

**NEW PROBATIONARY CONTRACTOR  
APPLICATION FORM**

**Name of Company:** \_\_\_\_\_

**Operating As** (If different than above): \_\_\_\_\_

**Name of Manager/Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

**GST Number:** \_\_\_\_\_ (provide letter from Canada Revenue Agency)

**Lawyer's Name:** \_\_\_\_\_ **Law Firm:** \_\_\_\_\_

Please provide the following for our consideration and records:

- |   |   |               |
|---|---|---------------|
| <b>1. Proof of Current Incorporation:</b>     | Companies must be registered and have shares issued with the Saskatchewan Corporate Registry as a Limited or Incorporated Company. Attach a copy of the <b>current Corporate Registry Profile Report</b> , as provided by Saskatchewan Corporate Registry, clearly stating the Renewal/Expiry Date.   | Copy Attached |
| <b>2. License Information:</b>                | Attach a copy of:<br>a) 2025 City of Saskatoon Business License; and/or<br>b) 2025 City of Saskatoon Contractor License.  | Copy Attached |
| <b>3. 3rd Party Warranty:</b>                 | Companies must provide proof of <u>membership</u> with one of the below 3rd party warranty programs. Warranty must also be issued on each individual house built:<br>a) Progressive Home Warranty Solutions; or<br>b) National Home Warranty Programs Ltd.; or<br>c) New Home Warranty Program of Saskatchewan Ltd.; or<br>d) Blanket Home Warranty Ltd.; or<br>e) New Home Warranty Insurance (Canada) Corporation.  | Copy Attached |
| <b>4. Liability Insurance:</b>                | Proof of (minimum) \$2,000,000 General Liability Insurance  | Copy Attached |
| <b>5. WCB Coverage:</b>                       | Letter of Good Standing from Saskatchewan Workers Compensation Board  | Copy Attached |
| <b>6. Mandatory Training/Safety Training:</b> | Proof of completion of:<br>a) One of the 7 mandatory training courses offered by the Saskatoon & Region Homebuilders' Association<br>( <a href="https://saskatoonhomebuilders.com/eligible-contractor-course-requirements/">https://saskatoonhomebuilders.com/eligible-contractor-course-requirements/</a> )<br>1) Financial Planning & Management;<br>2) Project Management & Supervision<br>3) Legal Issues in Housing;<br>4) Building Codes;<br>5) Construction Technology;<br>6) Customer Service; and<br>7) Communication.<br>b) Safety Training from a program approved by Saskatoon Land<br>i ) Leadership through Safety Excellence (provided by Saskatchewan Construction Safety Association); or<br>ii) Health and Safety for Supervisors and Managers (provided by OH&S Canada online) | Copy Attached |
| <b>7. Shareholder Information</b>             | Are there any shareholders of the company who are employed by the City of Saskatoon?*   | Yes<br>No     |
|   | Are there any shareholders of the company who have shares in another building company?*   | Yes<br>No     |

If yes, list the companies below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Net-Zero Certified Builder**  
(not a requirement, just info)

Is your company Net Zero Qualified with Canadian Home Builders' Association? Yes  
*If yes, please provide a copy of certification or proof your company is certified* No  
Is your company a Net Zero Builder with Canadian Home Builders' Association? Yes  
*If yes, please provide a copy of certification or proof your company is certified* No  
To become Canadian Home Builder's Association (CHBA) Net Zero Qualified, builders must be a member of the Saskatoon and Region Home Builder's Association, complete all requisite training courses and become an EnerGuide (ERS) registered builder. To learn more visit chba.ca

**9. Industry References:**

Two written references to be provided by, but not limited to, recognized sub-trades, building supply companies, etc. Copies Attached

**10. Credit Check:**

This information can be obtained from your financial institution. A copy would be required for the company and its shareholders Copy Attached

**11. Business Plan:**

A complete Business Plan showing a 2-year projection of business operations. This should include cash flow forecast, income and expense projections, and financing information. Copy Attached

**12. Corporate Seal**

Companies are required to possess a corporate seal which will appear on all agreements. Affix your corporate seal to the bottom of this application. NOTE: If you are using an embossed seal, you will need to shade over the embossing with a pencil or fill out an Affidavit of Signing Authority each time the seal is used.

**Saskatoon Land will require a minimum of 10 working days to review your application. During the review period, you will not be allowed to put a lot on hold or purchase a lot.**

All documents must be attached to the application at the time of submission. If any are missing, this will delay the review until all items are received. Falsified or incomplete documents could result in immediate denial of application. If any of your documents expire before the end of 2025, you are responsible to provide our office with copies of the renewals.

I acknowledge that I have read and understand City Council Policy C09-001 regarding Contractor Allocations.

I understand that my first lot is a probationary lot and that I will be unable to purchase any further lots until the following terms have been met:

- a) an initial deposit of 50% of the purchase price paid at the time of purchase;
- b) the remaining balance of the purchase price is paid within one calendar year from the date of purchase;
- c) construction of the house is complete, including all deficiencies, within one calendar year from the date of purchase; and
- d) the remainder of the mandatory training (as indicated on the Saskatoon Land website) has been completed.

I acknowledge that if my company is found to be doing construction without a building permit, my company will be repeating probation.

I consent to receive correspondence from Saskatoon Land regarding new lot releases, policy updates, etc.

I consent to Saskatoon Land adding my company name, website, and contact information to its website.

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

**("seal")**

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

\* City of Saskatoon shareholder declaration - This does not effect eligibility; this is just for record-keeping purposes.

\*\* Shareholder in other building company declaration - Any one eligible contractor may not have shareholders in common with another eligible contractor. Should there be instances of common shareholders, Saskatoon Land reserves the right to reject applications or remove contractors from the eligible contractor list.