

SECTION A – PROJECT INFORMATION (to be completed for ALL BUILDING PERMIT APPLICATIONS)

CLASS OF WORK	New <input type="checkbox"/>	Alterations <input type="checkbox"/>	Addition <input type="checkbox"/>	Relocation <input type="checkbox"/>	BPA # (office use only)
	Repair <input type="checkbox"/>	Demolition <input type="checkbox"/>	Removal <input type="checkbox"/>	<input type="checkbox"/>	

PROJECT INFORMATION	Building Address (including Unit #)	Legal Description (optional)	Value of Project (optional)	
	Work Description	Existing Use	Proposed Use	
	Additional Information (optional)	Seasonal Permit ? (please circle one) YES / NO	Phased Permit ? (please circle one) NA or FOUNDATION/SHELL/FINAL	# of Residential Units
	Type of Residential Care Home (see Section E) (Care Homes ONLY)	# of Residents Receiving Care (Care Homes ONLY)	# of Residents in Home (TOTAL) (Care Homes ONLY)	All Occupants Ambulatory ? (Care Homes Only) YES / NO

APPLICANT	Contact Name	Company Name (if applicable)		
	Address	City	Province	Postal Code
	Phone Number (incl. Area Code)	Fax Number (incl. Area Code)	Email Address (optional)	

OWNER	Contact Name	Company Name (if applicable)		
	Address	City	Province	Postal Code
	Phone Number (incl. Area Code)	Fax Number (incl. Area Code)	Email Address (optional)	

CONTRACTOR	Contact Name (leave blank if not known or IF TENDERED CHECK HERE <input type="checkbox"/>)	Company Name (if applicable)		
	Address	City	Province	Postal Code
	Phone Number (incl. Area Code)	Fax Number (incl. Area Code)	Email Address (optional)	

SECTION B – SUBMISSION REQUIREMENTS (to be completed for ALL BUILDING PERMIT APPLICATIONS)

COMMERCIAL APPLICATION REQUIREMENTS		Submitted	Received (office use only)
2 COMPLETE SETS OF PLANS REQUIRED for ALL APPLICATIONS			
SITE PLAN / KEY PLAN	Required for ALL PERMIT APPLICATIONS (incl. 1 not greater than 11x17)	<input type="checkbox"/>	<input type="checkbox"/>
ARCHITECTURAL/FLOOR PLANS	Required for ALL PERMIT APPLICATIONS	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING CODE ANALYSIS	Required for new buildings, additions and changes of occupancy	<input type="checkbox"/>	<input type="checkbox"/>
STRUCTURAL	Required for new buildings, additions and structural alterations	<input type="checkbox"/>	<input type="checkbox"/>
MECHANICAL	Required for new buildings, additions and mechanical alterations	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL	Required for new buildings, additions and electrical alterations	<input type="checkbox"/>	<input type="checkbox"/>
PRE-ENG BUILDING DRAWINGS	Required for all pre-engineered building systems	<input type="checkbox"/>	<input type="checkbox"/>
FIRE PROTECTION DRAWINGS	Required for new fire protection systems or additions to existing systems	<input type="checkbox"/>	<input type="checkbox"/>
SPECIFICATIONS	1 SET only required where forming part of drawing package	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH APPROVAL	Extra set of entire submission required for SDH	<input type="checkbox"/>	<input type="checkbox"/>
LIQUOR LICENSE APPROVAL	3 extra sets required for circulation to all departments	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C – PROFESSIONAL DESIGN (required where professional designers involved – see Sect. E for Info)

COORDINATING DESIGN PROFESSIONAL	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number (incl. Area Code)	Fax Number (incl. Area Code)	Email Address (optional)		

ARCHITECTURAL CONSULTANT	Contact Name (leave blank if not applicable to project)		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number (incl. Area Code)	Fax Number (incl. Area Code)	Email Address (optional)		

STRUCTURAL CONSULTANT	Contact Name (leave blank if not applicable to project)		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number (incl. Area Code)	Fax Number (incl. Area Code)	Email Address (optional)		

MECHANICAL CONSULTANT	Contact Name (leave blank if not applicable to project)		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number (incl. Area Code)	Fax Number (incl. Area Code)	Email Address (optional)		

ELECTRICAL CONSULTANT	Contact Name (leave blank if not applicable to project)		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number (incl. Area Code)	Fax Number (incl. Area Code)	Email Address (optional)		

PROFESSIONAL DESIGN REQUIREMENTS		Submitted	Received (office use only)
SEALED DRAWINGS	Required for all systems outside scope of Part 9 of the NBC 2005	<input type="checkbox"/>	<input type="checkbox"/>
COMMITMENT FOR FIELD REVIEW	Required for projects involving work under Part 4 of the NBC 2005	<input type="checkbox"/>	<input type="checkbox"/>

SECTION D – DECLARATION AND SIGNATURES (to be completed for ALL BUILDING PERMIT APPLICATIONS)

I DO HEREBY DECLARE:

- That the issuance of a building permit does not relieve the owner and authorized agents from complying with the requirements of the National Building Code of Canada 2005, as amended and within the scope of the Uniform Building and Accessibility Standards Act.
- That the submission of this application does not give permission to begin work on this project.

