

**COMMERCIAL BUILDING AND DEVELOPMENT
PERMIT APPLICATION**

SECTION A – PROJECT INFORMATION (to be completed for ALL PERMIT APPLICATIONS)

SCOPE OF WORK	New <input type="checkbox"/>	Alterations <input type="checkbox"/>	Addition <input type="checkbox"/>	Relocation <input type="checkbox"/>	BPA # (office use only)
	Repair <input type="checkbox"/>	Demolition <input type="checkbox"/>	Removal <input type="checkbox"/>		

PROJECT INFORMATION	Building Address (including Unit #)			Value of Project	
	Work Description		Existing Use		Proposed Use
	Additional Information			Phased Permit N/A or FOUNDATION / SHELL / FINAL	
	Does the application include a licensed beverage establishment or a licensed restaurant? YES / NO		Seasonal Permit? YES / NO		# of Residential Units
	Type of Residential Care Home (see Section D) (Care Homes ONLY)	# of Residents Receiving Care (Care Homes ONLY)	# of Residents in Home (TOTAL) (Care Homes ONLY)	All occupants capable of self preservation? (Care Homes Only) YES / NO	

APPLICANT	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number (incl. Area Code)	Email Address		Preferred method of receiving correspondence: MAIL or EMAIL	

OWNER	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number (incl. Area Code)	Email Address		Preferred method of receiving correspondence: MAIL or EMAIL	

CONTRACTOR	Contact Name (leave blank if not known or IF TENDERED CHECK HERE <input type="checkbox"/>)		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number (incl. Area Code)	Email Address		Preferred method of receiving correspondence: MAIL or EMAIL	

SECTION B – SUBMISSION REQUIREMENTS (to be completed for ALL PERMIT APPLICATIONS)

COMMERCIAL APPLICATION REQUIREMENTS		Submitted	Received (office use only)
2 COMPLETE SETS OF PLANS REQUIRED for ALL APPLICATIONS			
SITE PLAN / KEY PLAN	Required for ALL PERMIT APPLICATIONS (incl. 1 not greater than 11x17)	<input type="checkbox"/>	<input type="checkbox"/>
ASBESTOS NOTIFICATION FORM	Required for ALL permit applications for buildings constructed before 1983	<input type="checkbox"/>	<input type="checkbox"/>
ARCHITECTURAL/FLOOR PLANS	Required for ALL PERMIT APPLICATIONS	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING CODE ANALYSIS	Required for new buildings, additions and changes of occupancy	<input type="checkbox"/>	<input type="checkbox"/>
STRUCTURAL	Required for new buildings, additions and structural alterations	<input type="checkbox"/>	<input type="checkbox"/>
MECHANICAL	Required for new buildings, additions and mechanical alterations	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL	Required for new buildings, additions and electrical alterations	<input type="checkbox"/>	<input type="checkbox"/>
PRE-ENGINEERED BUILDING DRAWINGS	Required for all pre-engineered building systems	<input type="checkbox"/>	<input type="checkbox"/>
FIRE PROTECTION DRAWINGS	Required for new fire protection systems or additions to existing systems	<input type="checkbox"/>	<input type="checkbox"/>
SPECIFICATIONS	1 SET only required where forming part of drawing package	<input type="checkbox"/>	<input type="checkbox"/>
SPRAY FOAM INSULATION FORM	Required when applicable	<input type="checkbox"/>	<input type="checkbox"/>
VENTILATION DESIGN SHEET	Required for dwelling units designed under the scope of Part 9	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH APPROVAL	Extra set of entire submission required for SDH (when applicable)	<input type="checkbox"/>	<input type="checkbox"/>

ALL CONSTRUCTION FOR THE ABOVE BUILDING IS REQUIRED TO BE COMPLETED ON SITE UNLESS WRITTEN REQUEST IS APPROVED

**COMMERCIAL BUILDING AND DEVELOPMENT
 PERMIT APPLICATION**
SECTION C – PROFESSIONAL DESIGN (required where design professionals are involved – see Section D)

