



## Residential Building Moves

**To move a building from outside, or within, the City to a site within City limits, the following steps must be taken before the move can take place:**

1. A written request to relocate a dwelling must be provided on the REQUEST FOR SPECIAL INSPECTION form. The information to be provided is explained in items 1, 2 & 3 on the "RELOCATION OF EXISTING DWELLINGS" handout. The special inspection is required to determine if the condition of the dwelling is suitable for it to be moved. The fee for the special inspection must be paid in advance. Once the special inspection is completed and if it is determined that the building's condition is acceptable for relocation to a site within the City, then the remaining steps must be taken.
2. Section 18 of the City of Saskatoon Building Bylaw requires certain conditions be met in order for a dwelling to be relocated within city limits, as explained in items 4, 5, & 6 on the RELOCATION OF EXISTING DWELLINGS handout. The relocation permit application must be submitted, as explained in the next step, in order for those requirements to be examined.
3. A building permit must be applied for to construct the foundation, etc at the site the dwelling will be relocated onto. To obtain this building permit, a RESIDENTIAL BUILDING PERMIT APPLICATION form must be filled out. The "Relocation" box must be checked off in the CLASS OF WORK section of this form to indicate this permit is for a building relocation. When the relocation permit is submitted, then the investigation of the requirements of Section 18 of the Building Bylaw can commence. If it is determined that the dwelling may be relocated to a site within the City, then the remaining steps must be taken. In addition to the relocation permit fee, a \$2,000 performance bond, or a letter of guarantee from a bank for the value of construction, must be provided along with the completed form.
4. If the dwelling is being relocated within the City, then a demolition permit must be obtained. This is required for demolition of the foundation, etc that remains after the building is moved off the site where it is currently located. The following forms must be filled out and approved to obtain a demolition permit:
  - a. OWNER'S AUTHORIZATION FOR DEMOLITION. This form must be filled out and attached to the Residential Building Permit Application.



## Residential Building Moves

- b. **RESIDENTIAL BUILDING PERMIT APPLICATION.** The "Demolition" box must be checked off in the **CLASS OF WORK** section of this form to indicate demolition work is to be performed. Before the Demolition Permit will be issued, the owner must provide Building Standards with proof that the property is clear of taxes and that an application for the water & sewer services disconnection has been approved by Infrastructure Services. To obtain this proof, a copy of the demolition permit application will be given to the applicant so it can be taken to the Revenue Branch to obtain proof that the property is clear of taxes, and to the Infrastructure Services -Water & Sewer Section to obtain their approval. The IS Dept. will require a deposit to be paid and will provide a signed document to confirm their approval.
  - c. **DECLARATION OF INTENT.** This form is usually filled out by the demolition contractor, and provides information about where material that is removed from the demolition site will be hauled to. The completed form must be attached to the Residential Building Permit Application (i.e. The Demolition Permit). See the Declaration of Intent Information sheet for detailed instructions on how to fill out this application.
5. Approval to move the building must be obtained in order that the building can be moved within the City limits. To obtain this approval, an **APPLICATION TO MOVE A BUILDING** form (legal sized form) must be filled out and returned to Building Standards. A Licensed Building Mover is required to perform building moves within the City limits. The building mover usually fills out this form as there are many City Departments/Utility Company approvals that must be obtained and the Licensed Building Mover's expertise will facilitate obtaining the approvals/completion of this form. The building mover is also required to post a Performance Bond with Infrastructure Services, Traffic Engineering Section before a building move approval can be obtained. See items 10, 12, 13 & 14 on the "RELOCATION OF EXISTING DWELLINGS" handout.

1. A request shall be made in writing, on the REQUEST FOR SPECIAL INSPECTION form, to relocate an existing building from outside, or within the City. The request shall include the location of the existing building and the address to which dwelling is intended to be moved. The request shall include intentions on any upgrading that is intended to be done with the move. As an example if the owner intends on changing the shingles that shall be stated in the request. The fee required for this inspection shall accompany a request for a special inspection as outlined below.
2. A special inspection is required to be made by the City of Saskatoon inspector. A fee shall be paid in advance as follows:
  - a. Inspection fee \$40 + gst (Additional fee of \$40 + gst where there is more than one proposed site for relocation)
  - b. Travel out of city at \$.4706/km
  - c. Travel time out of city at \$37/hr
  - d. Lunch if applicable \$14.00

Note: This inspection is necessary in order to confirm the type and quality of items such as electrical material, plumbing material, insulation/vapour barrier material, exterior finish, roofing condition, etc. It may be necessary to ask that wall or ceiling sections be opened up for inspection.