I certify that I have read and agree to abide by the conditions above, and that all information contained within this application is correct.

Applicant Signature _____

Date _____

Application Received By _____

Date Received _____

RETURN TO CITY OF SASKATOON, BUILDING STANDARDS BRANCH, 222-3rd AVE NORTH, SASKATOON, SK S7K 0J5
 Phone: (306) 975-2645 Fax: (306) 975-7712 Web: www.saskatoon.ca

SECTION E – GENERAL INFORMATION

This section is intended to provide assistance in the completion of this application form. Please read this information thoroughly when completing this application.

SECTION A – PROJECT INFORMATION

This section is intended to provide general information on the specific project being applied for. The information in this section is required in order for a building permit application to proceed to preliminary review and circulation by the Building Standards Branch.

- # of RESIDENTIAL UNITS – Please indicate number of residential units created or altered as part of the building permit application.
- VALUE OF PROJECT – This is an estimated value for commercial projects, and is subject to review by the Building Standards Branch. This value is used for determination of your Building Permit fee should your application be approved. Note that estimated values **do not apply** to residential projects (values used for fee determination for apartments (up to 3 storeys) and smaller residential buildings are calculated as per Council Policy).
- SEASONAL PERMITS – This section **only applies to seasonal projects**, including temporary greenhouses and ice cream stands. No other permit may be considered as a temporary permit, regardless of use or type of construction.
- PHASED PERMITS – Indicates what phase of construction of a larger project this particular application is covering. Further information on the phase of construction being applied for may be provided in the Additional Information space in Section A – Project Information.
- TYPE OF RESIDENTIAL CARE HOME – See information sheet on Residential Care Homes available from the Building Standards Branch or online at www.saskatoon.ca.
- ALL OCCUPANTS AMBULATORY? – Indicate if all residents of the home are ambulatory or not (ambulatory is defined as being able to walk, ascend and descend stairs without assistance from walkers, wheelchairs or other devices.)

SECTION B – SUBMISSION REQUIREMENTS

This section is intended to provide the applicant and design team with information regarding the minimum level of drawings and supporting information required for building permit application. The Building Standards Branch reserves the right to request further information during review in support of any building permit application. Items not submitted or applicable to this project may be left blank, however these items may be requested during the review process.

- SITE PLAN / KEY PLAN – Required for all projects. Site plans must include complete information on the site, including (but not limited to) property lines, building locations (new or existing), parking, landscaping, crossings, street names and locations, directional arrows and dimensions.
- BUILDING CODE ANALYSIS – Required for all new buildings, additions and changes of occupancy. Available at the Building Standards Branch or online at www.saskatoon.ca.
- ARCHITECTURAL/STRUCTURAL/MECHANICAL/ELECTRICAL – Plans required to be complete where provided. As this is project specific depending on scale of work proposed, consultation with the Building Standards Branch is advised in cases where the applicant is unsure of plan requirements.
- PRE-ENGINEERED BUILDING DRAWINGS – Sealed engineered drawings required for all pre-engineered buildings (such as pre-eng steel buildings, concrete form buildings, fabric buildings, etc).
- FIRE PROTECTION DRAWINGS – Required where the project involves a building (or portion thereof), which is currently sprinklered or required to be sprinklered because of building classification. Drawings for new systems or additions to existing systems must be signed and sealed by a professional designer licensed to practice in Saskatchewan.
- SPECIFICATIONS – Only one set of specifications is required to be submitted, and will not be returned with permit drawings when approved.
- HEALTH APPROVAL – An additional set of drawings is required to be submitted (in addition to the 2 sets already required). This additional set is submitted to Saskatoon District Health for their review and approval, and is approved by letter on the Building Permit plans returned upon approval.
- LIQUOR LICENSE DRAWINGS – Where liquor licensing is involved, an additional three (3) sets of plans must be submitted, which will be returned to the applicant for submission BY THE APPLICANT to Saskatchewan Liquor and Gaming Authority, for licensing purposes.

SECTION C – PROFESSIONAL DESIGN

This section provides information on the professional designers required to be involved in this project. Systems requiring professional design include (but are not limited to) all systems (structural, mechanical, electrical, etc) designed outside the scope of Part 9 of the National Building Code of Canada 2005.

- PROFESSIONAL DESIGNER INFORMATION – Must be completely filled out for applicable consultants and projects. Fields that are not applicable (such as Fax Number when none is present), should be noted as such.
- SEALED DRAWINGS – Building system drawings outside the scope of Part 9 of the NBC 2005 must be signed and sealed by the professionals responsible.
- COMMITMENT FOR FIELD REVIEW – Must be completed by the professional structural engineer responsible for the design of all systems under Part 4 of the NBC 2005. This form is to ensure inspections of structural elements under Part 4 are inspected by the design professional involved.

Please contact the Building Standards Branch – City of Saskatoon (975-2645) with comments or questions regarding this application form.