



The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. Thank you for your cooperation.

Building Permit Requirement List and Pre-Screening Form
Commercial Interior Partitioning

Project Address:

Required Items

1. The following approval may be required:
Approved Development Permit
2. A completed Building Permit Application Form (Two-Sided Form to be Completed)
3. Project Address, including floor level and suite, unit or bay number
4. Contractor's Name, address, postal code and telephone number
5. Total construction costs, including building, structural, mechanical, plumbing, electrical, etc.
6. Two (2) copies of a key plan to show proposed tenancy and adjacent occupancies
7. Two (2) copies of site plans, in metric (preferred scale of 1:100) showing:
 - north arrow
 - business address
 - property lines and adjacent city streets and lanes
 - outline of all buildings on the site and the tenant location within the buildings
 - layout of parking areas showing the number of stalls
 - location of driveway access
8. Two (2) copies of floor plans (preferred scale *Metric - 1:100 or *Imperial - 1/4" = 1'.0) include:
 - dimensions of all rooms
 - a description of the purpose of all rooms/spaces
 - the location of all walls, partitions, doorways, windows and other openings
 - construction details of all walls and partitions including walls between adjacent tenants, washroom facilities, barrier free accessibility
 - seating layout for restaurants, and/or number of people in other assembly uses

- locations of exits and access to exits
 - the finish of all floors, walls and ceilings
 - the number of children under care in preschool facilities such as daycare
 - design standards and specifications of sprinkler systems for warehouses and other high hazard occupancies, if applicable
9. Plans for HVAC, fire detection, suppression and alarm systems, if applicable (preferred scale *Metric - 1:100 or *Imperial - 1/8" = 1'0)

The City of Yorkton Building Services Department
2nd Floor, City Hall
37 Third Avenue North, Yorkton, Saskatchewan S3N 2W3
Monday - Friday, 8:00 a.m. -12:00 Noon, 1:00 p.m. - 4:00 p.m.
Phone (306) 786-1710

Please allow 1 day for the receipt of your application.
Checklists are updated periodically. Please ensure that you have the most recent edition.