



# Town of Oxbow

## Development Permit Application



### Instructions:

1. Download the form to your computer
2. If completing by hand, please use pen and print clearly. OR
3. Open the form in Adobe Reader, (*\*If you are having troubles opening the form you may need to download or upgrade your version of Adobe Reader. Please visit <https://www.adobe.com/ca/acrobat/pdf-reader.html> to download a free version*), and click the Fill and Sign icon, located on the right pane. 
4. to the signature box.
5. Once the document is filled out with *ALL* the required information click the Sign Yourself button, located at the top of the screen  and select Add Signature. Type your name and click apply. Then drag the signature to the signature box.

a.



b.

Signature of Payor:



Signature of Joint Payor:



6. Once the form is completed and signed please email, fax, mail or drop off the form at the Town Office.

Town of Oxbow  
307 Main Street, P.O Box 149  
Oxbow, Saskatchewan S0C 2B0  
Email: [administrator@oxbow.ca](mailto:administrator@oxbow.ca)  
Fax: (306) 483-2300

**Office Hours are 8:30 - 4:30pm Monday - Friday (Please note the office is closed from 12-1pm daily)**

# Town of Oxbow Development Permit Application



Existing Use:		Zone:			
Proposed Use:	Single Family Dwelling	Duplex/Semi-detached	3+ Units	Commercial	Other
Class of Work:	New	Renovation	Addition	Repair	Other
Building Address:					
Legal Land Description: Lot:                      Block:                      Plan:                      .					
Applicant Information:		Are you also the primary contact?		Yes	No
Name:					
Address:		City:		Province:	Postal Code:
Phone:					
Primary Contact:		Email Address:		Phone:	
Legal Land Owner:		Email Address:		Phone:	
Building Contractor:		Email Address:		Phone:	
Engineer / Architect:		Email Address:		Phone:	
Mechanical / Plumbing Contractor:		Email Address:		Phone:	
Description of Proposed Development:					
Value of works: \$					
Proposed Date of Commencement:			Proposed Date of Completion:		
Method of Construction Waste Disposal:			Asbestos suspected:	Yes	No
Other Relevant Information:					

### Request for Building and Occupancy Permit

I hereby acknowledge that I have read this application and state that the information contained herein is correct and agree to comply with all Town of Oxbow bylaws and/or provincial/federal laws regarding building and occupancy.

It being expressly understood that the issuing of a permit does not relieve the applicant/owner from complying with all bylaws and national building codes though not called for in the specifications or shown on plans and/or applications submitted. The building shall not be occupied until such time as an occupancy permit is issued to the owner.

Work shall commence within six months, shall not be stalled for period of more than 6 months, and shall be completed within two years from the date of issue or permit will be cancelled. The use of street, sidewalk or lane during construction requires additional authorization.

This application form does not allow work to start as this is not an issued building permit but an application to apply for a building permit.

The information on this form is collected under the Local Authority Freedom of Information and Protection of Privacy Act. The purpose of the collection is to process your application for a building permit. It will be retained as a record of your application and may be used to contact the parties involved in this project. The application and the information contained therein may also be used by the Town for compliance or other legal action pursuant to The Municipalities Act, The Uniform Building and Accessibility Standards Act and the Town's Building Bylaw and The Planning and Development Act.

Issued Town permits, including name of applicant, description of work, location, value of work and contractor names, may be released to members of the public by the Town in accordance with the provisions of The Local Authority Freedom of Information and Protection

of Privacy Act. If you have any questions about the collection and use of this information, please contact Building Standards at 306-777-7000.

