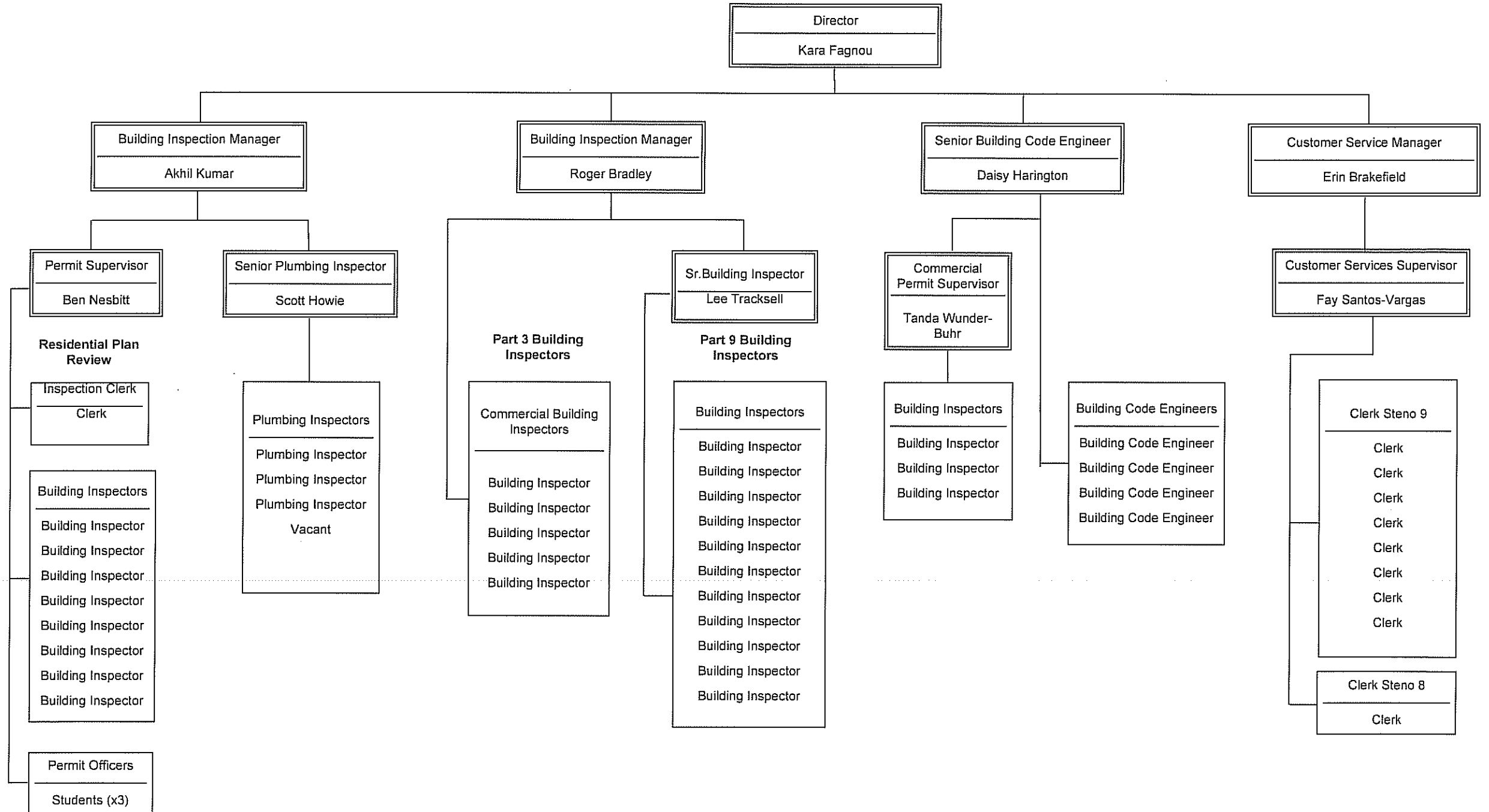
