

City of Saskatoon Cannabis Retail Store Application Review Process

September 2020

Applicants can contact the Licensing and Permitting Section at any time with questions as to whether proposed sites comply with zoning requirements and meet separation distances from sensitive uses. To inquire about a site, please contact business.license@saskatoon.ca or 306-975-2760.

1) **Initiate provincial application process**

Beginning September 2020, applicants must first submit a cannabis retail store permit application through the Saskatchewan Liquor and Gaming Authority (SLGA). Once SLGA has entered the application into their licensing database, an identifier will be assigned to the applicant in an e-mail acknowledging receipt of the application. This e-mail and ID number is required in order to apply for a building and development permit. More information from SLGA is available through the link below.

<https://www.slga.com/permits-and-licences/cannabis-permits/cannabis-retailing/cannabis-retail-store-permitting>

2) **Apply for a municipal building and development permit**

Once the applicant has received their confirmation e-mail from SLGA, they are able to apply for a building and development permit using their ID number to show they are in the process of obtaining a provincial retail permit.

Applications will be reviewed in the order they are received, and a unique ID number is required for each application; multiple building and development permit applications cannot be submitted under a single ID number. Applications must be complete in order to be reviewed. The minimum requirements to begin processing this type of permit application are listed below:

- Complete Commercial Building Permit Application (pages 1 & 3), clearly indicating the application is for a cannabis retail store;
- SLGA ID number (in the form of a copy of the e-mail or a screenshot);
- Addressing Site Plan/Key Plan;
- Asbestos Removal Form (for buildings constructed prior to 1990); and
- Floor Plan (sealed drawings are not typically required at this step; however the plan does need to be legible and include all rooms, interior walls, vault locations, washroom locations and dimensions).

Applications will **only** be received through the City of Saskatoon's online building permit portal at saskatoon.ca/buildingpermits, or via e-mail at commercial.permits@saskatoon.ca. Following preliminary review, additional requirements will need to be met. Please see the [Complete Permit Application checklist for Alterations](#) for comprehensive submission requirements which can be found at saskatoon.ca/buildingforms.

3) **Application review**

The estimated time to review an application for a change in use and building alterations in order to issue a permit is approximately 15 days.

Once the building and development permit has been approved, the applicant can provide the issued permit as written municipal approval of the proposed location for the cannabis retail store in SLGA's permit application process.

The issuance of a development permit will result in the establishment of a 160 metre separation distance from other cannabis retail stores, which may have an impact on applications for other businesses that have yet to be reviewed or are on hold.

Details regarding the minimum development permit application requirements are outlined on the third page of this document and in Section 4.3.4 of the Zoning Bylaw (No. 8770). Unique site considerations may result in additional application requirements. Applications may be denied or put on hold due to deficiencies. Obtaining the services of a design professional is recommended. More information is available through the link below.

<https://www.saskatoon.ca/services-residents/building-renovations-permits/building-plumbing-demolition-permits/residential-building-permits>

4) **Apply for a municipal business license**

Following the issuance of the building and development permit, applicants are able to apply for their City of Saskatoon business license. The estimated application review period is ten to fifteen business days. The business license will not be issued until the applicant provides confirmation from SLGA that they are permitted to purchase and store cannabis at the business location.

On August 31, 2020, City Council adopted an amendment to the Cannabis Business License Bylaw to establish initial cannabis retail store license fees at \$4,500. In light of this, the general online business license application process does not apply to cannabis retail stores. Instead, an application form must be filled out and mailed in with the \$4,500 fee, or alternatively, can be submitted via e-mail to business.license@saskatoon.ca, where staff will then assist you with submitting payment.

Once the business is stocked and ready to operate and the applicant has provided a copy of the approved business licence, SLGA will update the terms of their cannabis retail permit and the business will be permitted to sell cannabis.

Section 4.3.4 – Zoning Bylaw No. 8770

4.3.4 Plans and Information Required for a Development Permit Application

- 1) Except in the case of applications for a sign permit, a portable sign license, a business license for a home based business, or any other form of business license, every application for a development permit shall be accompanied by the following:
 - a) the names, addresses and telephone numbers of the applicant, property owner, and person or consultant who prepared the plans being submitted, including a local contact person;
 - b) the proposed use of the site or building to be constructed, or the proposed use of the existing building floor area to be altered or occupied, including the area of the proposed building or renovations;
 - c) the complete legal description and civic address of the subject property;
 - d) two copies of a site plan, drawn to scale with appropriate dimensions, showing the following information:
 - (i) north arrow, streets and lanes adjacent to the site, key plan showing nearby lotting patterns, all property boundaries, identified frontage of site, site area, site elevations, and the location of any existing buildings, structures, utility poles and wires, fire hydrants, underground utilities, easements, building encroachments, and the type and location of existing trees;
 - (ii) the location and size of proposed buildings or structures, including all front, side and rear yard setback dimensions, and the location of all doorways, walkways and pedestrian circulation areas;
 - (iii) the location and size of all parking spaces, aisles, and vehicle circulation areas, loading spaces, entrances and exits to the site, and garbage receptacles;
 - e) two copies of scaled plans showing the dimensioned floor plans and elevations, including both interior and exterior wall and floor dimensions, and room areas and dimensions;
 - f) except for one and two unit dwellings, two copies of a scaled landscaping plan showing all physical features, including existing and proposed grades, the size and type of existing vegetation, the existing vegetation to be removed and retained, the size, type and location of plant material to be provided, the location of hard landscaping such as fences, retaining walls, walkways and curbs, and the details of the proposed irrigation system, including the location of outside spigots.