

University of Saskatchewan
Development Review Committee
Permit Process

Version: April 22, 2020

Campus Planning and Real Estate is the regulator of design and construction of buildings, structures, infrastructure and open spaces on the University of Saskatchewan campus. It also has a mandate to optimize the use of space within campus facilities. The office manages the development review process and issues development permits.

The Development Review Committee (DRC) and the Development Permit process supports sustainability (in operations and maintenance), economic and community building in order to provide an inspirational campus consistent with *University Plan 2025*. The review process references, but is not limited to, the Campus Master Plan, College Quarter Master Plan, Vision 2057, Heritage Registry, Design Standards Manual, Strategic Planning Documents, City of Saskatoon – University Memorandum of Understanding, and any current contracts or lease agreements. Standards set by other regulations, such as the National Building Code, Meewasin Valley Authority, and City of Saskatoon Zoning Bylaws must be adhered to. The DRC is an oversight group and not responsible for funding or execution of any work.

1. When is a Development Permit Required?

Development Permits are required for any activity that involves:

FOR NON-USASK APPLICANTS

- use of university land;
- a request for new or additional space within a university facility or on university land;
- a change in use of university land or a change in use of space within a university facility;
- building construction, addition, renovation or removal; including permanent or temporary structures and laydown areas;
- equipment requiring additional infrastructure beyond capacity of current space within a university facility;
- installation of non-standard fixtures or equipment within a university facility;
- changes to the exterior appearance of any existing building located on university land;
- changes to the interior construction of a building that is owned or occupied by the university;
- utilities (water lines, storm sewer lines, communication lines, electrical lines/solar panels transformers, natural gas lines, metering changes to external parties on campus, etc.);
- changes to roadways, pathways, landscaping or parking areas;
- art, murals, or memorial installations/removals within a university facility, including the exterior of any building and any freestanding structures on university land;

- changes to university farmland, and/or buildings or structures on farms [including fencing];
- new or removal of exterior signage (freestanding or on buildings);
- installation of IT infrastructure including, servers, databases, data, software, end-point devices, the university network, Internet connections, central authentication, the telephone system, and data centres within a university facility;
- any changes that impact the University of Saskatchewan's built environment.

FOR USASK APPLICANTS

- use of university land;
- a request for new or additional space – includes requests for off campus space and non-university owned buildings and land
- building construction, addition, renovation or removal; including permanent or temporary structures and laydown areas;
- change in use of land or space – including change of unit/user;
- equipment requiring additional infrastructure beyond capacity of current space;
- installation of non-standard fixtures or equipment;
- changes to the exterior appearance of an existing building;
- changes to the interior construction of a building that is owned, being rented, or occupied by the university;
- utilities (water lines, storm sewer lines, communication lines, electrical lines/solar panels transformers, natural gas lines, metering changes to external parties on campus, etc.);
- changes to roadways, pathways, landscaping or parking areas;
- art, murals, or memorial installations/removals in a building that is owned, being rented, or occupied by the university; including the exterior of any building and any freestanding structures on university land;
- changes to farmland, and/or buildings or structures on farms that is owned, being rented, or occupied by the university (including fencing);
- new or removal of exterior signage (freestanding or on buildings);
- installation of IT infrastructure including, servers, databases, data, software, end-point devices, the university network, Internet connections, central authentication, the telephone system, and data centres within a university facility;
- any changes that impact the University of Saskatchewan's built environment.

Emergent items approved by Facilities Services are excluded.

If you are uncertain whether your work requires a Development Permit Application, please err on the side of caution and submit an application or contact your college/unit Facilities Strategic Business Advisor (SBA) or the Development Permit (DP) Coordinator prior to submitting an application at developmentpermits@usask.ca, or via phone at 306-966-2755 for direction.

Where the USask Enterprise Project Management Office (EPMO) is assigned, the Project Manager/Project Coordinator may submit the Development Permit Application on behalf of the applicant. Where a USask Planner or Facilities SBA is the lead, they may submit the Development Permit Application on behalf of the applicant. External applicants (third parties) may submit their Development Permit Application directly.