3. Before making a request for the inspection the person making the request should be aware of the following items:
  - a. The dwelling must be structurally sound and constructed to an acceptable standard. Where there is any indication of fire or water damage, rotting, sagging or poor construction practice, the application to relocate the house may be rejected.
  - b. If the dwelling is to be placed in a new neighbourhood a letter from the municipality is required verifying that the dwelling was built under the current edition of the National Building Code.
  - c. If loose fill insulation is provided in exterior walls, where the exterior walls are gutted, or where a vapour barrier and/or insulation is not provided, the exterior walls shall be upgraded to current code requirements.
  - d. If the wiring in the exterior walls and ceilings have to be replaced, then the vapour barrier and insulation shall be upgraded to current code requirements.
  - e. The exterior of the dwelling shall be completed to provide a uniform neat appearance and fit into the architectural design of the neighbourhood. Shingles shall not be excessively curled, siding and/or other exterior finishes shall be new or be refinished if necessary. Attics shall be adequately ventilated.
  - f. Chimneys shall meet current codes. Fireplaces and solid fuel burning appliances shall meet current standards or be removed.
  - g. Plumbing must be tested and upgraded as necessary to meet current standards.
  - h. Occupant safety items such as interconnected smoke alarms on all floor areas, handrails, guardrails, and door closers to garages shall be provided.
  - i. Requirements for spatial separations apply.
4. A person desiring to move a dwelling into the City shall provide the assessed value and market adjustment factor from the municipality that it is currently located in. If this is not available the owner shall provide a floor plan so that the dwelling can be assessed by the City Assessor to determine whether it is possible to relocate the home into a particular area.

5. The assessed value of the dwelling to be relocated, as determined by the City Assessor, shall be at least equal to the average assessed value of dwellings on the block where the house is intended to be moved to.
6. Once the relocation application, along with sufficient drawings/information, is submitted for the proposed relocation then an Architectural Assessment will be conducted for compliance with Section 18 of the Building Bylaw. Section 18 states in part that the Community Services Department shall be satisfied that the architectural design of the building will not adversely affect the general design of buildings in the district to which the building is to be moved.
7. A building permit is required for the construction of the completed dwelling on the proposed site. When a dwelling is relocated from within the City the permit fee will be based on the value of the work being done at the new site. When a dwelling is moved in from outside the City, the permit fee will be based on the assessed value of the completed project as determined by the City Assessor. Two complete sets of drawings are required. The drawings must include floor plans and elevations of the existing dwelling, and construction drawings (including a fully dimensioned site plan) for all new work. The drawings are to be marked to show compliance with all of above requirements.
8. All normal plumbing permits apply. Please ensure other permits are obtained as may be required.
9. The owner must provide a minimum \$2,000 performance bond or letter of guarantee from the bank for the value of construction. Upon completion of the project to the inspector's satisfaction, the bond or letter of guarantee will be refunded. If the work is not completed within a reasonable time, the City may use the performance bond, or letter of guarantee if necessary to have the work completed.
10. Moving slips must be processed and the owner must give notice of his intention to move the buildings at least 24 hours before the move takes place. The demolition/removal permit on the existing site and the building permit for the proposed site must be issued concurrent with the approval of the moving application by Building Standards/Infrastructure Services, Traffic Engineering Section. (Approval by the Infrastructure Services, Water and Sewer Branch and Corporate Services, Revenue Branch is required as part of the demolition permit.)
11. Requirements of the Zoning Bylaw apply.
12. Buildings can only be moved by qualified licensed movers.
13. Infrastructure Services may require a bond be posted to cover any damage or repair to City Services as a result of the move.
14. Where buildings are removed:
  - a) Services are required to be disconnected at the street.
  - b) Foundations are required to be removed as per demolition procedure. Debris and waste material must be removed and the excavations backfilled with sufficient clean backfill material to allow for some settlement and provide adequate drainage from the site.