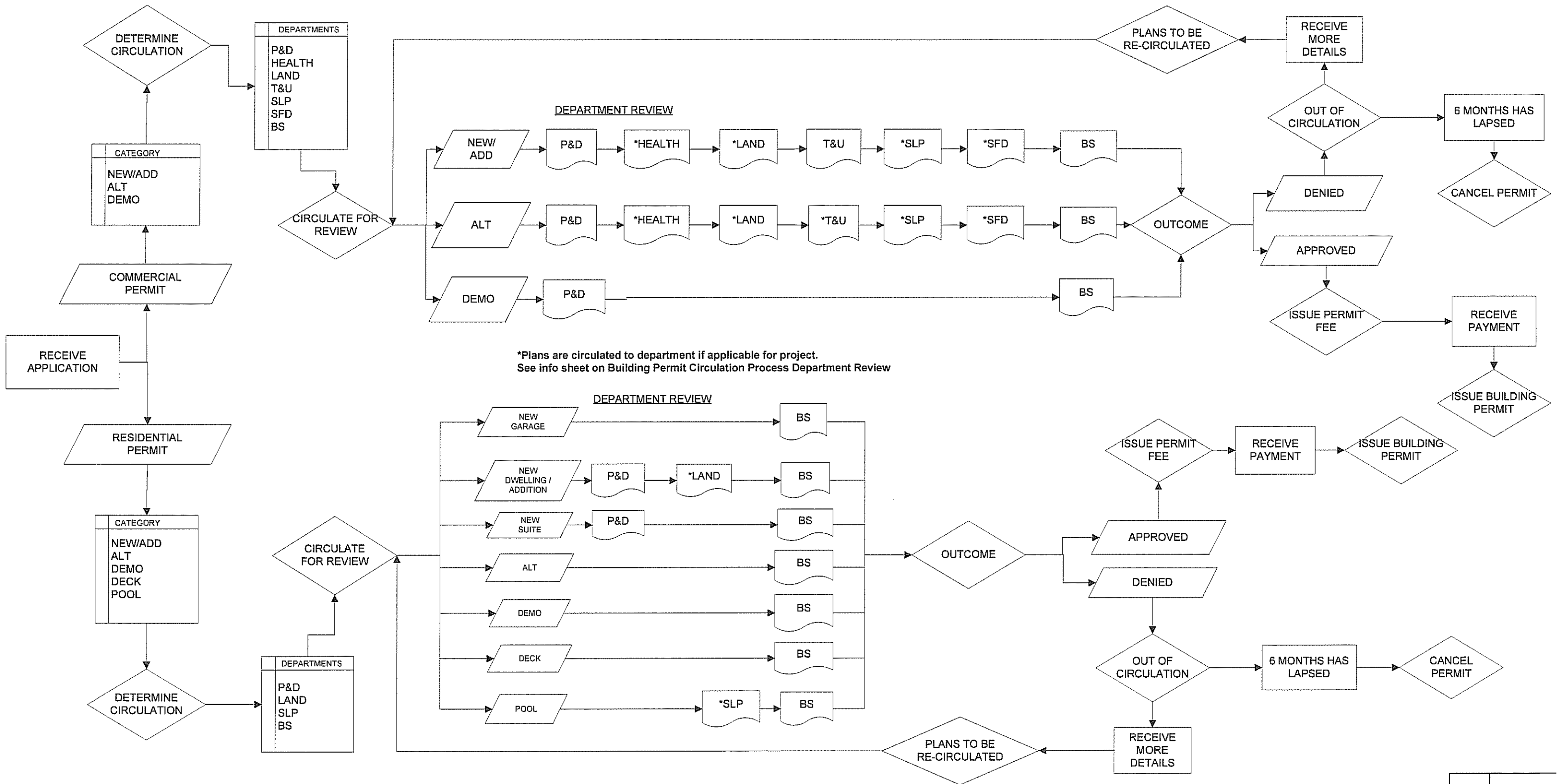


