

A Contractor's Handbook

A Guide to Building in Saskatoon







The purpose of this guide is to:

- 🏠 provide a guided approach to builders and contractors who develop or construct within Saskatoon
- 🏠 assist developers and contractors to navigate city services and departments
- 🏠 help minimize disruptions to Saskatoon citizens during development or construction of a site.

“ The timeline for permits depends on how complex the project is, the scope of the work, and permit volumes.”

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The information contained in this booklet is intended only as a general guide. Information presented is deemed to be as accurate as possible. We recommend seeking professional advice or contacting the appropriate governing body regarding specific issues as they relate to your business.



BEFORE YOU BUILD

What should you design for?

The first step is to review the [Zoning Bylaw](#) for the permitted use of a site and for any design or building guidelines. Other design considerations to consider:

- 🏠 Developer controls or restrictions.
- 🏠 Infill guidelines.
- 🏠 Plan for the location of waste and recycle containers. How are the end users going to use the space? Refer to [Waste Serviceability Guidelines](#) for container location and collection trucks access.
- 🏠 Check to ensure that the trees located on or near the site can be removed. Note: City trees cannot be removed and are required to be protected before construction or demolition activities are to commence. Consult the [Tree Protection Policy Handout](#) for more information.
- 🏠 If plans include a front driveway, please see the [Private Driveway Crossing Guidelines](#) to ensure your planned city sidewalk crossing is permitted.

The Role of Building Standards

Building Standards role is to review prepared drawings and assess minimum building code requirements and regulations. Either a design professional (architect or engineer) or a person competent in building code (Part 9 design only) can help with your design. Refer to the [When is a Design Professional Required](#) handout for more information. Have drawings prepared by a qualified person.

- ✅ *Research regulations and bylaws*
- ✅ *Develop a construction plan*
- ✅ *Apply for required permits*
- ✅ *Book Inspection*

Develop a Construction Plan

Drafting a construction plan is an essential next step and is critical for the viability of your development.

A construction plan is a written document that describes in detail the steps needed to achieve the completed development. A construction plan includes timelines for identifying key tasks like easements, drawings, permits, demolition, construction, occupancy, financial constraints and communication points to stakeholders (i.e. contractors, public, the City). It will help set realistic and timely goals, focus on priorities, and will give you the best chance for success in the least amount of time.

What permits will I require?

A Building and Development Permit is required for any construction of a new building, alterations or major additions to existing buildings. A demolition permit is required for the demolition or partial demolition of an existing building. Other permits that may be required include plumbing, electrical, water & sewer, right of way, parking, curb crossing, and sign.

BEFORE YOU BUILD

What regulations do I need to follow?

Building Standards permit, review and inspection programs are administered under the regulations of the following: the Building Bylaw, the Swimming Pool Bylaw, the *Uniform Building and Accessibility Standards Act*, the National Building Code of Canada and Plumbing Regulations. Development permits are reviewed under the Zoning Bylaw.

For more information on regulations, please contact a Development Review Officer or Building Official at 306.975.2645.

What type of building permits can I obtain?

A full permit is required for construction of ground-oriented residential projects, which includes one or two unit dwellings and row house/street townhouses.

Phased building permits may be obtained for commercial projects including apartment style residential projects. A Phased building permit is designed to allow construction to start on a commercial project before the final design is completed. Caution: Building and Development Permit applications for future phases may not be approved, and construction may need to be changed after the initial construction phase.

A permit for demolition is required to demolish a building or structure before new construction. This permit is also required for the removal of foundations, footings or slabs left as a result of a building move or relocation. It is your responsibility to review Demolition Waste and to protect City property and landscape features, including trees. Please review the [Damage to City Infrastructure](#) and [Tree Protection Fact Sheet](#) to better understand your responsibilities.



A Move/Relocation Permit from the Transportation and Utilities department is required to relocate a building either within or outside of city limits.

How long does it take to obtain a Building and Development Permit?

For permits related to one or two unit dwelling projects, a permit is available in approximately five business days, provided all required application information is submitted and no changes are necessary. For other ground-oriented dwelling units, the approval time depends on the size and quantity of buildings, and complexity of the project.

The timeline for permits depends on how complex the project is, the scope of the work and permit volumes. On average, building permits for residential construction on a single lot are issued in five to seven business days. In comparison, building permits for commercial construction, including residential construction on a group dwelling site, have an average turnaround time of four to six weeks.

