

Important Points to Remember

A Development Permit and Building Permit are required prior to construction.

A fee will be charged for all Development and Building Permits.

It is the responsibility of the owner to locate all utility lines and easements. Check with Land Titles and Utility Companies.

The plumbing system shall not be constructed, extended, altered, renewed, or repaired unless a Plumbing Permit has been obtained. For Plumbing Permit information, call your plumbing contractor.



**CITY OF MELVILLE
PUBLIC WORKS & PLANNING
SERVICES
BOX 1240
100 BRUNSWICK STREET
MELVILLE, SK S0A 2P0**

Office Hours:

8:00am — 4:00pm

Monday — Friday

Telephone:

306-728-6865

Fax:

306-728-5832

Email:

publicworks@melville.ca

Social Media:

www.melville.ca

www.facebook.com

This pamphlet has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. The City of Melville accepts no responsibility to persons relying solely on this information.



Additions and Alterations to Single Dwellings

Regulations and Permit Information



REMEMBER

The drawings must provide enough information that Building Code requirements and the minimum set-backs can be checked.

Two complete sets of construction drawings are required. One set will be returned after the Building Permit is issued.

Drawings must be prepared in metric measurements or converted to metric from imperial.

The drawings must be to scale, and include the following information:

SITE PLANS MUST SHOW

- Size of the addition
- Size of the existing house
- All distances to the property lines
- Size and location of all other buildings on site
- A Real Property Report (Surveyor's Certificate) is suggested.

FOUNDATION PLAN MUST SHOW

- Locations of all walls, beams, and columns
- Dimensions of all walls, beams, and columns

FLOOR PLANS MUST SHOW

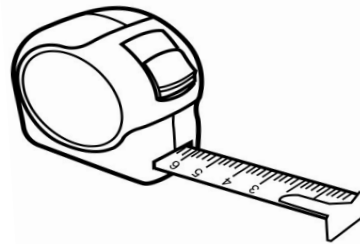
- Locations and dimensions of all walls, beams, and columns
- Locations and dimensions of all windows and doors

ELEVATION MUST HAVE AT LEAST ONE VIEW OF THE ADDITION SHOWING

- Doors and windows
- Roof overhangs
- Chimneys

CROSS-SECTION MUST SHOW DETAILS OF CONSTRUCTION, SPECIFYING MATERIAL TYPES AND SIZES USED FOR

- Roof
- Walls
- Floor
- Foundations



MINIMUM SETBACKS

All Residential Zoning Districts:

- only 40% of the site can be covered with the house and additions, including detached garages, attached garages and carports;
- on corner lots, additions must be a minimum distance of 4.5m (15') from the rear property line;
- on all other lots, additions must be a minimum distance of 7.5m (25') from the front property line;
- bay windows, cantilevers, or any floor area cannot project into the minimum required front, rear, or side yard.

R1 Districts:

- the house and any additions, including attached garages and carports, must be a minimum of 7.5m (25') from the front property line with a minimum side yard clearance of 1.2m (4'), except corner sites, where it shall be 3.0m (9.8') and rear yard minimum of 4.5m (14.76').

R2 Districts:

- the house and any additions, including attached garages and carports, must be a minimum of 6m (20') from the front property line with a minimum side yard clearance of 1.2m (4'), except corner sites, where it shall be 3.0m (9.8') and rear yard minimum of 4.5m (14.76').