# RESIDENTIAL BUILDING PERMIT APPLICATION

This is NOT a Building Permit

<b>CLASS OF WORK</b>	<b>New</b> <input type="checkbox"/>	<b>Alterations</b> <input type="checkbox"/>	<b>Addition</b> <input type="checkbox"/>	<b>Relocation</b> <input checked="" type="checkbox"/>
	<b>Repair</b> <input type="checkbox"/>	<b>Demolition</b> <input type="checkbox"/>	<b>Removal</b> <input type="checkbox"/>	<input type="checkbox"/>

BPA # (office use only)

<b>PROJECT INFORMATION</b>	Building Address (including Unit #)	Legal Description (optional)			Value of Project Required
		Lot	Block	Plan	
	Work Description	Existing Use		Existing # of Dwelling Units	
Additional Information (optional)	Proposed Use		Additional # of Dwelling Units		

<b>APPLICANT</b>	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s) Main _____ Other _____		Fax Number	Email Address	

<b>OWNER</b>	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s) Main _____ Other _____		Fax Number	Email Address	

<b>CONTRACTOR</b>	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s) Main _____ Other _____		Fax Number	Email Address	

<b>PAYMENT</b>	<b>Payment of Permit Fees is required prior to the issuance of Building Permits.</b>				
	Builders may choose to have the permit issued on an SAR which allows them to pay the fee after the permit has been issued. Please be aware that if you choose this option the permit will be issued as soon as the plan review is complete and the project approved. Should you choose not to construct this project once the permit has been issued the department policy with respect to refund of permit fees on cancelled permits will apply. If the SAR has not been paid, the SAR will be adjusted to reflect the reduced amount based on the cancellation policy.				
	Method of payment by Applicant: <input type="checkbox"/> Cash/Debit/Cheque <span style="float: right;">Where Approved <input type="checkbox"/> SAR <input type="checkbox"/> ID</span>				

APPLICATION INFORMATION	SUBMITTED?		
	Yes	No	To Follow
Site Plan			
Floor Plans/Elevations/Cross Sections			
Ventilation Design Sheets			
Shop Drawings			
Professional Design (sealed drawings)			
Declaration of Intent ( Demos only)			

I understand that this application does not grant permission to begin work on this project. I hereby certify that all information contained within this application is correct.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Application Received By \_\_\_\_\_

Date Received \_\_\_\_\_

RETURN TO CITY OF SASKATOON, BUILDING STANDARDS BRANCH, 222-3<sup>rd</sup> AVE NORTH, SASKATOON, SK. S7K 0J5

Phone: (306) 975-2645

Fax: (306) 975-7712

Web: [www.saskatoon.ca/org/building](http://www.saskatoon.ca/org/building)



*Performance Bond For Building Relocation*

July 12, 2011

Page 1 of 1

DATE: \_\_\_\_\_

OWNER: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

BUILDING RELOCATION FROM: \_\_\_\_\_

TO: \_\_\_\_\_

LEGAL DESCRIPTION: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

BUILDING PERMIT NO.: \_\_\_\_\_

AMOUNT OF DEPOSIT: \_\_\_\_\_

CASH RECEIPT NO.: \_\_\_\_\_

DATE COMPLETE: \_\_\_\_\_

REFUND RECEIVED \_\_\_\_\_ DATE \_\_\_\_\_



COMMUNITY SERVICES DEPARTMENT - BUILDING STANDARDS BRANCH  
**OWNER'S AUTHORIZATION FOR DEMOLITION**

Updated: June 9, 2011

The Contractor or Owner is responsible for the following:

1. Prior to the actual demolition, the owner or contractor must make application to have all other services (gas, electrical, telephone) disconnected to the street and/or lanes.
2. The use of abutting streets or lanes requires the approval of the Traffic & Planning Operations Branch of the Infrastructure Services Department.
3. All concrete slabs, footings and foundations shall be removed to a minimum of 12 inches below final grade. Excavations shall be filled in if new construction does not proceed immediately. Approved fencing and walkways are required around the demolition site.
4. The demolition work shall be executed in a diligent manner to ensure that damage does not occur to adjacent buildings or property. Upon completion, the site shall be left clean, neat and property graded.
5. Any damage to City Streets, sidewalks, curbs or any other City property caused during the demolition shall be repaired by the owner or contractor or will be repaired by the City of Saskatoon; with the costs of such repair being payable by the owner or contractor.