BUILDING & DEVELOPMENT PERMITS

How do I apply for a Building and Development Permit?

Visit saskatoon.ca/buildingstandards for information on how to apply for a Building and Development Permit.

Who reviews my application?

Building Standards receives the application and will circulate it to various divisions. Project complexity will determine the number of required reviews.

Once each Division reviews and approves the application, it is returned to Building Standards for review. Upon approval of all Divisions (with or without conditions) a Building and Development Permit may be issued. Divisions and external organizations, and the requirements they review, include:

City of Saskatoon Building Standards, 306.975.2645

National Building Code of Canada regulations as amended by the Uniform Building and Accessibility Standards Regulations, the Building Bylaw, and Swimming Pool Bylaw.

City of Saskatoon Planning & Development, 306.975.2645

Compliance with the Zoning Bylaw and subdivision applications.

Saskatoon Fire Department, 306.975.2578

National Fire Code of Canada as amended by the Fire Safety Regulations and the Fire and Protective Services Bylaw; hazardous chemicals, compressed gases, service stations, tire storage and high-hazard occupancies.

Saskatoon Light & Power, 306.975.2414

Additions and modifications to electrical service in their franchise area located within Circle Drive. SaskPower area reviews are not part of the review process.

City of Saskatoon Transportation, 306.975.2454

Driveway crossings, right of way requirements, and building move/relocation requirements.

City of Saskatoon Construction and Design, 306.975.2454

Water and waste water servicing requirements.

City of Saskatoon Water & Wastewater, 306.975.2454

Compliance with Design and Development Standards manual; water and sewer system capabilities; and site grading and on-site storm water drainage design.

City of Saskatoon Urban Forestry Division, 306.975.2890

Construction, demolition and relocations on or near City of Saskatoon tree inventory.

Saskatchewan Health Authority, 306.655.4605

Plans may be sent to the Saskatchewan Health Authority (SHA) as part of the application process.*

SHA approval is required independent of the permit review process for any occupancies using: kitchen facilities, serving liquor, processing of food, for-fee sleeping buildings, swimming pools (excluding private swimming pools), tattoo parlors, and body piercing.

A Health License or approval is required and must be obtained before operating any of the business types above.

**An extra set of plans are required.*

 **Note:** *All applicable civic divisions must give full or conditional approval before a Building and Development Permit can be issued. Contact Building Standards with questions about your Building and Development application.*

BUILDING & DEVELOPMENT PERMITS

How long is my Building and Development Permit valid?

A Building and Development Permit is valid for two years from the date of issue. Large commercial projects, which may require longer construction timelines, may be approved at the time of application. Construction must begin within 180 days of permit issue and be actively carried out thereafter. A permit may be revoked if construction does not start within 180 days, or is suspended for more than 180 days. A permit may be extended upon written request acceptable to Building Standards, provided the permit has not been revoked.

A Building and Development Permit can be canceled at the request of the owner or owner's agent. Refunds will be assessed based on the Building Bylaw.

Other Permits

Plumbing Permits

Building Standards • 306.975.2645

A Plumbing Permit is required to construct, alter, extend, renew or repair a plumbing system. A permit is not required to: clear a stoppage in a drainage system; repair a leak in a water distribution system; replace a fixture without changing the drainage system; or to replace existing faucets, water heaters or valves.

To obtain a permit, a licensed plumber acting on your behalf must apply for a plumbing permit at the Building Standards office. Inspections of the plumbing system are then carried out and a final inspection is required before a new system can be put into service.



Occupancy Permits

Building Standards • 306.975.2645

An Occupancy Permit from Building Standards may be required prior to occupancy of a building or part thereof, if the building is to be occupied prior to, or upon finishing of construction.

Encroachment Agreements

Building Standards • 306.975.2645

An Encroachment Agreement is required prior to any construction on, under or over the surface of any public place. Encroachment Agreements do not include encroachments between privately owned properties. While the majority of Agreements require the approval of City Council, some minor encroachments may be approved by the local authority.

BUILDING & DEVELOPMENT PERMITS

Sign Permits

Community Standards • 306.975.2645

All forms of signs in Saskatoon are regulated for safety and aesthetic reasons. The goal is that sign use and placement does not create a hazard for pedestrians and motorists, signs are well maintained, and the number of signs does not affect the attractiveness of the city.

Permanent and Portable signs require a Sign Permit.

