

# BASEMENT DEVELOPMENT PROCESS

Submit completed application form, two sets of plans and any additional supporting documentation to:

**Planning Department**  
**Box 340**  
**Warman SK SoK 4S0**

The application is then reviewed to ensure compliance with the City of Warman's Zoning Bylaw.

The Building Permit is forwarded to MuniCode Services for review. Generally, this process requires ten to fourteen business days.

The City of Warman will be in contact with you to inform you that your permit is ready for pick-up. Conditions may be applied as per the department's discretion.

Upon approval and issuance of a permit, one set of submitted plans will be returned to the applicant and Building Permit Fees will be owed to the City.

## PERMIT FEES

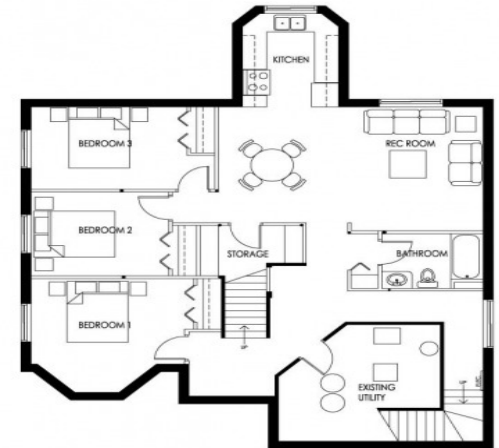
Upon **Building Permit** approval, the applicant will be charged \$100 for a permit valued under \$5000, \$125 for a permit valued between \$5001 - \$ 25,000 and \$5 for every \$1000 for a permit valued over \$25,000.

**Don't forget**, an electrical permit is required from SaskPower and a plumbing permit is required from Public Health.

Please note, the Building Permit can not be issued without an approval for a Development Permit.

**City of Warman**  
PLANNING & DEVELOPMENT DEPARTMENT

**Basement  
Development**



**City of Warman**  
Planning & Development Dept.  
107 Central St W

Ph: 306-933-2133  
Fax: 306-933-1987  
[www.warman.ca](http://www.warman.ca)

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City of Warman  
107 Central St W  
Planning & Development Department  
306-933-2133

## *BASEMENT DEVELOPMENT GUIDELINES*

A Development/Building permit is required for most alterations or construction within a dwelling. Therefore, a building permit is required to develop a basement for the personal use of the occupant (such as family room, bathroom, etc.)

Work is not authorized to proceed on a project for which a permit is required, until both a valid Development Permit and a Building Permit has been paid for and received from the City. Building Permits can not be issued without a Development Permit Approval.

### *APPLICATION COSTS*

The Building Permit fee is calculated as follows:

**\$100 for construction valued under \$5000, \$125 for construction valued between \$5001 and \$25,000, and \$5 for every \$1000 if construction is valued over \$25,000.**

The local authority may estimate the value of construction for the work described in an application for building permit for the purpose of evaluating a permit fee. Methods can be based on established construction costs, owner's statement of costs, or constructor's contract values.

## *BUILDING PERMIT APPLICATION PROCESS*

Permit application forms are available at [www.warman.ca](http://www.warman.ca) or at City Hall. Return the completed application form with two sets of plans and specifications, unless otherwise advised by the *Planning and Development Department*.

### **Basement floor plans should indicate:**

- Proposed & existing rooms.
- Designation and dimensions of rooms
- Square footage of area being developed
- Details of structural changes, if any
- Number of additional plumbing features
- Locations of smoke alarms
- Location and size of windows
- Location, size, and swing direction of doors

**Upon receipt of the prescribed fee, if the work described in a building permit application complies with the City of Warman's *Building Bylaw* and the *National Building Code*, then a permit can be issued. One set of submitted plans will be returned to the applicant and fees will be owed to the City.**

## *ADDITIONAL REQUIREMENTS*

If you intend to install electrical wiring and/or plumbing in your basement, then you also require a separate **Electrical Permit** and a separate **Plumbing Permit**. Depending on the work being done, a **Gas Permit** and/or a **Heating Permit** may also be necessary.

In addition to a building permit, a Development Permit is also required for basement suites. The property must already be zoned for the intended purpose and the lot must meet minimum size requirements.

Home Based Businesses must apply for and obtain a **Home Based Business License** before proceeding

Please note that a building permit is not required when insulating exterior walls. However, erecting any interior walls does require a building permit plus any other applicable permits (such as electrical and plumbing).

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