

Once your building and/or plumbing permit applications have been received, the Building Standards Branch and the Planning and Development Branch will:

- Review the permit application(s) and plans in accordance with the initial inspection report prepared by the Planning and Development Branch;
- Approve the permit(s) and collect the applicable fees;
- Advise the owner to proceed with work;
- Perform inspections upon completion of construction;
- Issue an Advisory of Deficiencies for certain minor plumbing deficiencies.

When all work related to the building and/or plumbing permits is complete, the Planning and Development Branch will issue an Occupancy Permit.

If the Bylaw Inspector observes that work is not proceeding according to the building permit, the Planning and Development Branch will commence appropriate enforcement action.

If a building permit is not required, Planning and Development Branch will:

- Review plans and collect application fees;
- Advise the owner to proceed with work;
- Follow-up to ensure the work is completed;
- Perform a final inspection; and
- Issue an Occupancy Permit when all work is completed.



For more information contact:

Community Services Department
 Planning and Development Branch
 222 3rd Avenue North
 Saskatoon SK S7K 0J5

Phone: (306) 975-2645

Fax: (306) 975-7712

Website: www.saskatoon.ca

Email: development.services@saskatoon.ca

Office Hours

Monday - Friday, 8:00 a.m. to 5:00 p.m.

This pamphlet has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Planning and Development Branch for assistance, as the City of Saskatoon accepts no responsibility to persons relying solely on this information.



January 2012

Procedures & Requirements for

How to Legalize an Existing Suite

Renting by the Rules

The City of Saskatoon, Community Services Department, has developed new occupancy standards that will make it more cost effective for owners to upgrade their existing suites and obtain the necessary permits, while at the same time, ensuring better and safer accommodations for renters.

All existing suites that were built prior to January 1, 1999, comply with these revised occupancy and zoning requirements. Those suites built after January 1, 1999 must fully comply with the National Building Code.

Process

1. In order to legalize an existing suite, an applicant must submit a completed application form along with a fee and any appropriate supporting materials to the Planning and Development Branch, 222-3rd Avenue North, Saskatoon, SK S7K 0J5.
2. Once a complaint, referral or an application is received, the Planning and Development Branch will conduct a review on the following:
 - Check the Zoning Bylaw to verify the permitted use for your property;
 - Check building permit records to determine if there is a permit for a second dwelling unit;
 - Check plumbing permit records to determine what plumbing fixtures have been approved and inspected; and
 - Perform an initial on-site inspection. During the on-site inspection, we want to determine:
 - What other zoning issues may exist with your suite;
 - What plumbing fixtures have been installed; and
 - What building construction items need to be addressed, including fire safety issues, window openings and door specifications.
3. Once a review has been conducted, a Bylaw Inspector will advise you of any non-complying situations and outline what needs to be done to legalize the suite, including zoning requirements, building, and plumbing matters, or what needs to be done to remove the suite.
4. Once you have sat down with our staff and they have outlined your alternatives, it is your choice to remove the suite, find an alternate legal use, or upgrade to a legal suite.
NOTE: If you do not upgrade or remove the suite, the Planning and Development Branch will be required to take appropriate action.

Purpose of the LES Program:

The desire to legalize suites in existing one-unit dwellings was identified by the residents of the city during the Plan Saskatoon initiative. As a result, in 1999 the Zoning Bylaw was modified to provide greater opportunity to legalize suites throughout Saskatoon. However, it quickly became apparent that the majority of existing suites in the City would not meet the requirements of the National Building Code, and the cost to upgrade to the full extent of the code would be cost prohibitive.

In seeking a solution to this problem, the City of Saskatoon, in consultation with the community, adopted new occupancy standards for existing suites, which focus on life and health safety code issues.

If You Choose to Remove the Suite:

Planning and Development Branch will follow-up to ensure all remedial work is completed.
NOTE: If you remove the suite, it may only be re-installed in full compliance with the National Building Code.

If You Choose to Find an Alternative Legal Use for the Suite:

Planning and Development Branch will confirm with you all necessary work and whether or not a building and/or plumbing permit is required.

If You Choose to Upgrade to a Legal Suite:

- You must supply plans based upon the improvements recommended by the Planning and Development; and
- You may need to apply for a building permit from the Building Standards Branch and/or hire a plumber to apply for a plumbing permit. Separate permits are required for existing plumbing work that was done without a permit or for new plumbing work.