

**BUILDING AND DEVELOPMENT PERMIT APPLICATION
ALL PROJECTS**

| PROJECT ADDRESS | | | |
|---|--|--|-----------------------------------|
| Address _____ | | | Unit Number _____ |
| Legal Description (Optional) _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Lot(s) _____ Block(s) _____ Plan Number _____ </div> | | | \$ _____ Value of Construction |
| Has addressing been approved by Community Services? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| TYPE OF PROJECT | | | |
| <input type="checkbox"/> Residential Projects Complete & Submit Page 2 | <input type="checkbox"/> Commercial/Industrial/Institutional/Mixed Occupancy Residential Projects Complete & Submit Page 3 | <input type="checkbox"/> Alternative Family Care Home Complete & Submit Page 5 | |
| <input type="checkbox"/> Demolition Complete & Submit Page 4 | <input type="checkbox"/> Removal Off Site Complete & Submit Page 4 | <input type="checkbox"/> Relocation On Site Complete & Submit Page 4 | |
| Do any of the following apply to this project? <input type="checkbox"/> Encroachment* <input type="checkbox"/> Occupancy* | | | |

*Additional documents will be required.

| CONTACT INFORMATION ¹ | |
|--|---|
| Applicant / Main Contact² | Name: _____ Registered Business Name: _____ Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Unit Number Street City Province Postal Code </div> Email: _____ Phone/Cell#: _____ |
| <input type="checkbox"/> Property Owner or Property Manager | Name: _____ Registered Business Name: _____ Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Unit Number Street City Province Postal Code </div> Email: _____ Phone/Cell#: _____ |
| Contractor (required before permit can be issued) | Name: _____ Registered Business Name: _____ Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Unit Number Street City Province Postal Code </div> Email: _____ Phone/Cell#: _____ |

¹If design professionals are involved in your project, complete and submit the Design Professional Contact Form.

² For additional contacts (ex. Tenant), provide contact information on the Other section of the Design Professional Contact Form.

| SIGNING BELOW IS AGREEANCE TO THE FOLLOWING: | |
|--|------------|
| <ul style="list-style-type: none"> The issuance of a building permit does not relieve the applicant from complying with the requirements of the National Building Code of Canada, as amended and within the scope of the Uniform Building and Accessibility Standards Act and the City of Saskatoon Building Bylaw. The applicant is the owner of the building or property or an authorized representative of the owner who applies for a building permit. The submission of this application does not give permission to begin work on this project. Work under the scope of this permit application shall not commence until the prescribed fee is paid in full and the building permit has been issued. All building construction is to be completed on site unless a written request is approved by Building Standards. Building Standards may cancel and destroy the building permit application and supporting documents 180 days following permit review if the required fee is not paid or information required to continue processing the application is not submitted. Use/disclose personal information in accordance with <i>The Local Authority Freedom of Information and Protection of Privacy Act</i> You will receive a survey from time-to-time from Building Standards for program evaluation and quality improvement purposes. | |
| I certify that I have read and agree to abide by the conditions above, and all information contained within this application is correct. | |
| Applicant's Signature _____ | Date _____ |

Method of Payment (if known at time of application): ☐ Cash/Debit/Cheque/Credit **OR** SAR Issued to: ☐ Applicant ☐ Owner ☐ Contractor

Incomplete applications will not be circulated for review.

| | |
|---|--|
| BPA Number: (office use only) | |
|---|--|

PROJECT DESCRIPTION (Work to be completed under this application)

Intended use of space: (office, retail, restaurant, etc)

Description of work:
SCOPE OF WORK

- ☐ New Building
☐ Addition
☐ Alteration/Renovation
☐ Repair
☐ Change of Occupancy / Use
☐ Interior Demolition/Partial Demolition

GENERAL PROJECT INFORMATION (All Projects)

- ☐ Yes ☐ No # of Proposed Commercial Units (New Only)
☐ Yes ☐ No # of Residential Units (New Units Only)
☐ Yes ☐ No Is this a Condominium Site?
☐ Yes ☐ No Will the project have a site split, subdivision or consolidation?
☐ Yes ☐ No Does the project include a new/removed/modified curb cut?
☐ Yes ☐ No Is there an existing or new Encroachment?

PROJECT INFORMATION (Check **ALL** that apply)

- Addition/New Build:** ☐ Full (Includes all phases) ☐ Tenant Fit Out Included³
Phased Construction: ☐ Foundation ☐ Shell ☐ Final ☐ Tenant Fit Out Included³ ☐ Site Declaration

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Tenant Fit Out | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> New/Modified Life Safety System: | <input type="checkbox"/> F1 Occupancy |
| <input type="checkbox"/> Tenant Improvement | <input type="checkbox"/> Storage Garage | <input type="checkbox"/> <i>Fire Alarm System</i> | <input type="checkbox"/> F3 Occupancy |
| <input type="checkbox"/> Landlord Improvement | <input type="checkbox"/> Repair Garage | <input type="checkbox"/> <i>Sprinkler System</i> | <input type="checkbox"/> Underground Tanks |
| <input type="checkbox"/> New CRU | <input type="checkbox"/> Mezzanine | <input type="checkbox"/> <i>Stand Pipe System</i> | <input type="checkbox"/> Tire Storage |
| <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Alternative Solution | <input type="checkbox"/> <i>Commercial Cooking Equipment & Ventilation</i> | <input type="checkbox"/> Spray Paint Operations |
| <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Child Care: | <input type="checkbox"/> <i>Other</i> | <input type="checkbox"/> Cold Storage |
| <input type="checkbox"/> Roof Top Equipment | <input type="checkbox"/> <i>Under 18 Months</i> | <input type="checkbox"/> Pre-Engineered Building (CSA A660) | <input type="checkbox"/> Licensed Beverage Establishment |
| <input type="checkbox"/> Structural Modification | <input type="checkbox"/> <i>Overnight Care</i> | <input type="checkbox"/> Modular Building (CSA A277) | <input type="checkbox"/> Residential – Mixed Occupancy |

ADDITIONAL INFORMATION

Visit www.saskatoon.ca/buildingforms for commercial submission forms, information handouts and complete application package checklists for:

1. New Buildings and Additions Checklist
2. Phased Buildings and Additions Checklist
3. Alterations Checklist

³**Tenant Fit Outs will not be included in new builds (including Final Phase) unless specified on this application form.**

Project Timeline: A building permit with a project timeline of greater than 2 years requires a written request approved by Building Standards at time of application.

If city trees are to be affected by this project refer to the [Tree Protection Fact Sheet](#). Information on waste and recycling refer to [Waste and Recycling Service Guidelines](#).

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