

# Building Official Licence Application

Mark all boxes and complete all blanks that apply.  
Attach information as noted. Keep a copy of your  
completed application; provide the application  
and attachments to:

Building and Technical Standards Branch  
1430 – 1855 Victoria Avenue  
REGINA SK S4P 3T2  
Phone: 306-787-4113  
Email: [btstandards@gov.sk.ca](mailto:btstandards@gov.sk.ca)  
Website: [saskatchewan.ca/btstandards](http://saskatchewan.ca/btstandards)

## Applicant Information

Current Building Official  
Licence Number *(if applicable)* \_\_\_\_\_

Full Name \_\_\_\_\_

Preferred Mailing Address \_\_\_\_\_

City/Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Business Name \_\_\_\_\_

Business or Alternate  
Mailing Address \_\_\_\_\_

City/Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Alternate Telephone \_\_\_\_\_

Alternate Fax \_\_\_\_\_

Alternate Email \_\_\_\_\_

## Section A – Type of Building Official Licence Requested

- Class 1 – complete Sections A and B
- Class 2 – complete Sections A and C
- Class 3 – complete Sections A and D
- Upgrade to Class 2 – must hold Class 1 Building Official Licence and complete Section C
- Upgrade to Class 3 – must hold Class 2 Building Official Licence and complete Section D
- Temporary Class 1 – complete Section E
- Temporary Class 2 – complete Section E
- Temporary Class 3 – complete Section E
- Restricted Class 1 – complete Section F
- Restricted Class 2 – must hold Class 1 Building Official Licence and complete Section F
- Restricted Class 3 – must hold Class 2 Building Official Licence and complete Section F
- Renewal of any licence – complete Section G

## Building Official Enforcement Services List

- For Class 1, 2 and 3 licensees – please include my name, class of licence and preferred address, phone, fax and email on a list for distribution when requested by local authorities and individuals seeking to hire contract enforcement services.

## Section A – Building Official Licence Eligibility Requirements

In order to be considered as a candidate for a licence, the following conditions must be met:

- I have a minimum of two years of full-time employment or equivalent, in an industry related occupation as an \_\_\_\_\_ (*attach resume, certificates, letters of appointment, etc.*)

**Plus;**

I have at least **ONE** of the following:

- Diploma of technology in architecture, engineering, or a related program
- Journeyman Certificate of Qualification in a designated trade, within the meaning of [The Apprenticeship and Trade Certification Act, 2019](#) and the regulations made pursuant to that Act, that is related to building construction
- Interior designer or eligible for registration as an interior designer
- Engineer or eligible for registration as an engineer
- Architect or eligible for registration as an architect
- Successfully completed the Building Code Training for Canadians Series I course or any other equivalent course acceptable to the Chief Codes Administrator
- Other (see *The Building Code Regulations* Subsection 20(2)): (*provide details*)

**Plus;**

- Completed the Legislative Framework Training on \_\_\_\_\_ (*indicate date and attach certificate or letter with passing grade*)

**PROCEED TO NEXT SECTION(S) BASED ON LICENCE REQUIRED**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## Section B – Class 1 Building Official Licence Requirements

I have successfully completed **ONE** of the following educational requirements:

- Class 1 licence exam (*attach transcript of passing grade*)
  - Building Code Training for Canadians Series 1 (*attach transcript of passing grades*)
  - Other (see [The Building Code Regulations](#) Subsection 20(2)): (*provide details*)
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## Section C – Class 2 Building Official Licence Requirements

I have a Class 1 Building Official Licence

**Plus;**

- I have successfully completed the Class 2 licence exam(s) (*attach transcript or letter indicating passing grade*)
  - Other (see [The Building Code Regulations](#) Subsection 20(2)): (*provide details*)
- 

## Section D – Class 3 Building Official Licence Requirements

I have a Class 2 Building Official Licence

**Plus;**

- I have successfully completed the Class 3 licence exam(s) (*attach transcript or letter indicating passing grade*)
  - Other (see [The Building Code Regulations](#) Subsection 20(2)): (*provide details*)
- 

## Section E – Temporary Class 1, 2 OR 3 Building Official Licence Requirements

I am applying for a  Temporary Class 1  Temporary Class 2  Temporary Class 3 (*check only one*)

Indicate which of the following apply to your application for a temporary licence:

- I do not have two years of full-time employment experience required in candidate requirements
- I have completed two of three modules of the Building Code Training for Canadians Series 1 (*provide proof of modules completed*)
- I have an appointment to write the Provincial Challenge Examination on \_\_\_\_\_ (*date*)
- I have not completed Legislative Framework Training
- Other reason: \_\_\_\_\_

### If working as an appointed building official:

Please provide the following supplemental information in support of your application for a temporary licence:

- I will be working under the supervision of another licensee: \_\_\_\_\_ (*name*)
- I will be appointed by a local authority: \_\_\_\_\_  
(*provide letter of support from the local authority in support of your application*)

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Signature

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Date

## Section F – Restricted Class 1, 2 OR 3 Licence Requirements

I am applying for a  Restricted Class 1  Restricted Class 2  Restricted Class 3 (*check only one*)

Indicate which of the following apply to your application for a restricted licence:

- I will be working in a higher licence class:  Class 1  Class 2  Class 3 (*check only one*)
- Other reason: \_\_\_\_\_

Please provide the following supplemental information in support of your application:

- I currently hold a valid licence in the class below the class requested
- I will be working under the supervision of another licensee named: \_\_\_\_\_  
(name)
- I will be appointed by a local authority \_\_\_\_\_  
(provide letter of support from the local authority in support of your application)

## Section G – Renewal of Any Licence Requirements

During the previous five years, I have: (*training must be supported by details and supporting documentation*)

- Completed mandatory training of 20 hours of Code Training – must be directly related to the application of the NBC and the NECB provisions. May be achieved by attending qualifying sessions delivered by the Saskatchewan Building Officials Association (SBOA), Building and Technical Standards Branch (BTS) and other recognized agencies and programs.
- Completed mandatory training of 16 hours of Legislative Framework Workshop – offered by BTS, which is a two-day workshop specific to *The Construction Codes Act*, *The Building Code Regulations*, and *The Energy Code Regulations*. This workshop is provided twice each year, once in Saskatoon and once in Regina. The workshop will include an examination requiring an 80% passing grade.
- Completed mandatory training of 8 hours of Code Adoption Workshop – offered by BTS leading up to or after adoption of the NBC and NECB. The workshop will detail changes to the NBC and NECB and the applicable Saskatchewan regulatory amendments. May be achieved by attending qualifying sessions delivered by other recognized agencies and programs.
- Completed discretionary training of 56 hours – May be comprised of further code training or other training related to the practice of a licenced building official. BTS will work with SBOA members to determine the type of training acceptable for the discretionary category. May include a maximum of 10 hours of self-review, analysis of applicable legislation and related codes and standards.
- Satisfy other requirements for renewal as prescribed in the Other (see [The Building Code Regulations](#) Subsection 27(7) (*provide supporting documentation*)).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use Only				
Licence Type	Class	1	2	3
	Temporary Class	1	2	3
	Restricted Class	1	2	3
Candidate Eligible for Licence				