This form provides authorization to \_\_\_\_\_  
(Applicant's Name)

of \_\_\_\_\_  
(Company Name)

to demolish the building(s) noted on the attached site plan and located at:

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

Legal Description: Lot: \_\_\_\_\_

Block: \_\_\_\_\_

Plan: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

# RESIDENTIAL BUILDING PERMIT APPLICATION

This is NOT a Building Permit

<b>CLASS OF WORK</b>	New <input type="checkbox"/>	Alterations <input type="checkbox"/>	Addition <input type="checkbox"/>	Relocation <input type="checkbox"/>
	Repair <input type="checkbox"/>	Demolition <input checked="" type="checkbox"/>	Removal <input type="checkbox"/>	<input type="checkbox"/>

BPA # (office use only)

<b>PROJECT INFORMATION</b>	Building Address (including Unit #)	Legal Description (optional)			Value of Project Required
		Lot	Block	Plan	
	Work Description	Existing Use		Existing # of Dwelling Units	
Additional Information (optional)	Proposed Use		Additional # of Dwelling Units		

<b>APPLICANT</b>	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s)		Fax Number		Email Address
	Main	Other			

<b>OWNER</b>	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s)		Fax Number		Email Address
	Main	Other			

<b>CONTRACTOR</b>	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s)		Fax Number		Email Address
	Main	Other			

<b>PAYMENT</b>	Payment of Permit Fees is required prior to the issuance of Building Permits.				
	Builders may choose to have the permit issued on an SAR which allows them to pay the fee after the permit has been issued. Please be aware that if you choose this option the permit will be issued as soon as the plan review is complete and the project approved. Should you choose not to construct this project once the permit has been issued the department policy with respect to refund of permit fees on cancelled permits will apply. If the SAR has not been paid, the SAR will be adjusted to reflect the reduced amount based on the cancellation policy.				
	Method of payment by Applicant: <input type="checkbox"/> Cash/Debit/Cheque			Where Approved <input type="checkbox"/> SAR <input type="checkbox"/> ID	

APPLICATION INFORMATION	SUBMITTED?		
	Yes	No	To Follow
Site Plan			
Floor Plans/Elevations/Cross Sections			
Ventilation Design Sheets			
Shop Drawings			
Professional Design (sealed drawings)			
Declaration of Intent ( Demos only)			

I understand that this application does not grant permission to begin work on this project. I hereby certify that all information contained within this application is correct.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Application Received By \_\_\_\_\_

Date Received \_\_\_\_\_

RETURN TO CITY OF SASKATOON, BUILDING STANDARDS BRANCH, 222-3<sup>rd</sup> AVE NORTH, SASKATOON, SK. S7K 0J5

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City of Saskatoon

Building Standards Branch

DECLARATION OF INTENT

Property owner:

Name:
Address:

Demolition Contractor:

Name:
Address:
Phone Number:

Type of building being demolished:

Date(s) of demolition:

Address of the demolition site: in the City of Saskatoon.

With respect to the demolition that will be taking place at the above referenced site, it is my intent to dispose of the demolition material in the following manner:

- 1. Clean Material: Estimated Amount of Material:
Not Applicable
City of Saskatoon Landfill
Overpass Farms clean fill site
Northern Landfill

- 2. Mixed Material: Estimated Amount of Material:
Not Applicable
Northern Landfill
City of Saskatoon Landfill

- 3. Material separated for recycling: Estimated Amount of Material:
Not Applicable
Other

- 4. Hazardous Material
Not Applicable
Other
\* Please attach abatement plan as indicated in instructions.

\*Note\* All businesses intending to haul or subcontract the haul of any material to the City of Saskatoon Landfill should contact the Environmental Services Branch at 975-2486 to apply for an account at the landfill at least two weeks prior to hauling material if they do not already have an account.

Dated: Signed by: owner or contractor

**NOTE:** The attached “Declaration of Intent” form must be complete and attached to the Demolition Permit Application.

Please refer to the following instructions for completing the “Declaration of Intent” form

**Property Owner** – self explanatory

**Demolition Contractor** – Indicate contractor’s name, address and phone number. If the owner is also acting contractor please indicate that here.

**Type of building to be demolished** – Indicate primary construction materials and type of structure (ie. Steel warehouse, wood frame house, brick school etc).

**Date of demolition** – Please indicate date or range or dates on which the demolition is planned to occur.

**Address of demolition site** – self explanatory

**Estimated Amount:** Please make a reasonable estimate of the volume or weight of materials to be disposed of in each of the specified categories. (ie. Cubic meters, tones, ½ tone load).

**Clean Fill Materials:**

Clean fill materials are defined by the Rural Municipality of Corman Park as:

“inert concrete, reinforced concrete, stones, bricks, cindercrete, tile/ceramics, soil and sand that does not cause any adverse environmental impacts or any public health or safety concerns” (Bylaw #07/02, Approved May1, 2002).

