

Northern Municipal Services  
P.O. Box 5000  
Phone 1-800-663-1555  
Phone 1-306-425-4320

1328 La Ronge Avenue  
LA RONGE SK S0J 1L0  
Fax 1-306-425-2401

# Northern Saskatchewan Administration District

## Notice to Property Owner and Lessee

Any person intending to:	In any:
<ul style="list-style-type: none"> <li>construct a new building, or</li> <li>add to an existing building</li> </ul>	<ul style="list-style-type: none"> <li>northern settlement,</li> <li>resort subdivision, or in the</li> <li>Northern Saskatchewan Administration District</li> </ul>

as required by *The Uniform Building and Accessibility Standards Act*, must submit the information set out below, in writing:

By mail to:	By email to:	By fax to:
Northern Municipal Services P.O. Box 5000 LA RONGE SK S0J 1L0	kathryn.menz@gov.sk.ca	1-306-425-2401

### OWNER INFORMATION:

Date:	Name:
Roll Number:	Address:
Lease Number:	Legal Land Description:
Phone Number:	Email Address:

### PRIOR TO COMMENCING ANY WORK:

- (1) the date on which he intends to commence the work; and
- (2) the name, address and telephone number of:
  - (a) the constructor or other person in charge of the work;
  - (b) the designer of the work;
  - (c) the person or firm that is to review the work to determine whether or not the construction conforms to the design;
  - (d) any inspection or testing agency that is engaged to monitor the work.

### DURING THE COURSE OF CONSTRUCTION:

- The date when:
- (1) excavation is to be commenced;
  - (2) the foundation is to be placed; and
  - (3) a superstructure is to be placed on the foundation.
- Of the following:
- (1) any change in, or termination of, the employment of a person or firm mentioned in “Prior to Commencing any Work” clause (2);
  - (2) his intent to do any work that has been ordered by a building official or local authority to be inspected during construction;

- (3) his intent to enclose work that has been ordered by a building official or local authority to be inspected prior to enclosure; and
- (4) the completion of work.

And; of:

- (1) any change in ownership or change in address of the owner that occurs prior to the issuance of an occupancy permit as soon as the change occurs; and
- (2) his intention to occupy a portion of the building if the building is to be occupied in stages.

**UPON COMPLETION OF CONSTRUCTION:**

as required by section 222(1) of *The Northern Municipalities Act, 2010*, must submit the information set out below to the address provided above:

**Structural Information**

Dimensions: \_\_\_\_\_ Square Footage: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_ Project Value: \_\_\_\_\_

Foundation Type: \_\_\_\_\_ Heating Type: \_\_\_\_\_ # of Storeys: \_\_\_\_\_

**Number of Operational Plumbing Units**

Toilet: \_\_\_\_\_ Sink: \_\_\_\_\_ Bathtub: \_\_\_\_\_ Shower: \_\_\_\_\_ Water Heater: \_\_\_\_\_

- |                    |  |                             |
|--------------------|--|-----------------------------|
| Fireplace          | <input type="checkbox"/> Yes Type: _____       | <input type="checkbox"/> No |
| Insulated Interior | <input type="checkbox"/> Yes                   | <input type="checkbox"/> No |
| Boarded Interior   | <input type="checkbox"/> Yes                   | <input type="checkbox"/> No |
| Open Stud          | <input type="checkbox"/> Yes                   | <input type="checkbox"/> No |
| Garage             | <input type="checkbox"/> Yes Dimensions: _____ | <input type="checkbox"/> No |
| Deck               | <input type="checkbox"/> Yes Dimensions: _____ | <input type="checkbox"/> No |

Additional Information:

Please attach a picture if available