

The following checklist may be used with your permit application.

Address: \_\_\_\_\_

**Exterior Walls:**

**Interior Dampproofing:**

Polyethylene  Emulsified Asphalt   
Air Space Between Framing & Foundation Wall

**Stud Size:** 2" x 4"  2" x 6"   
**Stud Spacing:** 16" o.c.  24" o.c.

**Insulation Type:**

Fiberglass  Rigid  Spray Foam\*   
*\*If spray foam insulation a "Spray-applied Foam Insulation Request" form is required to be submitted with the application.*

**Insulation R-value:** R12  R20  Other \_\_\_\_

**Vapour Barrier:** 6 mil CGSB Poly  Other \_\_\_\_

**Interior Finish:** Gypsum Board  Other \_\_\_\_

**Interior Walls:**

**Stud Size:** 2" x 4"  2" x 6"   
**Stud Spacing:** 16" o.c.  24" o.c.

**Ceiling and Beam Heights:**

\_\_\_\_\_ Bedrooms  
\_\_\_\_\_ Bathrooms  
\_\_\_\_\_ All Other Areas

**Stairs:**

\_\_\_\_\_ Headroom Height  
\_\_\_\_\_ Rise  
\_\_\_\_\_ Run



For more information contact:

Community Services Department  
Building Standards Branch  
222 3<sup>rd</sup> Avenue North  
Saskatoon SK S7K 0J5

Phone: (306) 975-3236

Fax: (306) 975-7712

Website: [www.saskatoon.ca](http://www.saskatoon.ca)

Email: [building.standards@saskatoon.ca](mailto:building.standards@saskatoon.ca)

# A Guide to Interior Alterations to a Dwelling Unit

(Includes Basement Development)

## Regulations and Permit Information

This pamphlet has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Building Standards Branch for assistance, as the City of Saskatoon accepts no responsibility to persons relying solely on this information.



January 2010

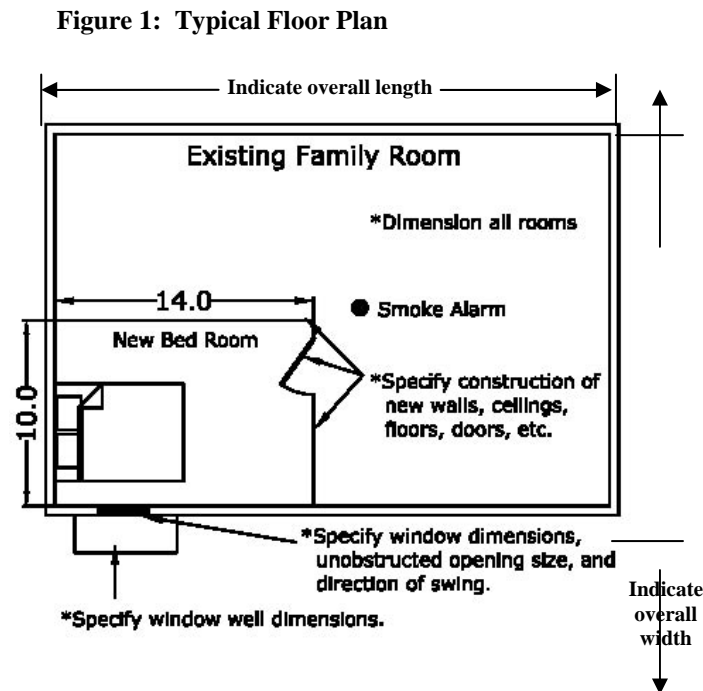
## General Requirements:

- **A Building Permit is required before any alterations are made to an existing dwelling unit;**
- Smoke alarms must be wired in on altered levels and interconnected (to other floor levels where existing) so that any point on a floor level is within 15 m (50 ft) of the smoke alarm. All bedroom doors shall be within 5 m (16 ft) of the smoke alarm or a smoke alarm shall be installed in each bedroom;
- A carbon monoxide alarm must be installed in each bedroom or within 5 m (16 ft) of each bedroom door. All bedrooms must have an openable window with an unobstructed opening area of not less than 0.35 m<sup>2</sup> (3.8 sq ft) and with no dimension less than 380 mm (15 in);
- When the bedroom window opens into a window well, a minimum clearance of 550 mm (21.5 in) is required in front of the window in its open and closed positions;
- A gap of ½" to 1" should be provided between the top of all interior basement walls and the structure above;
- When framing and insulating the interior of the concrete foundation wall, interior dampproofing is required below grade (minimum 2 mil poly or equivalent) (See Figure 2);
- 6 mil CGSB poly or equivalent is required as a vapour barrier on the warm side of insulated walls. The vapour barrier must be continuous between exterior basement walls and floor joists ends above;
- All bathrooms must be provided with mechanical ventilation directly to the outdoors.

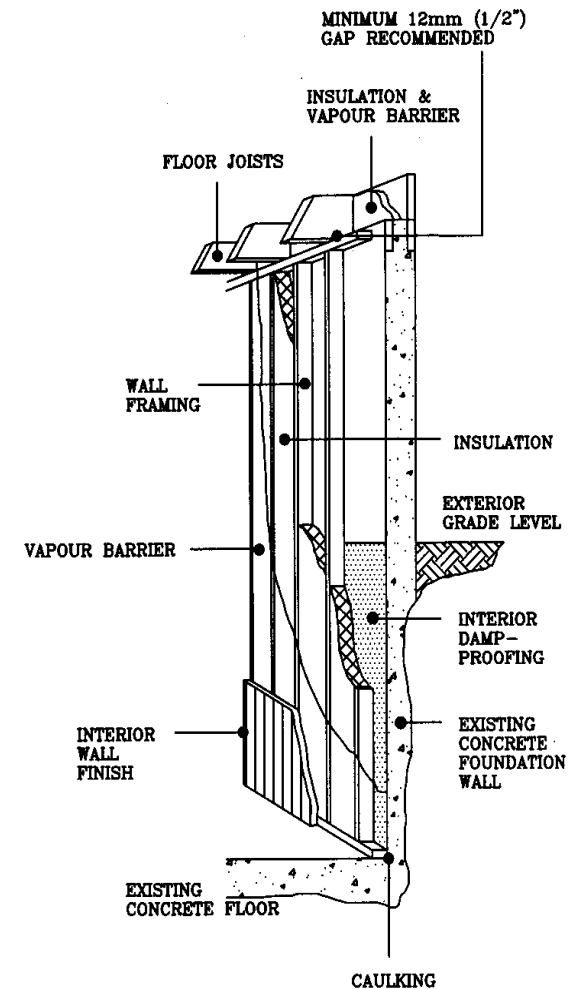
*\*Separate permits are required for plumbing and electrical work. Call SaskPower at 934-7737 for electrical information. Call 975-7631 for plumbing information (Plumbing Permits are only issued to licensed plumbing contractors).*

## Required Information for Permit Applications:

1. Floor plans clearly showing all existing rooms and spaces plus new rooms and spaces being created (See Figure 1);
2. Information indicated on the attached checklist;
3. Detailed construction drawings for alterations to structural elements of the dwelling unit (e.g. beams, columns, floor joists, bearing walls);
4. Size and location of windows. If the window serves a bedroom, indicate the unobstructed opening dimensions;
5. Location of permanently wired smoke alarm(s) and carbon monoxide alarm(s).



**Figure 2: Typical Foundation Wall Detail**



**A BUILDING PERMIT IS REQUIRED PRIOR TO CONSTRUCTION.**

A fee will be charged for all building permits.