

INTERIM OCCUPANCY APPLICATION
SECTION A – MINIMUM APPLICATION ACCEPTANCE REQUIREMENTS

These items, if applicable to the building permit, must already be submitted in order for an application to be accepted.

BUILDING PERMIT REQUIREMENTS		Submitted	Confirmed (office use only)
APPROVAL LETTER CONDITIONAL ITEMS	Required where building permit approval letter(s) were issued with conditional item(s) (two-point and three-point items)	<input type="checkbox"/>	<input type="checkbox"/>
LETTER of ASSURANCE – Structural *	Required where a Commitment For Field Review letter was provided,	<input type="checkbox"/>	<input type="checkbox"/>
LETTER of ASSURANCE – Engineered Life Safety Systems *	Required where a Commitment For Field Review letter was provided	<input type="checkbox"/>	<input type="checkbox"/>
LETTER of ASSURANCE – Alternative Solution *	Required where a Commitment For Field Review letter was provided	<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"/>
STAND PIPE TEST REPORT & CERTIFICATE (NFPA 14 & 25)	Required for all buildings where a stand pipe system is installed	<input type="checkbox"/>	<input type="checkbox"/>
FIRE ALARM SYSTEM VERIFICATION	Required for all buildings containing a fire alarm system	<input type="checkbox"/>	<input type="checkbox"/>
FIRE ALARM MONITORING VERIFICATION	Required for all buildings containing a fire alarm system and a sprinkler system	<input type="checkbox"/>	<input type="checkbox"/>
GLASS GUARD SHOP DRAWINGS	Required for all buildings containing glass guard rail systems	<input type="checkbox"/>	<input type="checkbox"/>

*If interim occupancy includes only a portion of a building and letters of assurance cannot be submitted due to incomplete systems, letters from design professionals are required to be submitted. See page 4 for details.

*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 – APPLICATION SUBMISSION REQUIREMENTS

These items are the minimum level of supporting information required to be submitted as part of the occupancy application.

INTERIM OCCUPANCY APPLICATION REQUIREMENTS		Submitted	Received (office use only)
ARCHITECTURAL/FLOOR PLANS (max size 11x17)	Clear outline of area(s) intended for occupancy approval (Hand drawn plans not accepted)	<input type="checkbox"/>	<input type="checkbox"/>
FIRE PUMP TEST REPORT(NFPA 20 & 25)	Required for all buildings where a fire pump is required	<input type="checkbox"/>	<input type="checkbox"/>
FIRE HYDRANT FLOW TEST REPORT	Required for private fire hydrants (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
EMERGENCY GENERATOR TEST CERTIFICATE	Verification of installation and operation as per CSA 282-09 (if applicable)	<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"/>
SPECIAL SUPPRESSION SYSTEM VERIFICATION	Provide a list of special fire suppression systems (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C – 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.

INTERIM 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"/>

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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"/>

FEES

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

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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 an interim occupancy permit.
- **INSPECTION BOOKING** – An occupancy inspection 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 interim occupancy fee is to be paid at BSD. Method of payment includes cash, debit, cheque or credit.

SECTION A – MINIMUM APPLICATION ACCEPTANCE REQUIREMENTS

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

- **APPROVAL LETTER CONDITIONAL ITEMS** – Required if the building permit approval letter stated additional items that had to be submitted for review (these are referenced as two-point items in the approval letter).
- **LETTER OF ASSURANCE** – Required for all structural, engineered life safety systems and alternative solution items where a Commitment for Field Review letter was provided as part of the building permit.
- **SPRINKLER TEST REPORT & CERTIFICATE** – Required for all buildings where a sprinkler system is installed.
- **STAND PIPE TEST REPORT & CERTIFICATE** – Required for all buildings where a stand pipe system is installed.
- **FIRE ALARM SYSTEM VERIFICATION** – Required for all buildings where a fire alarm system is installed.
- **FIRE ALARM MONITORING VERIFICATION** - Required for all buildings where a fire alarm system and sprinkler system are required to signal the fire department in the event of an emergency.
- **GLASS GUARD SHOP DRAWINGS** – Required for all buildings with glass guardrails. If the area being occupied does not contain glass guards, this item will not be applicable.
- **DESIGN PROFESSIONAL LETTERS** – If interim occupancy includes only a portion of a building and letters of assurance cannot be submitted due to incomplete systems, letters from design professionals are required to be submitted. The letters shall provide confirmation that the area being occupied meets the NBC.

SECTION B – APPLICATION SUBMISSION REQUIREMENTS

The information in this section outlines the supporting information required to be submitted as part of the interim occupancy application. The Building Standards Division reserves the right to request further information during review in support of any occupancy application. Items not submitted or applicable to this project may be left blank; however these items may be requested during the review process.

- **ARCHITECTURAL/FLOOR PLANS** – Required for all occupancy applications. Floor plans are required to indicate the area of a building that is requested to be occupied. For multi-storey buildings, please note that exits will be included in the application.
- **FIRE PUMP TEST CERTIFICATE** – Required for all buildings where a fire pump is installed as part of the sprinkler system. The fire pump test shall be designed in conformance with NFPA 20 and tested in conformance with NFPA 25. The fire pump's power source shall be identified (diesel or electric).
- **FIRE HYDRANT TEST CERTIFICATE** – Required for sites where fire hydrants are installed on private property to meet code requirements.
- **EMERGENCY GENERATOR TEST CERTIFICATE** – Required for all buildings where an emergency generator is installed to provide emergency power. Emergency power shall be installed to either CAN/CSA-C282 or CAN/CSA-Z32.
- **FIRE SAFETY PLAN & EMERGENCY PROCEDURES** – Required for all buildings as per SFD guidelines. For more information contact the SFD Prevention & Investigation Division.
- **FIRE SUPPRESSION SYSTEMS** – Provide a list of special fire suppression systems that are designed for specific special conditions. An example is a carbon monoxide foam system for protection rather than a water system.

SECTION C – INSPECTION REQUIREMENTS

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

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