

## **Procedures for obtaining Board approval for Building Permits at E.L.R.P.**

The Emerald Lake Regional Park Authority has passed a resolution to approve Halayka Building Inspectors Inc. for our building inspector services.

Peter W. Halayka,  
Halayka Building Inspections Inc.  
P.O. Box 418, Shellbrook, Sask. S0J 2E0  
Phone # 306-747-4090 ; Cell # 306-960-9087  
[www.halayka.ca/inspect](http://www.halayka.ca/inspect)

Class 3 building official License # BOLLL0031

A building inspector is required for any structure that is larger than 100 sq. ft. and/or any sized enclosed addition.

The procedure goes as follows:

1. The Cabin/Seasonal leaseholder obtains permission for the ELRP Authority by submitting an illustrated drawing entered on an 8 1/2" x 11" paper with an explanation clearly showing leaseholder's intent. As well as a payment of \$25.00 for administration fee.
2. Upon Board approval the submitted building plans can then be sent to the building inspector if so required. Notice of the building Inspector's approval for the plans must be presented to the Board in writing. Any changes to the plans must also be presented to the Board for further approval.
3. The Cabin/Seasonal leaseholder is responsible for all building inspections fees.

For a \$25.00 fee without involvement of the building inspector, the Board may approve the following:

1. Any proposed building project that is not an enclosed addition.
2. Any building that is 100 sq. feet or less.
3. Fences.
4. Decks.

In the event that the Park Authority is unable to grant approval, the \$25.00 fee will be reimbursed to the applicant.

Projects such as landscaping ties, sand, leveling of lots, tree planting or removal, etc. will not be subject to the \$25.00 fee although **Board approval** is required first.

\*Leaseholders are responsible for the removal and cost of building materials. All building materials must be properly disposed of and not taken to the park waste bins.