



The following checklist may be used with
your permit application:

Address: _____

Exterior Walls:

Interior Damp-proofing:

Polyethylene Emulsified Asphalt

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 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.

**Bottom plates are recommended to be treated or otherwise separated from concrete floors.*

Ceiling and Beam Heights:

_____ Bedrooms
_____ Bathrooms
_____ All Other Areas

Stairs:

_____ Headroom Height
_____ Rise
_____ Run

For more information contact:

Community Services Department
Building Standards
222 3rd Avenue North
Saskatoon SK S7K 0J5

Phone: (306) 975-3236

Fax: (306) 975-7712

Website: www.saskatoon.ca

Email: building.standards@saskatoon.ca

Office Hours

Monday - Friday, 8:00 a.m. to 5:00 p.m.

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 Building Standards for assistance, as the City of Saskatoon accepts no responsibility to persons relying solely on this information.



**A Guide to
Interior
Alterations to a
Dwelling Unit
(Includes Basement Development)**

Regulations and Permit Information

*"Striving for Excellence,
Our Commitment to
Keeping Saskatoon Special"*

General Requirements:

- A building permit is required before any alterations are made to an existing building;
- Smoke alarms must conform to subsection 9.10.19 of the NBC and as shown on the City of Saskatoon [Smoke and CO Alarm](#) information sheet;
- Carbon monoxide alarms must conform to article 9.32.3.9 of the NBC and as shown on information sheet;
- All bedrooms must have an openable window with an unobstructed opening area of not less than 0.35 m² (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 760 mm (30 in) is required in front of the window when 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 perimeter basement walls and floor joists ends above;
- When using R20 or R22 batt insulation and a 2x4 wall, ensure a 50 mm to 65 mm (2 in to 2 1/2 in) space is provided behind the studs to accommodate 152 mm (6 in) insulation. It is recommended that all voids, including the space behind each stud, are filled with insulation.
- Building assemblies should meet the thermal characteristics of those described in Section 9.36.
- All bathrooms must be provided with mechanical ventilation directly to the outdoors (minimum 25 L/s).

**Separate permits are required for electrical and plumbing work. Call SaskPower at 1-888-757-6937 for electrical information. Call (306) 975-7631 for plumbing information (plumbing permits are only issued to licensed plumbing contractors).*

Required Information for Permit Applications:

1. Completed [application form](#) (if applying in person) & other [forms](#) specific to your project.
2. Floor plans clearly showing all existing rooms and spaces plus new rooms and spaces being created (See Figure 1)
 - a. Size and location of windows. If the window serves a bedroom, indicate the unobstructed opening dimensions
 - b. Location of permanently wired smoke alarm(s) and carbon monoxide alarm(s).
3. Information as per the attached checklist on this brochure.
4. Detailed construction drawings for alterations to structural elements of the dwelling unit (e.g. beams, columns, floor joists, bearing walls).
5. Asbestos [Removal Notification Form](#) if the house was constructed before 1983.
6. Basement Development Letter of Use for a [one unit, two unit or semi-detached](#) dwelling.

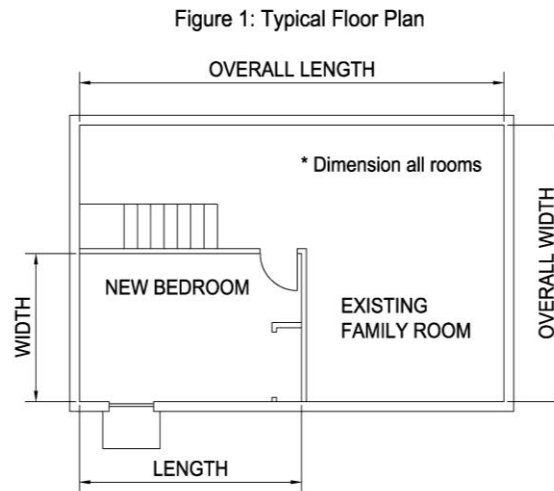
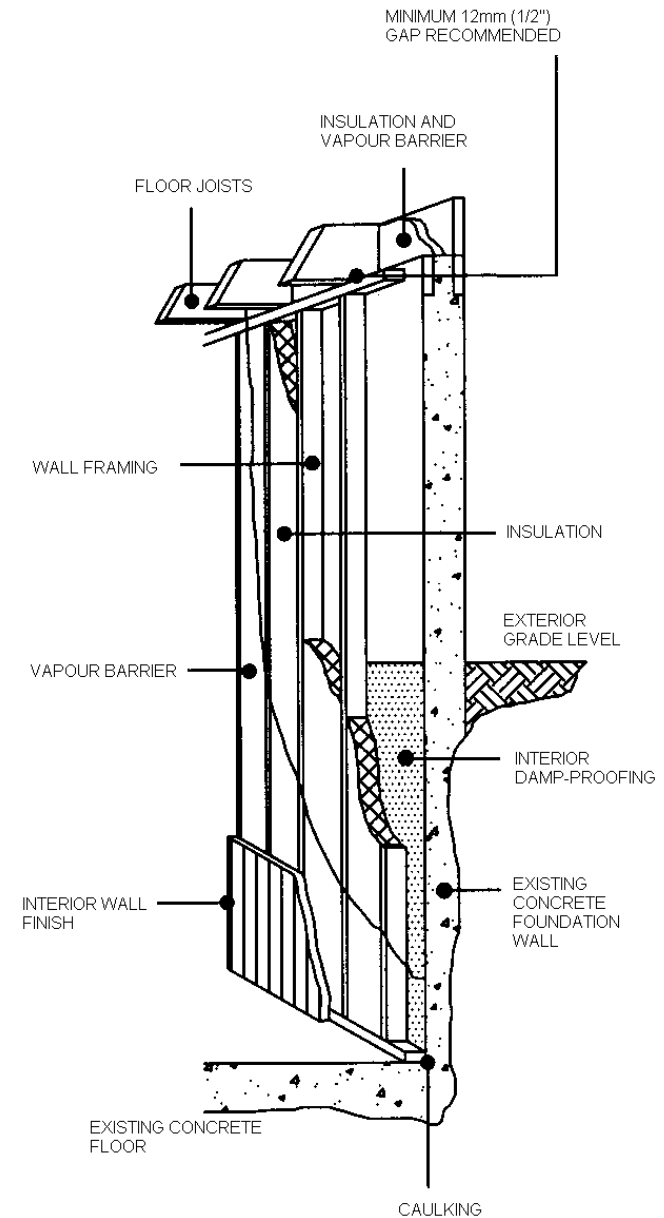


Figure 2: Typical Foundation Wall Detail



A BUILDING AND DEVELOPMENT PERMIT IS REQUIRED PRIOR TO CONSTRUCTION
 A fee will be charged for all building and development permits.