Right of Way Permits

Transportation and Utilities • 306.975.2454

A Right of Way Permit is required to place anything (including construction buildings or bins) on a public street, lane, boulevard or median. This type of permit is also needed to close a street and/or lane, or a portion of a street and/or lane.

Driveway/Curb Crossing Permits

Transportation and Utilities • 306.975.2454

A Curb Crossing Permit is required to remove or replace a curb. This includes moving existing access or providing new access from a public street or lane to a private site.

Electrical Permits

SaskPower • 888.757.6937

Electrical Permits can be obtained from SaskPower.

Contractors and individuals who provide gas or electrical installation services must apply for a license with the Government of Saskatchewan.

Parking Permits

Parking Services • 306.975.2548

There are areas of the city which have parking restrictions for residential or business hours. Parking permits can allow exceptions to these restrictions.

City of Saskatoon Bylaws and Policies

As a contractor or owner of a property under construction, it is important to be aware of, and abide by, City of Saskatoon bylaws and policies. A full listing of bylaws and policies can be found on the City of Saskatoon website at saskatoon.ca/bylaws. Regulations to be aware of during construction are:

Building Bylaw

The [Building Bylaw](#) indicates requirements for permits, permit and administrative fees, condition of permits being issued or refused, enforcement tools, addressing, encroachment agreements, signs and legalizing existing suites.

Building Standards Council Policy

The [Plan Review and Building Inspection Program Policy](#) (C09-029) defines plan, review and inspection requirements for ground-oriented dwelling units.

Business License Bylaw

The [Business License Bylaw](#) indicates requirements for applications, types of business licenses, fees, displaying and enforcement.

Drainage Bylaw

The [Drainage Bylaw](#) outlines requirements for handling surface drainage throughout the construction process, up to and including the final grading. It is important to know that improper



BUILDING & DEVELOPMENT PERMITS

handling of surface water can flood neighbour's properties. The bylaw also provides requirements for the elevations at the corner property pin.

Noise Bylaw

Permitted working hours from Monday to Saturday (not including holidays) are 7 a.m. to 10 p.m. Permitted working hours for Sundays and holidays are 9 a.m. to 10 p.m. The Saskatoon Police Service investigates all complaints under the [Noise Bylaw](#).

Private Crossing Bylaw

The [Sidewalks-Private Crossings Over Bylaw](#) regulates the installation of driveway crossings in the City of Saskatoon. The bylaw provides information about the crossing regulations pertaining to residential, commercial, and industrial sites.

Sewer Use Bylaw

The [Sewer Works Control Bylaw](#) regulates sewage collection, transmission, treatment and disposal to public sewage works. The bylaw regulates discharge of sewage (water or wastes) from private properties to any part of the public sewage works. Its regulations prevent damage or misuse of sanitary sewer systems and private sewage works within city limits.

Sidewalk Clearing Bylaw

The [Sidewalk Clearing Bylaw](#) outlines the requirements for an owner of a property adjoining a City sidewalk to remove snow and ice and other loose debris to prevent injury or inconvenience to pedestrians.

Storm Water Management and Utility Bylaw

The [Storm Water Management Utility Bylaw](#) indicates

requirements of stormwater collection, transmission, treatment and disposal. It regulates discharge of stormwater from private properties, prevents damage or misuse and sets charges for properties benefiting from the City's storm sewer system.

Swimming Pool Bylaw

The [Swimming Pool Bylaw](#) outlines requirements for above and below ground swimming pools and hot tubs. This includes pool enclosures, life safety requirements and enforcement tools.



Traffic Bylaw

The [Traffic Bylaw](#) regulates closures of streets, lanes or sidewalks and placement of enclosed construction buildings and garbage bins. Failure to provide proof of permit upon request may result in fines being issued for non-compliance.

The Traffic Bylaw also indicates requirements for vehicle and pedestrian traffic within the city. Included are parking restrictions like length of stay and types of vehicles. The bylaw also provides enforcement tools for violations of parking requirements.

BUILDING & DEVELOPMENT PERMITS

Trees on City Property Policy

Contractors and developers are required to take reasonable precautions to prevent damage to city trees. The City of Saskatoon will seek to hold liable contractors or developers for any loss of, or damage to, a tree(s) on City property.

Waste Bylaw

Requirements for construction projects include keeping debris tidy and the regular removal of debris.

The Waste Bylaw also includes construction standards for bin enclosures and volume requirements for waste and recycling storage for multi-family, residential and commercial properties after construction.