Building Standards Division

September 1, 2015



BUILDING PERMIT CIRCULATION PROCESS



**REQUEST FOR EVALUATION OF AN
ALTERNATIVE SOLUTION**

SECTION A – PROJECT INFORMATION

| | | |
|----------------------------|-------------------------------------|------------------------------|
| PROJECT INFORMATION | Building Address (including Unit #) | Legal Description (optional) |
| | Work Description | |

| | | | | |
|--------------|--------------------------------|------------------------------|---|-------------|
| 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 | |

| | | | | |
|----------------------------|--------------------------------|------------------------------|---|-------------|
| 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 | |

SECTION B – SUBMISSION REQUIREMENTS

| A REQUEST FOR EVALUATION OF AN ALTERNATIVE SOLUTION will only be considered if <u>all</u> of the items listed below are submitted in addition to this application form. | Submitted | Received <small>(office use only)</small> |
|--|--------------------------|---|
| DESCRIPTION of the proposed Alternative Solution | <input type="checkbox"/> | <input type="checkbox"/> |
| QUALIFICATIONS of the architect or engineer responsible for the design | <input type="checkbox"/> | <input type="checkbox"/> |
| DETAILED BUILDING CODE ANALYSIS which includes: | <input type="checkbox"/> | <input type="checkbox"/> |
| A. Identification of applicable Division B provisions. | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Identification of applicable objectives and functional statements | <input type="checkbox"/> | <input type="checkbox"/> |
| C. An evaluation of the performance level of applicable Division B provisions | <input type="checkbox"/> | <input type="checkbox"/> |
| D. An evaluation of the performance level of the proposed Alternative Solution | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Identification of any assumptions, limiting or restricting factors | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Identification of testing procedures, engineering studies, building performance parameters, etc. to support the assessment for compliance | <input type="checkbox"/> | <input type="checkbox"/> |
| DOCUMENTATION of operational or maintenance requirements necessary after the building is constructed | <input type="checkbox"/> | <input type="checkbox"/> |
| OTHER SUPPORTING DOCUMENTATION (see Section D for examples) | <input type="checkbox"/> | <input type="checkbox"/> |
| COMMITMENT LETTER FOR FIELD REVIEW (see Section D – required upon request) | <input type="checkbox"/> | <input type="checkbox"/> |

**REQUEST FOR EVALUATION OF AN
ALTERNATIVE SOLUTION****SECTION C – DECLARATION AND SIGNATURES****BY SIGNING THIS FORM, THE OWNER OR THE OWNER'S AGENT EXPRESSLY ACKNOWLEDGES:**

- That the owner has knowledge of, and is in agreement with, this request for evaluation of an alternative solution, including the supporting documentation submitted with the request;
- That the alternative solution being requested is intended to provide an alternative to the strict provisions of the requirements of the *National Building Code 2010*, and/or the standards and regulations there under; and
- That it is the responsibility of the owner to provide and maintain safety in accordance with the alternative solution.

TAKE NOTICE THAT, IF THE ALTERNATIVE SOLUTION IS PERMITTED:

- Failure to comply with the specifications of the alternative solution is an offence under the *Uniform Building and Accessibility Standards Act (UBASA)*;
- Terms of the alternative solution shall not be subject to review or appeal pursuant to UBASA;
- The granting of an alternative solution is case specific and is of no binding effect in respect of subsequent applications.

FURTHER TAKE NOTICE THAT a decision to refuse approval of an alternative solution is not subject to review or an appeal pursuant to UBASA.

I certify that I have read and agree to abide by the conditions above, and that all information contained within this application is correct.

Name of Owner/Owner's Agent (Print)_____
Signature of Owner/Owner's Agent_____
Date Received

**REQUEST FOR EVALUATION OF AN
ALTERNATIVE SOLUTION****SECTION D – GENERAL INFORMATION**

This section is intended to provide assistance in the completion of this application form. Please read this information thoroughly 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 request for evaluation of an alternative solution to be reviewed by the Building Standards Division.

- WORK DESCRIPTION – Provide a brief description of the scope of work, including the type of building to be constructed or altered.
- DESIGN PROFESSIONAL – Alternative solutions are only accepted from architects or engineers licensed to practice in the province of Saskatchewan. All submitted Alternative solutions shall be signed and sealed by either an architect or engineer licensed to practice in the province of Saskatchewan. An owner or contractor may apply for an alternative solution; however, the required documentation must be prepared by an architect or engineer. Where the design of a building includes proposed alternative solutions that involve more than one person taking responsibility for different aspects of the design, the applicant for the permit shall identify a single person to co-ordinate the preparation of the design, Code analysis and documentation referred to herein as per Sentence 2.3.1.1(6), Division C of the *National Building Code (NBC) 2010*.

