _____			SITE
Name: _____ HRAI # _____ Address: _____ city: _____ Postal code: _____ ph: _____ fax: _____			
I certify this ventilation system design to be in accordance with: <input type="checkbox"/> NBC 05 9.32 <input type="checkbox"/> CSA F326-M 91 <input type="checkbox"/> R-2000			BUILDER
Signature: _____ Date: _____			
<b>VENTILATION SYSTEM</b> Principal ventilation fan airflow _____ cfm Ventilation supply air airflow _____ cfm Ventilation supply airflow 90% -110% of principal fan airflow Measuring method to be accurate within + or - 15% of flow measured			DESIGNER
Name: _____ HRAI # _____ Address: _____ city: _____ Postal code: _____ ph: _____ fax: _____			
I certify this ventilation system installed to be in accordance with: <input type="checkbox"/> NBC 05 9.32 <input type="checkbox"/> CSA F326-M 91 <input type="checkbox"/> R-2000			MEASURED AIRFLOWS
Signature: _____ Date: _____			
Name: _____ HRAI # _____ Address: _____ city: _____ Postal code: _____ ph: _____ fax: _____			INSTALLER COMMISSIONER
Signature: _____ Date: _____			