Waste and Recycling Service Guidelines provide design considerations for new residential developments required to allow for civic collection of waste and recycling.

Zoning Bylaw

The Zoning Bylaw defines land use, development type, landscaping, parking and site coverage requirements.

A full listing of City of Saskatoon bylaws and policies can be found at saskatoon.ca/bylaws.



OTHER IMPORTANT REGULATIONS

Please refer to the Province of Saskatchewan's Queen's Printer for most up-to-date documents at publications.gov.sk.ca/freelaw/

Saskatchewan Occupational Health & Safety

Occupational Health and Safety (OH&S) Regulations must be adhered to on all construction sites. They must be provided to anyone entering your construction or development site. Inspection services may be refused if the minimum OH&S safety standards are not provided for workers. This could cause delays to project completion.

For more information visit the Safety in the Work Site website.

Business License

Planning & Development • 306.975.2445

A current business license is required for any company wishing to conduct business within the City of Saskatoon.

Access

Transportation and Utilities • 306.975.2454

Proper permits are required to use City property to access your construction site. City property includes easements, parks and boulevards.

Storm Sewer Protection

Saskatoon Fire Department • 306.975.2878

This restricts the dumping of materials or liquids that will cause damage to the storm sewer system.

Parking Restrictions

Parking Services • 306.975.2548

Parked vehicles and equipment are not allowed within 1 metre horizontally of a fire hydrant. A clear path of at least 2 metres (measured along the street) must be maintained for emergency access.

Vehicle and trailer combinations greater than 6 metres in length are not permitted in residential neighbourhoods for longer than one hour without a Right of Way permit.

Landfill

Transport & Utilities • 306.975.2486

Materials NOT accepted at the landfill: batteries (including laptop batteries), asbestos, railway ties, compressed gases, liquid of any type (paint, solvent, fuel, etc.), hazardous substances, hazardous waste and dangerous goods.



CONSTRUCTION

Getting Started

1. Obtain the necessary permits to construct and to use city streets, lanes or sidewalks. A Right of Way permit is required to have a waste bin or construction office placed on a street, lane, sidewalk or City property. Transportation and Utilities issues these permits.
2. Locate all easements and underground services to reasonably determine unseen dangers. It is the owner's responsibility to contact the [Information Services Corporation](#) (Land Titles) and utility companies to locate all utility lines and easements.
3. City-owned trees shall be safeguarded with a protective barrier or fencing to prevent damage to the tree, both above and below ground. City trees cannot be removed without written authorization. Contact Urban Forestry for site-specific tree protection plans.
4. In newer developed areas, the water shutoff valve is located at the property line and is generally identified with a poly pipe. Marking and identification of this pipe can avoid potential damage and unwanted costs for repairs or replacement.
5. Provide information to owners of neighbouring properties and area residents. Include the type and length of your construction and contact information in case they experience or see any problems. People are more forgiving if they are aware of what will affect them in both the short and long term.
6. From start to finish, you should have temporary erosion and sediment control measures in place to prevent damage to the storm sewer system. If pumping/dewatering is required from a construction site, a dewatering plan must be provided to Saskatoon Water for review and approval. For more information on erosion and sediment control, please see the Design and Development Standards Manual at saskatoon.ca.
7. A site security evaluation should be done to assess the risk to citizens of the area. Fencing, covered walkways or barricades may need to be installed before construction activities begin. Site security must be provided when a school is within 500 metres. Refer to site security map on the following page.
8. You are responsible for all people that work on your site. This includes behavior of workers and damage to private property that may be caused. Ensure that all people who enter your site know your expectations and requirements.
9. Adhere to the Noise Bylaw and perform construction activities during the hours of 7 a.m. to 10 p.m. on Monday to Saturday and 9 a.m. to 7 p.m. on Sundays and holidays. Any complaints are investigated by the Saskatoon Police Service.
10. Arrange for mandatory inspections by visiting saskatoon.ca/buildinginspectionrequests or calling 306.975.7924.

The three **most common complaints** received by the City and by Councilors are:

Construction noise complaints

Poor contractor/homeowner relationship

Damage to property

CONSTRUCTION

Active Construction

1. After building permits are in place, inspections for:
 - a. Commercial projects are provided on a cyclical timeframe. You will be contacted by the area commercial building inspector to set expectations for the permit inspections. You may request a set inspection date at your discretion before the cyclical inspection date.
 - b. Residential projects are mandatory, as set out in the Building Bylaw and the C09-029 council policy.

