

FINAL OCCUPANCY APPLICATION

*All related plumbing permits and building & development permits must be closed prior to final occupancy application. Please contact commercial.permits@saskatoon.ca or 306.975.7639 to confirm permit(s) closure.

PROJECT ADDRESS

Address _____ Unit Number _____
 Related Building & Development Permits: _____ Related Plumbing Permits: _____

FINAL OCCUPANCY

Occupancy Use: _____ Building Classification Type: _____
(Hotel/condo/apartment/offices) (A,B,C,D,E,F)

Inspection date (if required): 7 business days from application acceptance date or request later date: _____

The Building Standards Division (BSD) will request approvals from all necessary agencies upon receipt of a complete application form. The minimum process time for final 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.

CONTACT INFORMATION

Applicant
 Name: _____
 Registered Business Name: _____
 Address: _____
Unit Number Street City Province Postal Code
 Email: _____ Phone/Cell#: _____

Property Owner
 or
 Property Manager
 Name: _____
 Registered Business Name: _____
 Address: _____
Unit Number Street City Province Postal Code
 Email: _____ Phone/Cell#: _____

SIGNING BELOW IS AGREEANCE TO THE FOLLOWING:

- 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 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 occupy any portion of a building until the prescribed fee is paid and the occupancy permit has been issued.
- Use/disclose personal information in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*
- You will receive a survey from time-to-time from Building Standards for program evaluation and quality improvement purposes.
- 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.

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 Signed**

Date Received
(office use only)

Final occupancy permit application fee (to be paid at time of application).
 A Saskatoon Fire Department (SFD) Occupancy Inspection and Fee of \$90 per hour may be required for Interim Occupancy approval. The SFD fee will be charged by SAR and billed directly to the applicant for time associated with the fire inspection, research and report writing.

Method of Payment: (office use only)
 Cash / Debit / Cheque / Credit
 SAR
 ID

OCP Number:
(office use only)

Payment Received by:
(office use only)

FINAL OCCUPANCY APPLICATION
SECTION A – MINIMUM APPLICATION SUBMISSION REQUIREMENTS

FINAL OCCUPANCY APPLICATION REQUIREMENTS		Submitted	Confirmed (office use only)
ALL BUILDING & DEVELOPMENT PERMIT(S) CLOSED	Occupancy permits will not be processed until all building & development permit(s) are closed.	<input type="checkbox"/>	<input type="checkbox"/>
ALL PLUMBING PERMIT(S) CLOSED	Occupancy permits will not be processed until all plumbing permit(s) are closed.	<input type="checkbox"/>	<input type="checkbox"/>
SITE PLAN/FLOOR PLAN(S)	Required for all applications	<input type="checkbox"/>	<input type="checkbox"/>
FIRE ALARM ANNUAL TEST REPORT	Required for all buildings containing a fire alarm.	<input type="checkbox"/>	<input type="checkbox"/>
FIRE SAFETY PLAN	Required for all buildings	<input type="checkbox"/>	<input type="checkbox"/>
FIRE EMERGENCY PROCEDURES	Required for all buildings & posted on each floor	<input type="checkbox"/>	<input type="checkbox"/>
SPRINKLER TEST REPORT & CERTIFICATE (NFPA 13 & 25)	Required for all buildings containing a sprinkler system	<input type="checkbox"/>	<input type="checkbox"/>

*To determine if the above requirements have been met, please contact your onsite Building Inspector or Building Standards Commercial Permits at commercial.permits@saskatoon.ca or at 306.975.7639. Please note 2 business days are required for Building Standards to process any of the above building permit items. Applications submitted within those 2 business days may not be accepted.

SECTION B – INSPECTION REQUIREMENTS

This is a general list. Items 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.

