

Partial (Interim) occupancy permit applications and supporting documentation can be submitted to [ePermitting](#). You will be required to log in, locate the associated building & development permit job and select the Amend Permit / Request Temporary CO button.

PROJECT ADDRESS	
	Occupancy Type <input type="checkbox"/> Interim <input type="checkbox"/> Final
RELATED PERMITS	
Building & Development Permits:	
Plumbing Permits:	
PARTIAL (INTERIM) OCCUPANCY	
Occupancy Use: _____ Building Classification Type: _____ <small>(Hotel/condo/apartment/offices) (A2, B, C, D, E, F1, F2, F3)</small>	
<b>Inspection date (if required):</b> <input type="checkbox"/> 7 business days from application acceptance date <b>or</b> <input type="checkbox"/> request later date: _____	
<small>Building Standards will request approvals from all necessary agencies upon receipt of a complete application form. The minimum process time for occupancy permit applications is 10 business days provided all requirements have been met with no objections. Process time will increase if a later inspection date is requested. An occupancy permit may be issued upon approvals from all necessary agencies.</small>	
CONTACT INFORMATION	
<b>Applicant</b>	Name: _____ Registered Business Name: _____ Address: _____ <small>Unit Number Street City Province Postal Code</small> Email: _____ Phone/Cell#: _____
<input type="checkbox"/> <b>Property Owner</b> or <input type="checkbox"/> <b>Property Manager</b>	Name: _____ Registered Business Name: _____ Address: _____ <small>Unit Number Street City Province Postal Code</small> Email: _____ Phone/Cell#: _____
<p style="text-align: center;"><b>SIGNING BELOW IS AGREEANCE TO THE FOLLOWING:</b></p> <ul style="list-style-type: none"> <li>The issuance of the 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 Construction Codes Act, National Fire Code of Canada, and The 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.</li> <li>The submission of this application does not give permission to occupy any portion of a building until the prescribed fee is paid and the occupancy permit has been issued.</li> <li>The City of Saskatoon uses or discloses personal information in accordance with <i>The Local Authority Freedom of Information and Protection of Privacy Act</i></li> <li>You will receive a survey from time-to-time from Building Standards for program evaluation and quality improvement purposes.</li> <li>An occupancy application can be cancelled at the request of the applicant/owner. If an application is cancelled and an occupancy inspection has not been completed a refund may be issued.</li> </ul> <p style="text-align: center;"><b>I certify that I have read and agree to abide by the conditions above, and all information contained within this application is correct.</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;">           _____  <small>Applicant's Signature</small> </div> <div style="width: 45%; text-align: center;">           _____  <small>Date Signed</small> </div> </div>	

**SECTION A – MINIMUM APPLICATION SUBMISSION REQUIREMENTS**

Items listed below are to be submitted at time of occupancy permit application where applicable.

- Site Plan/Floor plan(s)
- Fire Alarm System Verification referencing CAN/ULC-S537
- Fire Alarm Monitoring Verification referencing CAN/ULC-S561
- Fire Safety Plan
- Fire Emergency Procedures
- Sprinkler Test Report/Certificate referencing NFPA 13 and NFPA 25
- Standpipe Test Report/Certificate referencing NFPA 14 and NFPA 25
- Fire Pump Test Report/Certificate referencing NFPA 20 and NFPA 25
- Fire Hydrant Flow Test Report (Private Hydrants)
- Emergency Generator Test Certificate
- Special Suppression System Verification
- Letter of Commitment and Assurance for Field Review – All applicable disciplines
- All permit conditional items must be addressed

If partial (interim) occupancy includes only a portion of a building and Letters of Commitment and Assurance for Field Review cannot be submitted due to incomplete systems, letters from design professionals are required to be submitted.

**SECTION B – INSPECTION REQUIREMENTS**

Items listed below are intended to assist the customer in meeting the inspection requirements and are to be addressed prior to the occupancy inspection. Other items may be identified at time of inspection. A separate final occupancy inspection may not be required for all applications.

- Civic Address: to be located at primary entrance of building and visible from the street.
- Fire Department Access Route: to be designed for Fire Department vehicles and maintained to entrance.
- Fire Lane Signage: to be prominently displayed along the Fire Department access route.
- Signage: appropriate signage posted when applicable. i.e., No Smoking, Motor Shutoff, No Propane Vehicles Allowed in Enclosed Parkade, etc.
- Private Fire Hydrant: to be installed, flow tested and painted red.
- Fire Emergency Procedures: to be prominently posted on each floor area.
- Fire Safety Plan: a current copy is to be onsite.
- Fire Extinguishers: to be installed as per NFPA 10 and serviced by an authorized technician.
- Fire Alarm, Detectors: all smoke, fire and heat detectors in operation without covers and unobstructed.
- Fire Alarm, Pull Stations: to be located at every exit door or doors leading to the exterior.
- Fire Alarm, Audibility Devices: to be installed to emit throughout floor level (visual maybe required).
- Smoke Alarms: to be provided in residential occupancies without covers and unobstructed.
- Emergency Lights: to be installed, adjusted and operational.
- Sprinkler System, Fire Department Connection (FDC): to be clearly identified, unobstructed and located within 45m of a fire hydrant.
- Sprinkler System, Heads: to be located in all rooms located immediately under the roof assembly.
- Fire Suppression Systems, Special: to be installed
- Chutes: access provided to sprinkler heads and clean out in linen and refuse chutes.
- Stair, Life Safety: guards, handrails, and extensions to be installed.
- Exits, Lights/Signs: to be installed at all exit doors and all doors leading to exit doors.
- Exits, Path: unobstructed means of egress and exit paths leading to exit doors.
- Exits, Doors: in operational position equipped with self-closing devices and completely latching.
- Exits, Ventilation: pressurization of corridors and exit stairwells (high buildings).
- Exits, Numbering: exit floor numbering posted in exit stairwells
- Fire Separation, Ratings: to be complete including fire stopping, fire dampers or smoke/fire dampers
- Fire Separation, Doors: in operational position equipped with self-closing devices and completely latching, required clearances
- Carbon Monoxide System (Parking Garage): to be installed and operational.
- Floor Area Prevention: floor not covered by application made inaccessible to occupants, exits, maintained.
- Hazardous Processes and Operations: consult with the Saskatoon Fire Department. A list of special conditions that require special firefighting knowledge other than standard practices. i.e., a welding operation with stored tanks under pressure.

Please contact Building Standards at [occupancy.permits@saskatoon.ca](mailto:occupancy.permits@saskatoon.ca) or at 306.975.7639 for additional information.