



Public Health

P.O. Box 727
Melfort, Saskatchewan
S0E 1A0

Phone: (306) 752-6310

Fax: (306) 752-6353

SUBMISSION REQUIREMENTS FOR PLAN APPROVAL

Plans requiring Health approval should be submitted directly to the Community Health Services Office, Public Health Inspection Division (Address: P.O. Box 6500, Melfort, Saskatchewan; Location: 3rd Floor 107 Crawford Avenue East Melfort) prior to any construction commencing.

At least one week should be allowed for the return of plans to permit field staff ample time to review prior to approval, and issue any comments or requirements.

The plans should indicate the name of the facility, location and the person or persons to whom any inquiries could be made and to whom the plans are to be returned to along with an address and telephone number.

Plans are to be drawn to scale (graph paper recommended) and a sufficient number of copies should be submitted to allow retainment of one copy by this office and to allow copies intended for other Department approval submissions (Liquor Licensing, Fire Commissioner, City Building Departments, etc.) to bear the Health approval stamp. These additional copies would be returned to the responsible person/persons submitting the plans.

Plan details should indicate and have labeled all rooms, doorways, windows, equipment, lighting, ventilation, heating and other pertinent information.

Finishing details pertaining to floor coverings, wall and ceiling surfaces, counters, etc. should be indicated.

Individual plumbing fixtures should also be indicated. Private sewage disposal systems and private water supplies are to be indicated if planned to serve the facility, and details as to size, construction and location are to be provided.

Assistance prior to the drafting of plans, in regards to regulation requirements can be obtained by contacting your local public health inspector, or by calling the Community Health Services office at:

Nipawin District Office
Box 389
Nipawin, Sask.
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Michael Hayduk, PHI
Phone: 862-7235
Chelsey Chabot, PHI
Phone: 862-7238

Melfort District Office
Box 727
MELFORT, Sask.
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Ryan Philipation, PHI
Andrew Carolus, PHI
Phone: 752-6310