

## **Building Permit Application Process Commercial**

### **Commercial • Industrial • Institutional • Multi-Unit Residential**

**DO NOT** commence construction without first contacting the municipal office and completing the appropriate municipal permit application forms.

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1. Applicant must submit the appropriate building plans and information to the municipal office and receive development approval from the local authority to ensure that the construction project meets all municipal zoning bylaws and/or is accepted in principle.
2. Once a building project is approved in principle by the municipality, the applicant must provide the required plans and information for a Plan Review to ensure that the proposed construction conforms to Saskatchewan building standards. Required information is noted on the link below:

#### [Commercial – Plan Review Checklist](#)

To open as a pdf-fillable form, click “**Open with Different Viewer**” on the top right hand corner. The E-mail Consent form on page 3 must be completed, printed, signed by the property owner, and submitted with the plan review documents to ensure that the inspection reports are sent to the appropriate individual(s) during the course of construction.

After printing and signing this form, it can be scanned (to pdf) and e-mailed to the municipal office if the applicant is e-mailing a digital copy of the plans/designs in pdf format. If providing a paper set of plans, please also e-mail a pdf copy of the designs (compiled into one document.)

**Renovations:** If unsure if your renovation requires a building permit, please e-mail details of the renovation to [office@pro-inspections.ca](mailto:office@pro-inspections.ca) and note what municipality the property is in.

3. When all information required for the Plan Review is obtained, the applicant can complete the bottom portion of the Permit Information Form (see link below) and deliver to the municipal office.

#### [Commercial – Permit Information Form](#)

To open as a pdf-fillable form, click “**Open with Different Viewer**” on the top right hand corner. This form can be filled in electronically, saved, and e-mailed to the municipal office. The municipal office will complete the top portion and forward it to PBI with the required plan review documents. (DO NOT send this form directly to PBI. The municipality will forward all documents to PBI.)

4. **A building permit WILL NOT be issued by the municipality until a Plan Review has been completed by a Licensed Building Official.** The municipal office will determine permit approval based on the recommendations in the plan review.

Note that a Plan Review cannot be completed unless all required information is provided.

**Submitting all required information on the Plan Review Checklist will prevent delays in processing your application.**

5. If the building permit is approved/issued by the municipal office, on-site inspections will be required at various stages of construction. These inspections will be listed on the Plan Review.