Legal Landowner (printed)

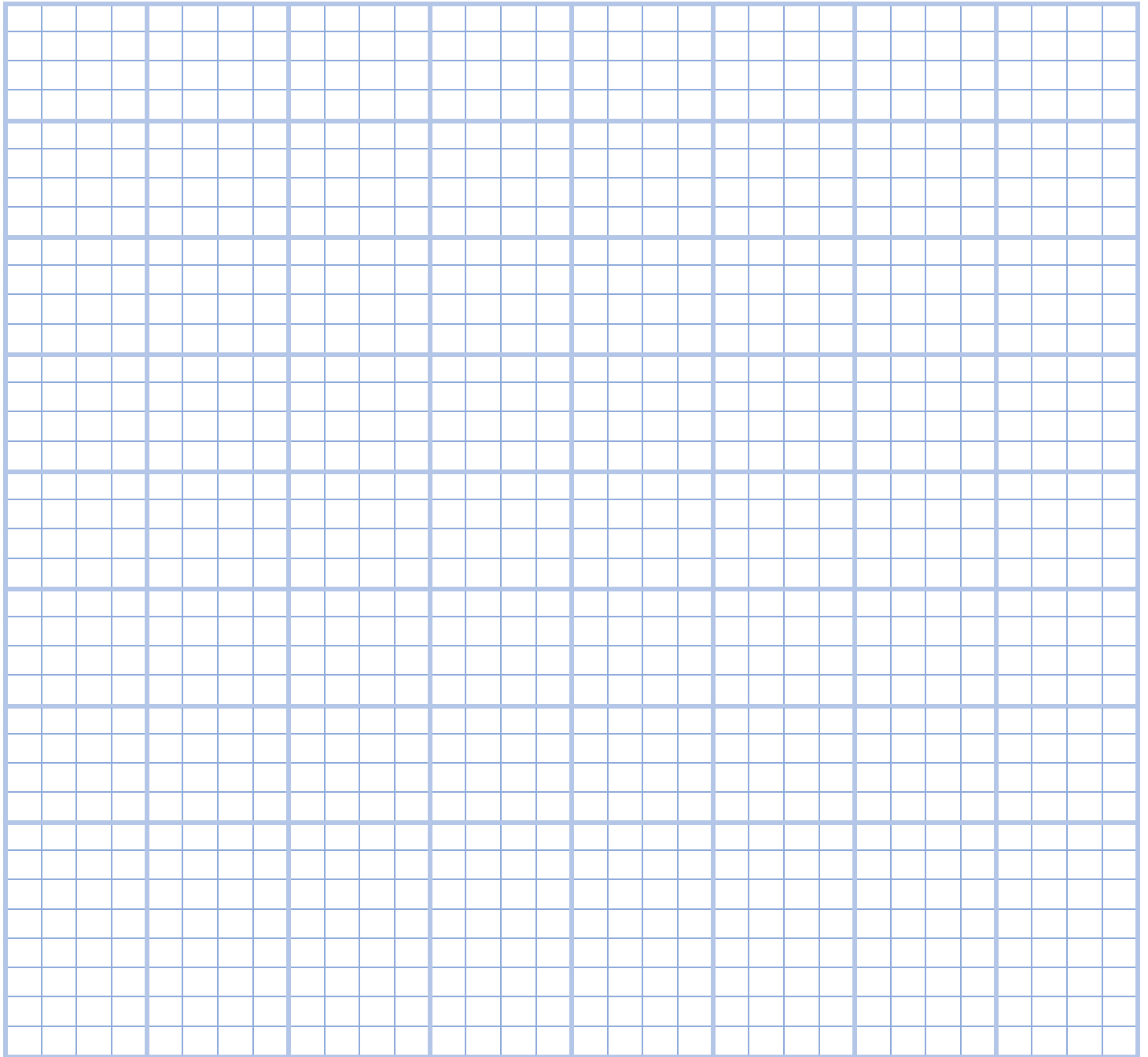
Signature of Legal Landowner

Signature of Applicant

Date

### Site Plan

In order to process the development permit application, all submissions must include a completed site plan map of the proposed project with dimensions of the site, location and size of all existing and proposed buildings and structures, proposed site drainage and finished lot grades, landscaping (including parking and entry/exit points), and setback measurements. Submission of an incomplete site plan map will be considered an incomplete application and returned to the applicant.



NOTE: If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

Municipal Office Use Only

Date Received: \_\_\_\_\_

Rejected

Approved

Approved with Conditions (listed below)

Approving Officer:

Name and Title

Signature

Resolution # (if applicable):

Building Permit Issued #