To book an inspection, for either commercial or residential projects, call 306.975.7924 or book online at saskatoon.ca/buildinginspectionrequests.
2. Once construction begins, the site must be supervised or have security measures to prevent the public from entering the site and potentially getting injured. Tree protection shall be maintained in good condition and stay in place throughout construction.
3. Post your contact information in a visible and accessible place, so neighbors know who to contact if questions arise.
4. Each construction site must have a waste bin or secured area located on or near the site. Keeping the site clean by depositing construction debris in the bin or secure area will help keep the neighbourhood clean and tidy. Residents will appreciate a clean site and be more willing to accommodate you in your construction. Any debris, including mud, deposited on city property must be cleaned as soon as possible. If a complaint is received, a fine of \$250 may be issued. City property must be returned to its original state as soon as possible.

5. The Sidewalk Clearing Bylaw identifies that snow, ice and debris must be removed from city sidewalks. Even though your project is under construction, members of the public may need to use the sidewalk and you are required to keep it in a clean and safe condition.
6. Communicate with neighbours about upcoming deliveries, water shut-offs, street or lane closures and before undertaking any abnormally loud activities. If you are planning a break in construction, let your neighbours know there is going to be a stoppage in construction and for about how long.
7. Communicate with neighbours if you will require to access their property to either move materials or place equipment for construction.
8. When excavating a site, ensure that neighbouring property is not damaged or adversely affected. This includes foundations, accessory buildings and fences. It is your responsibility to repair or replace any damage as a result of your construction.
9. Corner property pin elevations must be maintained to ensure good neighbourhood surface-water drainage as per the approved plan. Ensure that all extra earthwork material is removed after the final grade is complete; this helps maintain the approved elevations at the property pins.

Book your inspection online!
saskatoon.ca/buildinginspectionrequests

CONSTRUCTION

Occupancy Approval

1. An occupancy permit from Building Standards may be required prior to occupancy of a building or part thereof if the building is to be occupied prior to, or upon finishing of construction.

Finishing Construction

1. Ensure that the construction site and surrounding City property are clean and free of debris. Tree protection can be removed. Ensure that City property has not been damaged, or that damage has been repaired to City specifications. Repair any damage caused to neighbouring

properties. Remove any construction related buildings, such as office and storage buildings, shipping containers, bins, washroom facilities, etc.

2. Although construction has been completed, landscaping may affect the drainage of the property. Be aware that corner pin elevations must be maintained. Ensure that you are maintaining the drainage water on your property and following the approved site drainage plan.
3. Obtain any demolition deposit refunds from Water and Wastewater.



UTILITY HOOK-UPS

Water

City of Saskatoon, Transportation and Utilities

222 3rd Avenue North, Saskatoon, SK

306.975.2400 • saskatoon.ca

Electricity

Saskatoon Light & Power

222 3rd Avenue North, Saskatoon SK

1.800.667.9944 • saskatoon.ca

SaskPower

1370 Fletcher Road (P.O. Box 1560), Saskatoon, SK

1.888.757.6937 • saskpower.com

Natural Gas

SaskEnergy

408 36th Street East, Saskatoon, SK

1.800.567.8899 • saskenergy.com

Telephone

SaskTel

123 2nd Avenue South, Saskatoon, SK

1.800.727.5835 • sasktel.com

BUILDING PERMIT ENFORCEMENT

Enforcement action may be taken based on an inspection, whether scheduled or initiated by a complaint.

Enforcement actions include: revoking issued permits; closing expired permits; and/or the issuance of an order.

A building permit may be revoked or closed when a permit:

- 🏠 has not commenced within 180 days of the date of issue and, in the opinion of the local authority, is not actively carried out thereafter;
- 🏠 work authorized by the permit has commenced but is suspended or abandoned for a period of 180 days;
- 🏠 has exceeded two years from the date of issue; or
- 🏠 has exceeded the agreed upon extension date.

Construction activities that start without a valid Building and Development Permit can be stopped immediately until the required planning and development permit is obtained. This will result in an additional building permit fee of up to 100 per cent or \$10,000, whichever is less.

Enforcement action can be undertaken at any time during the construction phase to ensure minimum building construction and life safety practices are being followed.

Failure to comply with enforcement actions can result in legal action with possible penalties of up to \$5,000 for public and \$10,000 for businesses.



saskatoon.ca/buildingstandards

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