

Building Standards Occupancy Program

Definitions

- 1) **Occupancy Permit:** permission or authorization issued in writing to occupy any building or part thereof.
- 2) **Occupancy:** the use or intended use of a building or part thereof for the shelter or support of persons, animal or property.
- 3) **High Risk Buildings:** for the purposes of interim occupancy, high risk building means a building equipped with a fire alarm system. This includes a building required by the NBC to be equipped with a fire alarm system or a building that is voluntarily providing a fire alarm system. This does not include ground orientated dwelling units, including alternative family care homes (AFCH), with a fire alarm system.

Background

An occupancy program is authorization issued in writing, by a local government agency, to occupy any building or part thereof. Generally, the installation of affixed furniture such as cupboards and shelving is considered a part of the construction process. However, moving of loose furniture, stock or goods, inventory, accessory equipment, or personal belongings into the premises is considered occupancy.

Occupancy approval can be issued at two stages:

- 1) During construction (interim occupancy); or
- 2) Upon completion of construction (final occupancy).

The procedure and requirements for the certificate of occupancy vary widely from jurisdiction to jurisdiction and on the type of structure. In the City of Saskatoon a certificate of occupancy is generally requested for new commercial buildings during and/or upon completion of construction.

Programs

The City of Saskatoon currently offers:

- 1) A mandatory interim occupancy permit program for buildings applied for after January 1, 2019 and defined as high risk where the scope of work includes the following:
 - a. New buildings or additions with a fire alarm system; and
 - b. Existing buildings where the scope of the alteration includes a major redevelopment including a new or replaced fire alarm system.
- 2) A voluntary interim occupancy permit program for all other commercial buildings.
- 3) A voluntary final occupancy permit program for all commercial buildings.

New one and two unit dwellings may access the occupancy permit programs however, closed plumbing permits and closed building permits do indicate that a one or two unit dwelling is ready for occupancy in the City of Saskatoon.

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Fees

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

In addition to the application fees the Saskatoon Fire Department charges \$90 per hour for research, report and inspection time. The Saskatoon Fire Department invoices the customer directly post occupancy.

Enforcement

Occupancy prior to construction completion (closure of all plumbing permits and building permits) **or** certificate of occupancy issuance will be subject to enforcement **from** immediate remedy of deficiencies **to** immediate non-occupancy of the building.

Guidelines for Issuance

1) Final Occupancy Permit:

A final occupancy permit may be issued for any building, provided that all plumbing permits and building permits for said building are closed, and all mechanical and electrical installations associated with said building have, to the best of the City of Saskatoon's knowledge, been completed in all respects.

An occupancy permit may be issued for a 'base' commercial building even in cases where all spaces to be occupied have yet to be developed. This occupancy permit signifies that the core building life safety systems have been established. However, these units are required to obtain approved building permits to develop the spaces prior to occupancy.

2) Interim Occupancy Permit:

An interim occupancy permit may be issued at the City's discretion for the use of a part of a building (floor, wing or defined area) or for the entire building pending its completion. An interim occupancy permit will typically list conditions and/or outstanding defects or work yet to be completed.

Where an interim occupancy permit is being sought for partial use of a building (floor, wing or defined area), it is important to note that certain construction and life safety systems must be complete for the entire structure (proposed occupied and non-occupied areas), where applicable.

Occupancy Contact Information

Commercial Building Permits

Building Standards

306.975.2645

occupancy.permits@saskatoon.ca