

**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 Only Complete & Submit Page 2	<input type="checkbox"/> Alternative Family Care Home Complete & Submit Page 2
<input type="checkbox"/> Demolition Complete & Submit Page 4	<input type="checkbox"/> Removal Off Site Complete & Submit Page 4
<input type="checkbox"/> Commercial/Industrial/Institutional/Mixed Occupancy Residential Complete & Submit Page 3	
<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**	
Applicant	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#: _____

**If design professionals are involved in your project, please complete and submit 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, SAR

Incomplete applications will not be accepted or will increase review time.

BPA Number: (office use only)	
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PROJECT ADDRESS	
_____ <small>Address</small>	_____ <small>Unit Number</small>

SCOPE OF WORK	GENERAL PROJECT INFORMATION <small>(All Projects)</small>
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Repair <input type="checkbox"/> Change of Occupancy / Use	_____ # of Proposed Commercial Units (New Only) _____ # of Residential Units (New Units Only) <input type="checkbox"/> Yes <input type="checkbox"/> No Is this a Condominium Site? <input type="checkbox"/> Yes <input type="checkbox"/> No Will/has a subdivision be applied for on this site? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the project include a new/removed/modified curb cut?
Description of the intended use of the space <small>(office, retail space, restaurant, etc):</small>	
Description of work covered by this application: 	

PROJECT INFORMATION <small>(Check ALL that apply to this permit application)</small>			
<input type="checkbox"/> Phased Construction	<input type="checkbox"/> Foundation	<input type="checkbox"/> Shell	<input type="checkbox"/> Final
<input type="checkbox"/> Site Declaration		<input type="checkbox"/> Energy Compliance <small>(New/Addition Only)</small>	
<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Accessory Building	<u>New/Modified Life Safety System</u>	<input type="checkbox"/> F1 Occupancy
<input type="checkbox"/> Tenant Fit Out	<input type="checkbox"/> Storage Garage	<input type="checkbox"/> Fire Alarm System	<input type="checkbox"/> F3 Occupancy
<input type="checkbox"/> Landlord Improvement	<input type="checkbox"/> Repair Garage	<input type="checkbox"/> Sprinkler System	<input type="checkbox"/> Underground Tanks
<input type="checkbox"/> New CRU	<input type="checkbox"/> Mezzanine	<input type="checkbox"/> Stand Pipe System	<input type="checkbox"/> Tire Storage
<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Alternative Solution	<input type="checkbox"/> Commercial Cooking Equipment & Ventilation	<input type="checkbox"/> Spray Paint Operations
<input type="checkbox"/> Solar Panels	<input type="checkbox"/> Child Care	<input type="checkbox"/> Other	<input type="checkbox"/> Cold Storage
<input type="checkbox"/> Roof Top Equipment	<input type="checkbox"/> Under 18 Months	<input type="checkbox"/> Pre-Engineered Building (CSA A660)	<input type="checkbox"/> Licensed Beverage Establishment
<input type="checkbox"/> Structural Modification	<input type="checkbox"/> Overnight Care	<input type="checkbox"/> Modular Building (CSA A277)	<input type="checkbox"/> Residential – Mixed Occupancy

MINIMUM SUBMISSION REQUIREMENTS	Number of Copies/Sets
COMPLETED PERMIT APPLICATION FORM	1
ADDRESSING KEY PLAN - ON PAPER NO LARGER THAN 11X17	1
SITE PLAN (when required)	2
DRAWING PACKAGE	2

A complete list of additional submission requirements can be found on the **Commercial, Industrial, Institutional, and Residential (Type B) Projects Checklist**.

Visit www.saskatoon.ca/buildingforms to view all commercial submission forms, information and handouts.

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: <small>(office use only)</small>	_____
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