SECTION B – SUBMISSION REQUIREMENTS

This section is intended to provide the applicant and design team with information regarding the minimum amount of supporting information required with the Request for Evaluation of an Alternative Solution. The Building Standards Division reserves the right to request further information during review in support of any proposed alternative solution.

- DESCRIPTION OF THE PROPOSED ALTERNATIVE SOLUTION: Documentation must be provided to demonstrate that the proposed alternative solution complies with the NBC as stated in Division C, Article 2.3.1.1.
- QUALIFICATIONS OF THE ARCHITECT OR ENGINEER RESPONSIBLE FOR THE DESIGN: The *Uniform Building and Accessibility Standards Regulations* require an architect or engineer licensed to practice in the province of Saskatchewan in the development of an alternative solution.
- DETAILED BUILDING CODE ANALYSIS: This code analysis is much more detailed than that contained in the City of Saskatoon Building Code Analysis sheet. It must outline the analytical methods and rationales used to determine that a proposed alternative solution will achieve at least the level of performance required by Clause 1.2.1.1(1)(b) of Division A. All information in the Code Analysis shall be in sufficient detail to convey the design intent and to support the validity, accuracy, relevance and precision of the Code Analysis as per Sentence 2.3.1.1(5) of Division C. The detailed Code Analysis must include the following:
 - A. IDENTIFICATION OF APPLICABLE DIVISION B PROVISIONS: Reference the requirements in Division B of the NBC that would typically apply, and that the proposed alternative solution is attempting to satisfy by an alternate method.
 - B. IDENTIFICATION OF APPLICABLE OBJECTIVES AND FUNCTIONAL STATEMENTS: Identify the objectives and functional statements associated with these Building Code requirements.
 - C. AN EVALUATION OF THE PERFORMANCE LEVEL OF APPLICABLE DIVISION B PROVISIONS: Address the performance level that the NBC is attempting to achieve with the referenced requirements in Division B.
 - D. AN EVALUATION OF THE PERFORMANCE LEVEL OF THE PROPOSED ALTERNATIVE SOLUTION: Evaluate how the proposed alternative solution will meet the performance level expected for the referenced requirements.
 - E. IDENTIFICATION OF ANY ASSUMPTIONS, LIMITING OR RESTRICTING FACTORS: Identify the assumptions, limiting or restricting factors involved in the evaluation of the proposed alternative solution.
 - F. IDENTIFICATION OF TESTING PROCEDURES, ENGINEERING STUDIES, BUILDING PERFORMANCE PARAMETERS, ETC. TO SUPPORT THE ASSESSMENT FOR COMPLIANCE
- DOCUMENTATION OF OPERATIONAL OR MAINTENANCE REQUIREMENTS NECESSARY AFTER THE BUILDING IS CONSTRUCTED: Information concerning any special maintenance or operational requirements, including any building component commissioning requirements, that are necessary for the alternative solution to achieve compliance with the Code after the building is constructed must be provided (Division C, Clause 2.3.1.1(2)(b)). The building must be maintained in compliance with the codes under which it was built, which includes any alternative solutions used.
- OTHER SUPPORTING DOCUMENTATION: This includes other information or items that may be helpful in the review of the proposed alternative solution, including:
 - A list of submitted documents.
 - A reason for the proposed alternative solution.
 - A list of applicable sections of referenced standards
- COMMITMENT LETTER FOR FIELD REVIEW: A commitment letter for field review may be requested at the discretion of the City of Saskatoon Building Standards Division for the alternative solution to ensure that the construction complies with the design professional's design.

Please contact the Building Standards Division – City of Saskatoon (975-2645) with questions regarding this application form.

Background

The *National Building Code (NBC) 2010* is an objective-based building code. This means that compliance with the Code can be “achieved by complying with the acceptable solutions in Division B, or using alternative solutions that will achieve at least the minimum level of performance required by Division B in the areas defined by the objectives and functional statements attributed to the applicable acceptable solutions” (Article 1.2.1.1, Div. A). The term “alternative solution” was new to the NBC 2005 and was meant to replace the “equivalencies” referenced in the NBC 1995, however, alternative solutions are very similar to equivalencies. A proposed alternative solution is any proposed product, material, component, design, system, equipment or procedure that does not conform to the applicable Division B provisions. An alternative solution must provide at least the minimum performance level required by the applicable provisions in Division B. Alternative solutions are provided by building designers and owners, not building officials, while the regulatory authority is responsible for evaluating the proposed alternative solution. Acceptable solutions are not a method of escaping or waiving Code requirements, nor are they an inferior method of complying with the Code.