FINAL OCCUPANCY INSPECTION REQUIREMENTS		Complete
BUILDING ADDRESS	Located at primary entrance of building and visible from street	<input type="checkbox"/>
FIRE DEPARTMENT ACCESS ROUTE	Access route design for Fire Department vehicles and maintained to entrance	<input type="checkbox"/>
FIRE LANE SIGNAGE	Prominently displayed along the fire department access route	<input type="checkbox"/>
SIGNAGE	Appropriate signage posted (No Smoking, Motor Shutoff, No Propane vehicles allowed in enclosed parkade)	<input type="checkbox"/>
PRIVATE FIRE HYDRANT	Installed, flow tested and painted red	<input type="checkbox"/>
FIRE EMERGENCY PROCEDURES	Prominently posted on each floor area	<input type="checkbox"/>
FIRE SAFETY PLAN	Provide copy of current or updated plan	<input type="checkbox"/>
FIRE EXTINGUISHERS	Installed as per NFPA 10 and serviced by an authorized technician	<input type="checkbox"/>
FIRE ALARM, DETECTORS	Smoke, fire and heat detectors in operation without covers and unobstructed	<input type="checkbox"/>
FIRE ALARM, PULL STATIONS	Fire alarm pull stations located at every exit door or door leading to exterior	<input type="checkbox"/>
FIRE ALARM, AUDIBILITY DEVICES	Audibility devices installed to emit throughout floor level (visual maybe required)	<input type="checkbox"/>
SMOKE ALARMS	Smoke Alarms provided in residential occupancies without covers and unobstructed	<input type="checkbox"/>
EMERGENCY LIGHTS	Emergency lights installed and operational	<input type="checkbox"/>
SPRINKLER SYSTEM, FDC	Fire department connection clearly identified, unobstructed and located within 45m of fire hydrant	<input type="checkbox"/>
SPRINKLER SYSTEM, HEADS	Sprinkler head located in all rooms located immediately under the roof assembly	<input type="checkbox"/>
FIRE SUPPRESSION SYSTEMS, SPECIAL	Installed	<input type="checkbox"/>
CHUTES	Sprinkler heads and clean out access provided in linen and refuse chutes	<input type="checkbox"/>
STAIR, LIFE SAFETY	Guards, handrails and extensions	<input type="checkbox"/>
EXITS, LIGHTS/SIGNS	Exit lights/signs installed at all exit doors and all doors leading to the exterior	<input type="checkbox"/>
EXITS, PATH	Unobstructed means of egress and exit paths leading to exit doors	<input type="checkbox"/>
EXITS, DOORS	In operational position equipped with self-closing devices and completely latching	<input type="checkbox"/>
EXITS, VENTILATION	Pressurization of corridors and exit stairwells (high buildings)	<input type="checkbox"/>
EXITS, NUMBERING	Exit floor numbering posted in exit stairwells	<input type="checkbox"/>
FIRE SEPARATION, RATINGS	Fire separations complete including fire stopping	<input type="checkbox"/>
FIRE SEPARATION, DOORS	In operational position equipped with self-closing devices and completely latching	<input type="checkbox"/>
CARBON MONOXIDE SYSTEM (PARKING GARAGE)	Installed and operational	<input type="checkbox"/>
FLOOR AREA PREVENTION	Floor not covered by application made inaccessible to occupants, exits maintained	<input type="checkbox"/>
HAZARDOUS PROCESSES AND OPERATIONS	Consult with SFD Prevention & Investigation Division A list of special conditions that require special firefighting knowledge other than standard practices. An example is a welding operation with stored tanks under pressure.	<input type="checkbox"/>

FINAL OCCUPANCY APPLICATION

This handout is intended to provide assistance in the completion of this application form. Please read this information thoroughly when completing this application.

GENERAL INFORMATION

- **PROJECT INFORMATION** – This includes the building and its proposed use requiring a final occupancy permit.
- **INSPECTION BOOKING** – An occupancy inspection, if required, will be booked 7 business days after a complete application has been accepted by BSD. If the inspection is to be later please indicate the requested date. Once the inspection is booked confirmation will be provided to the applicant.
- **APPLICANT** – This is who is applying for occupancy and their contact information.
- **OWNER** – This is the owner of the site, or the designated property manager, and their contact information.
- **FEE** – The final occupancy fee is to be paid at BSD. Method of payment includes cash, debit, cheque or credit.

SECTION A – MINIMUM APPLICATION SUBMISSION REQUIREMENTS

The information in this section outlines the requirements that need to have been addressed prior to submission of a final occupancy application. All items in this section are requirements associated with the building permit.

- **ALL BUILDING & DEVELOPMENT PERMIT(S) CLOSED** – All related building & development permit(s) must be closed prior to final occupancy application submission.
- **ALL PLUMBING PERMIT(S) CLOSED** – All related plumbing permit(s) must be closed prior to final occupancy application submission.
- **SITE PLAN/FLOOR PLAN(S)** – A site plan of the property & structure requesting final occupancy must be submitted along with the floor plan(s).
- **FIRE ALARM SYSTEM VERIFICATION** – Required for all buildings where a fire alarm system is installed.
- **FIRE SAFETY PLAN & EMERGENCY PROCEDURES** – Required for all buildings as per SFD guidelines. For more information contact the SFD Prevention & Investigation Division.
- **SPRINKLER TEST REPORT & CERTIFICATE** – Required for all buildings where a sprinkler system is installed.

SECTION B – INSPECTION REQUIREMENTS

The information in this section provides a checklist which is required to be completed prior to an occupancy inspection, if required, by Building Standards and/or the SFD Prevention & Investigation Division.

Please contact Building Standards at commercial.permits@saskatoon.ca or at 306.975.7639 for additional information.

FEES

Application Fees	2019	2020	2021	2022
Interim Occupancy	\$800	\$816	\$832	\$849
Final Occupancy	\$380	\$388	\$395	\$403