



Town of Kindersley

Department of Engineering, Planning and Development

106 – 5th Ave E, Box # 1269, Kindersley, SK, S0L 1S0; Phone # 306-463-2675; Fax # 306-463-4577

Steps to be followed for Development and Construction

Owner / Applicant Name: _____ Email: _____

Civic Address: _____ P.O.Box # _____ Postal Code _____

Phone #: Res: _____; Cell: _____; Work: _____; Fax: _____

Note: All hired **contractors and sub-contractors are required to have business licenses** issued by the Town of Kindersley, in addition to valid certification(s)/license(s) from the respective Provincial and/or Federal certification or licensing body in order to provide their services to your property/building. It is the permit holder's responsibility to ensure contractors/sub-contractors are licensed.

(DP #: _____ BP #: _____)

Table # 1		
Steps	Required Applications, Permits and Inspections (*All steps may not be required for each project)	Comments (if any)
1	Submit an application for a Development Permit [Over 1" (25mm) diameter water line/meter MUST be approved by Council.]	
2	Obtain a Notice of Decision related to Zoning	
3	Submit an application for a Building Permit	
4	Obtain a Building Permit related to National Building Code (NBC), Building Bylaw and Construction	
5	Owner/applicant is responsible to contact Building Inspector prior to pouring concrete (rebar inspection), footing-foundation (before backfilling), damp proofing, framing (before insulating), insulation and vapour barrier (before wall boarding) and final inspection.	
6	Submit an application for a Plumbing Permit (water / sewer service tie-in should be completed from April 15 th - October 15 th)	
7	Obtain a Plumbing Permit	
8	Submit a Water Application/Agreement for the supply of water (Water Meter deposit required, \$200 or more, based on metre size)	
9	Submit an application for an Occupancy Permit (civic address number required, as attached to building/property)	
10	Obtain an Occupancy Permit	

Table # 2		
A	Submit an application for a Demolition / Move a Building Permit (road & sidewalk damage deposit may be required, \$500 minimum)	
B	Obtain a Demolition / Move a Building Permit	
C	Submit an application for a Temporary Road / Sidewalk Closure Permit (damage deposit required, \$500 minimum)	
D	Obtain a Temporary Road / Sidewalk Closure Permit	

Dated: March 03, 2015