In order to determine the performance level required for a given provision in Division B, the objective and functional statements for that provision must be reviewed. Each Division B technical requirement is linked to at least one objective and one functional statement, which define the areas of performance that an alternative solution must fill. The area of performance is defined by the functional statement-objective pair. The attribution pair describes what needs to be done (the function) and why (the objective).

Submission Requirements

A Request for Evaluation of an Alternative Solution form must be completed for each proposed alternative solution for a project, and these requests must accompany the building permit application. In addition to the project information required on this form, there is a list of submission requirements. A request for the evaluation of an alternative solution will only be considered if all of the items listed on the form are submitted. Relevant and complete documentation is essential to the evaluation of the proposed alternative solution. In addition, the owner or owner’s agent must sign a declaration on the form which acknowledges:

- That he or she has knowledge of, and is in agreement with, the request for evaluation of the alternative solution, including the supporting documentation submitted with the request;
- That the alternative solution being requested is intended to provide an alternative to the strict provisions of the requirements of the NBC 2010, and/or standards and regulations there under; and
- That it is the responsibility of the owner to provide and maintain safety in accordance with the alternative solution.

The declaration also alerts the owner that if the alternative solution is permitted:

- Failure to comply with the specifications of the alternative solution is an offence under the Uniform Building and Accessibility Standards Act (UBASA);
- Terms of the alternative solution shall not be subject to review or appeal pursuant to UBASA;
- The granting of an alternative solution is case specific and is of no binding effect in respect of subsequent applications; and
- That a decision to refuse approval of an alternative solution is not subject to review or an appeal pursuant to UBASA.

Alternative Solutions must be prepared by an architect or engineer licensed to practice in the province of Saskatchewan. All submissions shall bear the signature and seal of either and architect or engineer licensed to practice in the province of Saskatchewan.

PARTIAL OCCUPANCY APPLICATION

SECTION A – PROJECT INFORMATION **Please note the approval process may take up to 15 business days.

| | | | | |
|----------------------|------------------------------|-----------------------------------|--------------------------------------|---------------------------------|
| SCOPE OF WORK | New <input type="checkbox"/> | Addition <input type="checkbox"/> | Alterations <input type="checkbox"/> | Repair <input type="checkbox"/> |
|----------------------|------------------------------|-----------------------------------|--------------------------------------|---------------------------------|

| | | |
|----------------------------|-------------------------------------|---------------------|
| PROJECT INFORMATION | Building Address (including Unit #) | Building Permit No. |
| | Proposed Use | |

| | | | | | |
|------------------|--------------------------------|--|------------------------------|----------|---|
| 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 |

