



Saskatchewan Parks Division

Section: 90 - Cottaging	Policy # 90.02	
	Effective Date: January 1, 2020	
	Prepared by: Park Business Services	
Subject: Building Permit Extension	New	X
	Revision	
Approved by:		
		
		Assistant Deputy Minister

AUTHORITY *The Parks Act*
 The Parks Regulations, 1991
 Provincial Park Cottage Subdivision Directives

INTENT

To establish a policy outlining when a development/building permit extension is required for a construction project that has not completed within the valid two-year timeframe.

POLICY

Development/building permits within provincial park cottage subdivisions are valid for two years from date of approval and projects must be completed within that timeframe. In some instances, projects may not be completed within two years and may need an extension in order to complete.

This policy is aimed at establishing a process through which a development/building permit may be extended for up to one year.

- 1.0 Upon issuance of a Development/Building Permit Application (BPA), recreational lease holders (cottage lessees) are required to commence development within six (6) months and be completed within two (2) years from date of issue or Building Permit will be cancelled.
- 2.0 Projects are deemed complete when the Building Official has conducted a final inspection and issued a letter of closure/compliance, and in some cases the cottage lessee is required to submit an updated Real Property Report.
- 3.0 If a BPA is about to expire, the lessee shall, immediately after receiving notification from a park official (Regina), complete the project or submit an extension application by the expiry date.

- 4.0 The cottage lessee requesting an extension must provide the ministry the following documentation prior to the original expiry date:
 - a) Development/Building Permit Extension Application; and
 - b) applicable fees – 50 per cent of the original Building Permit fee or \$250.00 whichever is greater.
- 5.0 BPA extension will be issued for a term not exceeding one year; no further extensions will be granted.
- 6.0 BPA extension is reviewed and approved by Cottaging Specialist.
- 7.0 Failure to complete the work by the extension expiry date, may result in lease cancellation.