



**Town of Wadena
Community & Economic Development**
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www.townofwadena.com

DEVELOPMENT & BUILDING PERMIT APPLICATION FORM

THIS IS NOT A DEVELOPMENT OR BUILDING PERMIT

OFFICE USE ONLY	Date Received _____
	DV # _____
	B # _____

SECTION A: PROPOSED DEVELOPMENT INFORMATION

PROJECT	Civic address:		Legal land description:			
			Lot:	Block:	Plan:	
	Scope of work:					
	<input type="checkbox"/> New construction		<input type="checkbox"/> Addition to existing building		<input type="checkbox"/> Alteration, renovation or repair	
	Proposed use of building:			Current use of building:		
Description of proposed work:			Construction value of project:			

SECTION B: CONTACT INFORMATION

APPLICANT	Name:		Company name (if applicable):		
	Mailing address:		City/Town:	Province:	Postal code:
	Phone number: ()	Email:	Preferred method of correspondence: MAIL or EMAIL		

OWNER	<input type="checkbox"/> Same as applicant		Owner name:		
	Mailing address:		City/Town:	Province:	Postal Code:
	Phone number: ()	Email:	Preferred method of correspondence: MAIL or EMAIL		

CONTRACTOR	<input type="checkbox"/> Same as applicant		Contractor name & company name (if applicable):		
	Mailing address:		City/Town:	Province:	Postal code:
	Phone number: ()	Email:	Town of Wadena Business Licence:		
			<input type="checkbox"/> YES or <input type="checkbox"/> NO		

SECTION C: SITE PLAN

SITE PLAN	<p>A site plan is a graphic representation of existing and proposed buildings and features on a property relating to the property lines and one another. When available, a survey certificate may include much of the required information for existing buildings and structures. Submit on a separate sheet and include the plan requirements below.</p>
	<p>SITE PLAN REQUIREMENT CHECKLIST</p> <ul style="list-style-type: none"><input type="checkbox"/> North arrow<input type="checkbox"/> Property lines and dimensions<input type="checkbox"/> All existing buildings and structures (including dimensions)<input type="checkbox"/> Proposed construction (including dimensions)<input type="checkbox"/> Separation distance between all existing and proposed buildings and structures<input type="checkbox"/> Setbacks from buildings and structures to property lines<input type="checkbox"/> Abutting streets and lanes (including names)<input type="checkbox"/> Rights-of-ways and easements<input type="checkbox"/> Proposed site drainage (for new construction or additions)

SECTION D: REQUIRED DRAWINGS FOR CONSTRUCTION PROJECTS

DRAWINGS	<p>Drawings must be submitted with the application for review by the Building Official; however, the level of detail required depends on the nature of the project. If needed, contact the Town Office for specific requirements. Drawings required may include the any of the following:</p>
	<ul style="list-style-type: none"><input type="checkbox"/> Building elevations<input type="checkbox"/> Floor plans<input type="checkbox"/> Cross-sections<input type="checkbox"/> Structural plans<input type="checkbox"/> Foundation plans<input type="checkbox"/> Mechanical plans<input type="checkbox"/> Electrical plans<input type="checkbox"/> Deck worksheet<input type="checkbox"/> Garage worksheet<input type="checkbox"/> Other

SECTION E: DECLARATION

I hereby declare that the above statements contained within this application and attached drawings are true and correct. I agree that the issuance of a Development Permit and/or Building Permit does not relieve the owner or the applicant from complying with all of the Town of Wadena Bylaws and/or Provincial and Federal acts and regulations including the National Building Code of Canada, and that it is my responsibility to ensure compliance with such legislation regardless of any plan review or inspections that may or may not be carried out by the Town of Wadena or its authorized representatives. I agree that no construction shall commence without a Development and/or Building Permit.

Date

Signature of Owner or Owner's Agent