SECTION B – SUBMISSION REQUIREMENTS AND DECLARATION

| PARTIAL OCCUPANCY APPLICATION REQUIREMENTS | | Submitted | Received (office use only) |
|--|--|--------------------------|-------------------------------|
| ARCHITECTURAL/FLOOR PLANS | Clear outline of area(s) for approval (Hand drawn plans not accepted) | <input type="checkbox"/> | <input type="checkbox"/> |
| LETTER of ASSURANCE | Required where a Commitment For Field Review letter was provided | <input type="checkbox"/> | <input type="checkbox"/> |
| COMMISSIONING OF LIFE SAFETY AND FIRE PROTECTION SYSTEMS | Required for the commissioning of all interconnected life safety systems | <input type="checkbox"/> | <input type="checkbox"/> |
| SPRINKLER TEST REPORT (NFPA 13, 14 & 25) | Required for all buildings containing a sprinkler system | <input type="checkbox"/> | <input type="checkbox"/> |
| STAND PIPE TEST REPORT (NFPA 13, 14 & 25) | Required for all buildings where a stand pipe system is installed | <input type="checkbox"/> | <input type="checkbox"/> |
| FIRE PUMP TEST REPORT | Required for all buildings where a fire pump is required | <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 HYDRANT FLOW TEST REPORT | Required on private sites where additional fire hydrants are provided | <input type="checkbox"/> | <input type="checkbox"/> |
| EMERGENCY GENERATOR TEST CERTIFICATE (C282-09) | Verification of installation and operation as per CSA 282 | <input type="checkbox"/> | <input type="checkbox"/> |
| COMMERCIAL COOKING EQUIPMENT (NFPA 96) | Verification of commercial cooking equipment as per NFPA 96 | <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"/> |
| FIRE LANE SIGNAGE | Required for all buildings with a private fire department access route | <input type="checkbox"/> | <input type="checkbox"/> |
| HAZARDOUS PROCESSES AND OPERATIONS | Provide a list of special fire suppression systems (if applicable) | <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"/> |
| PORTABLE FIRE EXTINGUISHERS (NFPA 10) | Required for all buildings & serviced by an authorized technician | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | |
|-------------------------------------|---|---------------|----------------------------------|
| DECLARATION & SIGNATURES | I DO HEREBY DECLARE: | | |
| | <ul style="list-style-type: none"> That the issuance of occupancy approval 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 occupy any portion of a building. A Partial Occupancy Application fee of \$40 is required to be submitted at the time of application. A Fire Inspection fee will be charged by SAR at a rate of \$90 per hour for inspection, report writing and all research time associated with the application. | | |
| | <p>I certify that I have read and agree to abide by the conditions above, and all information contained within this application is correct.</p> | | |
| | _____ Applicant Signature | _____ Date | _____ Application Received By |
| | | | _____ Date Received |

PARTIAL OCCUPANCY APPLICATION

Upon receipt of the request, Building Standards of the Community Services Department will request approvals from the necessary Departments and Divisions, including Development Services, SFD (Saskatoon Fire Department) Prevention & Investigation Division, the Plumbing Inspectors and the Building Inspectors. Upon receipt of the various approvals, indicating all requirements have been met and there are no objections to occupancy, the Occupancy Permit may be issued.

A Partial Occupancy Application Fee of \$40 is required to be submitted at the time of application.
A Saskatoon Fire Department Occupancy Inspection and Fee of \$90 per hour is required for Partial 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.

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.

| PARTIAL 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 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 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 | <input type="checkbox"/> |

PARTIAL OCCUPANCY APPLICATION**SECTION D – GENERAL INFORMATION**

This section is intended to provide assistance in the completion of this application form. Please read this information thoroughly 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 partial occupancy application to proceed to preliminary review and circulation by Building Standards.

- PROJECT INFORMATION – This includes the building and its proposed use requiring an occupancy permit.
- APPLICANT – This is who is applying for the partial occupancy and their contact information.
- OWNER – This is the owner of the site and their contact information.

SECTION B – SUBMISSION REQUIREMENTS

This section is intended to provide the applicant and design team with information regarding the minimum level of supporting information required for the partial occupancy application. The Building Standards Division reserves the right to request further information during review in support of any partial 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 partial 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.
- LETTER OF ASSURANCE – Required for all structural items where a Commitment for Field Review letter was provided as part of the building permit.
- LIFE SAFETY TEST CERTIFICATE – Required for all buildings where a combination of life safety systems are installed. Life safety systems include but not limited to a sprinkler system, fire alarm, or emergency generator.
- SPRINKLER TEST CERTIFICATE – Required for all buildings where a sprinkler system is installed.
- STAND PIPE TEST CERTIFICATE – Required for all buildings where a stand pipe system is installed.
- FIRE PUMP TEST CERTIFICATE – Required for all buildings where a fire pump is installed as part of the sprinkler system.
- FIRE ALARM TEST CERTIFICATE – Required for all buildings where a fire alarm system is installed.
- 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.
- COMMERCIAL COOKING EQUIPMENT – Required for all applications of commercial cooking operations producing grease laden vapours. Required documentation includes hood and exhaust system conformance to NFPA 96.
- FIRE SAFETY PLAN & EMERGENCY PROCEDURES – Required for all buildings as per SFD guidelines. For more information contact the SFD Prevention & Investigation Division.
- FIRE LANE SIGNAGE – Required for all buildings where a private fire department access route is provided.
- HAZARDOUS PROCESSES AND OPERATIONS – Provide 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.
- 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.
- PORTABLE FIRE EXTINGUISHERS – Required for all buildings and serviced by an authorized technician.