The DRC meets weekly, as needed to address new applications. The response time is dependent on the consultation required to address issues in the applications. Applicants will be updated by the DP Coordinator on the progress of their Development Permit Application through the committee.

A Development Permit Letter expires 12 months from the date on the permit letter if work has not commenced. An exception is if the Development Permit Application was received for a subsequent permit or an extension has been requested and approved in writing by the DRC.

It is the duty of the applicant and/or applicant representative to provide all requested information throughout the approval process. The applicant may be asked to notify contacts identified in the Development Permit Letter of the commencement date or when the work has been completed. This is for inspection and quality control purposes, and so university records remain up to date.

2. Permit Information

The [Development Permit Application is available online](#). The level of detail for information required for a Development Permit Application relates to the nature of the request and includes:

- A standard application form
 - o Please refer to the Development Permit Application Form for requirements
- Site plans / drawings / maps / renderings as available
 - o The DRC requires sufficient information to understand the location and relevant details of the project; it is understood that not all information may be available at the time of application.
- Approval from Unit / College / external party leadership is required for the application
 - o The DRC requires the approval at the leadership level to ensure the request is consistent with the Unit/College/ external party plans.
- Internal applications must provide confirmation of funding source(s)
 - o Funding needs to include costs of ongoing maintenance and future site restoration at end of life as required.

3. How to Submit Your Development Permit Application

Once completed, please email the Development Permit Application and supplemental drawings and documents to the DP Coordinator at: developmentpermits@usask.ca.

4. Review Process

When you submit a Development Permit Application:

4.1 DP Coordinator will review for completeness – including the following:

- Additional information may be requested prior to presenting the application to the DRC.
- If the applicant [external] is in arrears with USask the DRC will not process the permit [accounts receivable, utilities or rent].
- If applicant has outstanding un-met conditions which should reasonably be completed from a previous permit application [for example – sending as-built drawings] the DRC may not process the permit.

The DP Coordinator will advise the applicant of any outstanding issues.

4.2 Application submitted to DRC for consideration - including the following:

- Determine the appropriate USask facilities, engineering, ICT, real estate, space, college or other stakeholders who need to provide input on the application.
- USask may require the applicant to engage independent consultants to provide technical assessments at the applicants own cost to address USask concerns.
- Whether the proposal can be considered a change or update to a previously issued Development Permit Letter or Development Permit Application.
- The fee required, if any [applicable to external applicants].
- Whether the project conforms to the aforementioned USask plans and existing contracts or lease agreements.
- Whether consultation with the public, advisory bodies and other staff is required before reaching a decision.
- If additional information is required.
- The timeline and next steps.

4.3 Response Letter issued to applicant

The DRC issues 3 Types of responses:

A. Approval – with conditions:

- Some conditions must be met prior to work commencing [line locates, contractor safety orientations, RM/city permits and approvals, drawing reviews].
- Some conditions must be met upon completion of the project [as built drawings, inspections].
- Approval may incorporate revised plans agreed on through consultation with the applicant during the review process [revised locations, scopes, materials, etc.].
- Any changes to plans as approved in the Development Permit Letter need to be resubmitted for review prior to project initiation.

B. Response – No decision – request for more information



- Some applicants need to prepare further analysis to allow the DRC to properly evaluate their request. These applicants will be asked to submit the information requested and reference the original work order number from the information request letter.

C. Response – Not approved to proceed

- The response will outline the basis for declining the project.
- The DRC may suggest other alternatives to consider to assist the applicant in moving a project ahead where possible. The DRC would expect a new Development Permit Application when/if an alternative project is defined.

4.4 Permit Follow-up

It is the applicant's responsibility to meet all conditions listed in the Development Permit Letter. This should be communicated to the appropriate contacts identified in the Development Permit Letter. There may be different contacts for different conditions, for example, project completion date, site inspections and as-built drawings as appropriate.

Contact information:

DP Coordinator –

Email: developmentpermits@usask.ca

Phone: 306-966-2755