

**BUILDING AND DEVELOPMENT PERMIT APPLICATION
 ALL PROJECTS**

PROJECT ADDRESS	
Address _____	Unit Number _____
Legal Description (Optional) _____ Lot(s) _____ Block(s) _____ Plan Number _____	\$ _____ 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"/> Demolition Complete & Submit Page 4	<input type="checkbox"/> Removal Off Site Complete & Submit Page 4
<input type="checkbox"/> Alternative Family Care Home Complete & Submit Page 5	
<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: _____ Unit Number Street City Province Postal Code Email: _____ Phone/Cell#: _____
<input type="checkbox"/> Property Owner or Property Manager	Name: _____ Registered Business Name: _____ Address: _____ Unit Number Street City Province Postal Code Email: _____ Phone/Cell#: _____
Contractor (required before permit can be issued)	Name: _____ Registered Business Name: _____ Address: _____ Unit Number Street City Province Postal Code 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)	
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PROJECT DESCRIPTION (Work to be completed under this application)

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SCOPE OF WORK	PROJECT TYPE (Check ONE)	
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Deck/Patio <input type="checkbox"/> Repair <input type="checkbox"/> Basement Development <input type="checkbox"/> Secondary Suite	<input type="checkbox"/> Apartment – C Occupancy Only* <u>Phased Construction</u> <input type="checkbox"/> Foundation <input type="checkbox"/> Shell <input type="checkbox"/> Final	
	<input type="checkbox"/> One Unit Dwelling	<input type="checkbox"/> Garden/Garage Suite
	<input type="checkbox"/> Two Unit Dwelling	<input type="checkbox"/> Swimming Pool <input type="checkbox"/> Above ground <input type="checkbox"/> In ground
	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Accessory Building <input type="checkbox"/> Other _____
	<input type="checkbox"/> Row House / Townhouse	

GENERAL PROJECT INFORMATION (All Projects)

<input type="checkbox"/> Yes <input type="checkbox"/> No Will the project include a site split, subdivision or consolidation?	<input type="checkbox"/> Yes <input type="checkbox"/> No Does this project include solar panels/rooftop equipment?
<input type="checkbox"/> Yes <input type="checkbox"/> No Is this a modular build? (If yes, Submit CSA A277)	<input type="checkbox"/> Yes <input type="checkbox"/> No Is this a Group Dwelling / Condominium Site?
<input type="checkbox"/> Yes <input type="checkbox"/> No Does the project include a new curb cut?	<input type="checkbox"/> Yes <input type="checkbox"/> No # of new residential units
<input type="checkbox"/> Yes <input type="checkbox"/> No Is there an existing or new Encroachment?	

SUBMISSION REQUIREMENTS

Type A Residential – All projects related to One and Two Unit Dwellings that are not on group dwelling or condo sites

Visit www.saskatoon.ca/buildingforms for Residential (Type A) submission forms and information handouts. Below are submission requirements that may apply to the project.

<ul style="list-style-type: none"> ▪ Site Plan ▪ Floor Plans / Elevations / Cross Sections / Construction Details ▪ Energy Efficiency Compliance forms and supporting documents ▪ Signed and Sealed Drawings ▪ Commitment for Field Review - Structural 	<ul style="list-style-type: none"> ▪ Basement Development Letter of Use ▪ Asbestos Removal Notification Form (buildings constructed prior to 1991) ▪ Spray Foam Insulation Request ▪ Exterior Insulation and Finish System (EIFS) Request ▪ Architectural Controls approval from Saskatoon Land when required
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Type B Residential – All projects related to Apartments, Row House, Townhouse and One or Two Unit Dwellings on Group Dwelling Sites or Condominium Sites

Visit www.saskatoon.ca/buildingforms for Residential (Type B) submission forms, information handouts and complete application package checklists for:

1. Group Dwelling Site Checklist
2. For Apartments, see the Residential (Type B) New & Addition, Phased and Alteration Checklists

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](#).

BPA Number: <i>(office use only)</i>	
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