COORDINATING DESIGN PROFESSIONAL	Contact Name		Company Name (if applicable)	
	Address		City	Province
	Postal Code	Phone Number (incl. Area Code)		Email Address
Preferred method of receiving correspondence: MAIL or EMAIL				

ARCHITECTURAL CONSULTANT	Contact Name (leave blank if not applicable to project)		Company Name (if applicable)	
	Address		City	Province
	Postal Code	Phone Number (incl. Area Code)		Email Address
Preferred method of receiving correspondence: MAIL or EMAIL				

STRUCTURAL CONSULTANT	Contact Name (leave blank if not applicable to project)		Company Name (if applicable)	
	Address		City	Province
	Postal Code	Phone Number (incl. Area Code)		Email Address
Preferred method of receiving correspondence: MAIL or EMAIL				

MECHANICAL CONSULTANT	Contact Name (leave blank if not applicable to project)		Company Name (if applicable)	
	Address		City	Province
	Postal Code	Phone Number (incl. Area Code)		Email Address
Preferred method of receiving correspondence: MAIL or EMAIL				

ELECTRICAL CONSULTANT	Contact Name (leave blank if not applicable to project)		Company Name (if applicable)	
	Address		City	Province
	Postal Code	Phone Number (incl. Area Code)		Email Address
Preferred method of receiving correspondence: MAIL or EMAIL				

PROFESSIONAL DESIGN SUBMISSION REQUIREMENTS		Submitted	Received <small>(office use only)</small>
SEALED DRAWINGS	Required for all systems outside the scope of Part 9 of the NBC 2010	<input type="checkbox"/>	<input type="checkbox"/>
COMMITMENT FOR FIELD REVIEW	Required for projects involving work under Part 4 of the NBC 2010	<input type="checkbox"/>	<input type="checkbox"/>
PILE SCHEDULE	Required for all new piles	<input type="checkbox"/>	<input type="checkbox"/>
CSA – A660 CERTIFICATE	Required for all pre-engineered steel building systems	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION & SIGNATURES	I DO HEREBY DECLARE:			
	<ul style="list-style-type: none"> That the issuance of a building permit does not relieve the owner and authorized agents from complying with the requirements of the 2010 National Building Code of Canada, as amended and within the scope of the Uniform Building and accessibility Standards Act. That the submission of this application does not give permission to begin work on this project. 			
	I certify that I have read and agree to abide by the conditions above, and all information contained within this application is correct.			
	_____	_____	_____	_____
Applicant Signature	Date	Application Received By	Date Received	

**COMMERCIAL BUILDING AND DEVELOPMENT
PERMIT APPLICATION****SECTION D – GENERAL INFORMATION**

The Commercial Building and Development Permit application form shall be used for all commercial buildings. Commercial buildings include all buildings except one and two unit dwellings, along with garages and accessory buildings serving these dwelling units. Please note that one and two unit dwellings located on group dwelling sites are considered to be commercial buildings.

Please read the following information when completing this application.

SECTION A – PROJECT INFORMATION

This section is intended to provide general information on the specific project being applied for. The information in this section is required in order for a permit application to proceed to preliminary review and circulation by Building Standards.