SECTION C – INSPECTION REQUIREMENTS

Section C provides a checklist which is required to be completed prior to a joint occupancy inspection by Building Standards and the SFD Prevention & Investigation Division. A request for an occupancy inspection can be made to the Commercial Permit Supervisor at 306-975-2645. Please note that it may take a few days to make arrangements for the inspection.

Please contact Building Standards – City of Saskatoon (306-975-2645) with comments or questions regarding this application form.

FULL OCCUPANCY APPLICATION

ALL Building Permits and Plumbing Permits must be closed before Full Occupancy can be applied for. Should a Permit be initialized during the Full Occupancy Application process it may delay approval of the application

SECTION A – PROJECT INFORMATION **Please note the approval process may take up to 15 business days.

| | | | | | |
|----------------------|------------------------------|-----------------------------------|--------------------------------------|---------------------------------|-----------------------------------|
| SCOPE OF WORK | New <input type="checkbox"/> | Addition <input type="checkbox"/> | Alterations <input type="checkbox"/> | Repair <input type="checkbox"/> | Existing <input type="checkbox"/> |
|----------------------|------------------------------|-----------------------------------|--------------------------------------|---------------------------------|-----------------------------------|

| | | |
|----------------------------|-------------------------------------|---------------------|
| PROJECT INFORMATION | Building Address (including Unit #) | Building Permit No. |
| | Proposed Use | |

| | | | | | |
|------------------|--------------------------------|--|------------------------------|----------|---|
| 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 |

SECTION B – SUBMISSION REQUIREMENTS AND DECLARATION

| FULL OCCUPANCY APPLICATION REQUIREMENTS | | Submitted | Received (office use only) |
|--|---|--------------------------|---------------------------------------|
| ALL BUILDING PERMITS ARE CLOSED | Occupancy Permits will not be processed until Building Permits are closed | <input type="checkbox"/> | <input type="checkbox"/> |
| ALL PLUMBING PERMITS ARE CLOSED | Occupancy Permits will not be processed until Plumbing Permits are closed | <input type="checkbox"/> | <input type="checkbox"/> |
| SITE PLAN/SURVEYOR'S CERTIFICATE | Required for all applications | <input type="checkbox"/> | <input type="checkbox"/> |
| LETTERS FROM ALL DESIGN PROFESSIONALS (Architects & Structural/Mechanical/Electrical Engineers) | Required to verify completion is in accordance with their design | <input type="checkbox"/> | <input type="checkbox"/> |
| SPRINKLER TEST CERTIFICATE | Required for all buildings containing a sprinkler system | <input type="checkbox"/> | <input type="checkbox"/> |
| FIRE ALARM INSPECTION CERTIFICATE | Required for all buildings containing a fire alarm system | <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"/> |

| | | | |
|-------------------------------------|---|------|-------------------------|
| DECLARATION & SIGNATURES | I DO HEREBY DECLARE: | | |
| | <ul style="list-style-type: none"> That the issuance of occupancy approval 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 occupy any portion of a building. A Full Occupancy Application fee of \$40 is required to be submitted at the time of application. A Fire Inspection fee will be charged by SAR at a rate of \$90 per hour for inspection, report writing and all research time associated with the application. <p>I certify that I have read and agree to abide by the conditions above, and all information contained within this application is correct.</p> | | |
| | Applicant Signature | Date | Application Received By |
| | | | Date Received |

Upon receipt of the request, Building Standards of the Community Services Department will request approvals from the necessary Departments and Divisions, including Development Services, SFD (Saskatoon Fire Department) Prevention & Investigation Division, the Plumbing Inspectors and the Building Inspectors. Upon receipt of the various approvals, indicating all requirements have been met and there are no objections to occupancy, the Occupancy Permit may be issued.

A Full Occupancy Application Fee of \$40 is required to be submitted at the time of application.

A Saskatoon Fire Department Occupancy Inspection and Fee of \$90 per hour is required for Full 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.