The Rural Municipality has the following approved site for clean fill:

Overpass Farms Inc.  
Highway 12, ½ mile north of Highway 11 overpass  
(306) 477-5520

The following Saskatchewan Environmental approved sites also accept clean fill materials:

City of Saskatoon Landfill  
Dundonald Avenue  
(306) 477-5520

Northern Landfill  
Lutheran Road East of Highway 12  
(306) 242-8909

Please note that rates and acceptable materials are at the discretion of the facility management.

**Mixed Material:**

Mixed material is any combination of construction and demolition wastes not acceptable as clean fill.

The following Saskatchewan Environment approved sites accept mixed materials:

City of Saskatoon Landfill  
Dundonald Avenue  
(306) 975-2486

Northern Landfill  
Lutheran Road East of Highway 12  
(306) 242-8909

Please note that rates and acceptable materials are at the discretion of the facility management.

**Materials Separated for Re-use or Recycling:**

The City of Saskatoon encourages residents to reuse or recycle materials salvaged from demolition projects. If residents are unable to make use of materials from their demolition project they are encouraged to contact a salvage company that may make use of those materials. Please refer to the City of Saskatoon leaflet, *"Recycling in Saskatoon"* for a listing of recycling agencies in Saskatoon for a wide variety of materials. Please also refer to the Saskatchewan Environment fact sheet *"Construction/Demolition Waste Recycling and Disposal"*

**Hazardous Materials:**

Residents are required to have all hazardous materials removed as a part of the demolition process. A qualified abatement contractor must remove materials such as asbestos and fuel tanks from the site. If these materials are to be removed from your site, please attach an abatement plan listing the types and volume of hazardous material, manner in which it is to be removed, name, address and contract number of qualified abatement contractor doing the work, and the method of disposal, including disposal destination. For a listing of qualified abatement contractors please contact Saskatchewan Labour for asbestos removal at (306) 933-5295 or Saskatchewan Environment for removal of tanks and contaminated soil at (306) 933-6242.

For further information regarding requirements for disposal of demolition waste, please call City of Saskatoon, Environmental Protection Branch 975-2487.

**APPLICATION TO MOVE A BUILDING**

Date of Application \_\_\_\_\_ Building/Demolition Permit # \_\_\_\_\_

Building Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Type of Building to be moved: \_\_\_\_\_

From \_\_\_\_\_ Lot \_\_\_\_\_ Blk \_\_\_\_\_ Plan \_\_\_\_\_  
To \_\_\_\_\_ Lot \_\_\_\_\_ Blk \_\_\_\_\_ Plan \_\_\_\_\_

Loaded Building Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_

Building Mover \_\_\_\_\_ Telephone \_\_\_\_\_

Route to be Taken \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Remarks \_\_\_\_\_  
\_\_\_\_\_

Move to take place \_\_\_\_\_ Time \_\_\_\_\_

TO BE COMPLETED BY DEPARTMENTS LISTED (if required)

DEPARTMENT	APPROVAL	REMARKS
<b>Traffic Planning and Operations Branch</b> 3 <sup>rd</sup> Flr North City Hall 975-2640		In all cases
<b>Saskatoon Police Services</b> 130 4 <sup>th</sup> Avenue North 975-8300		In all cases
<b>Parks Branch</b> 1101 Avenue P North 975-2537		In all cases
<b>Saskatoon Light and Power</b> 322 Brand Road 975-2414		Only if loaded building height exceeds 5.25 meters
<b>Electronics Shop, Municipal Eng. Traffic Lights</b> 14 – 450 Ontario Avenue 221-6463		In all cases
<b>SaskPower</b> 1370 Fletcher Avenue 934-7750		Only if loaded building height exceeds 5.25 meters
<b>SaskEnergy</b> 408 36 <sup>th</sup> Street East 975-8515		Only if natural gas connections/lines are involved or if necessary to locate gas lines
<b>SaskTel</b> 210 103 <sup>rd</sup> Street East 931-5411		Only if loaded building height exceeds 4 meters
<b>Shaw Cable</b> 2326 Hanselman Ave 665-3721		In all cases
<b>Building Standards Branch</b> 3 <sup>rd</sup> Flr South City Hall 975-3236		In all cases

Statement of Taxes \_\_\_\_\_ Sewer and Water Cut-off Number \_\_\_\_\_

I agree to abide by and observe all City by-laws and undertake to indemnify the City against any and all manner of action or actions, cause or causes of actions, sums of money, claims and demands whatsoever at the law or in equity which may arise by reason of the within removal.

Signature of Owner or Authorized Agent \_\_\_\_\_