- # of RESIDENTIAL UNITS – Please indicate number of residential units created or altered as part of the permit application.
- VALUE OF PROJECT – This is an estimated value for commercial projects, and is subject to review by Building Standards. For Phased building permits, provide value of the phase applicable to the application. This value is used for determination of your permit fee should your application be approved. Note that estimated values do not apply to residential projects (values used for fee determination for apartments (up to 3 storeys) and smaller residential buildings are calculated as per Council Policy).
- SEASONAL PERMITS – This section only applies to seasonal projects, including temporary greenhouses and ice cream stands. No other permit may be considered as a temporary permit, regardless of use or type of construction.
- PHASED PERMITS – Indicates what phase of construction of a larger project this particular application is covering. Further information on the phase of construction being applied for may be provided in the Additional Information space in Section A – Project Information.
- LICENCED BEVERAGE ESTABLISHMENTS AND LICENSED RESTAURANTS – Section is required to be completed to ensure all applicable zoning and National Building Code Requirements are met.
- TYPE OF RESIDENTIAL CARE HOME – See information sheet on Residential Care Homes available from Building Standards or online at www.saskatoon.ca.
- ALL OCCUPANTS ARE CAPABLE OF SELF PRESERVATION? – Capable of self-preservation is defined as a person is capable of recognizing and responding to an emergency given his or her physical, cognitive and behavioral abilities, and is able to arise and walk, or transfer from a bed or chair to a means of mobility, and leave the building or move to a safe location on his or her own without assistance of another person.

SECTION B – SUBMISSION REQUIREMENTS

This section is intended to provide the applicant and design team with information regarding the minimum level of drawings and supporting information required for permit application. Building Standards reserves the right to request further information during review in support of any permit application. Items not submitted or applicable to this project may be left blank, however these items may be requested during the review process.

- SITE PLAN / KEY PLAN – Required for all projects. Site plans must include complete information on the site, including (but not limited to) property lines, building locations (new or existing), parking, landscaping, crossings, street names and locations, directional arrows and dimensions.
- ASBESTOS NOTIFICATION FORM – Required for all buildings constructed prior to 1983.
- BUILDING CODE ANALYSIS – Required for all new buildings, additions and changes of occupancy. Available at Building Standards or online at www.saskatoon.ca
- ARCHITECTURAL/STRUCTURAL/MECHANICAL/ELECTRICAL – Plans required to be complete where provided. As this is project specific depending on scale of work proposed, consultation with Building Standards is advised in cases where the applicant is unsure of plan requirements.
- PRE-ENGINEERED BUILDING DRAWINGS – Sealed engineered drawings required for all pre-engineered buildings (such as pre-eng steel buildings, concrete form buildings, fabric buildings, etc).
- FIRE PROTECTION DRAWINGS – Required where the project involves a building (or portion thereof), which is currently sprinklered or required to be sprinklered because of building classification. Drawings for new systems or additions to existing systems must be signed and sealed by a professional designer licensed to practice in Saskatchewan.
- SPECIFICATIONS – Only one set of specifications is required to be submitted, and will not be returned with permit drawings when approved.
- SPRAY FOAM INSULATION SHEET- available online at www.saskatoon.ca
- VENTILLATION DESIGN SHEET – available online at www.saskatoon.ca
- HEALTH APPROVAL – An additional set of drawings is required to be submitted (in addition to the 2 sets already required). This additional set is submitted to Saskatoon District Health for their review and approval.

SECTION C – PROFESSIONAL DESIGN

This section provides information on the design professionals required to be involved in this project. Systems requiring a design professional include (but are not limited to) all systems (structural, mechanical, electrical, etc) designed outside the scope of Part 9 of the National Building Code of Canada 2010.

- PROFESSIONAL DESIGNER INFORMATION – Must be completely filled out for applicable consultants and projects. Fields that are not applicable, should be noted as such.
- SEALED DRAWINGS – Building system drawings outside the scope of Part 9 of the NBC 2010 must be signed and sealed by the professionals responsible.
- PILE SCHEDULE – Required to be provided for all new piles prior to issuing building permit. Pile schedules are required to be signed and sealed by a structural engineer licensed to practice in the province of Saskatchewan.
- CSA-A660 CERTIFICATE – Required to be completed by the professional structural engineer for pre-engineered steel buildings.
- COMMITMENT FOR FIELD REVIEW – Must be completed by design professional licensed to practice in the province of Saskatchewan for the design of all systems under Part 4 of the NBC 2010. This form is to ensure inspections of structural elements under Part 4 are inspected by the design professional involved.