

**TO:** All Licence to Practice Applicants  
**RE:** Licence to Practice Application Requirements and Instructions

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As defined in *The Architects Act, 1996 2 (q)*, “practice of architecture” or “architecture” means:

- (i) preparing or providing, for hire, gain or hope of reward a design to govern the construction of a building that has as its principal purpose human habitation or occupancy; or
- (ii) examining a building that has as its principal purpose human habitation or occupancy to determine whether the construction is in general conformity with the design governing the construction of the building, and reporting on the construction of the building.

*The Act* also provides for, Protection of title:

22(1) No person other than a member shall use the title “Registered Architect” or “Architect”, the abbreviation “S.A.A.”, or any word, title or designation, abbreviated or otherwise, to imply that the person is a member.

If you are doing anything of this in Saskatchewan, you must be a registered member of the Saskatchewan Association of Architects (SAA) and hold a Certificate of Practice. The provision of these services, prior to the issuance of a membership and Certificate of Practice may be prejudicial to the granting of either of those.

Until an application for a Licence to Practice is approved by the SAA, it is a contravention of *The Architects Act* to promote, offer or provide architectural services in Saskatchewan in the name of the practice, and items such as letterhead, cheques, signs, etc. should not be produced.

Additionally, out-of-province firms choosing to apply for a Licence to Practice in Saskatchewan under a different name and structure than their principal place of practice, for the express purpose of acquiring architectural service contracts to be fulfilled in their home province office, are advised that they may only do so under the Certificate of Practice holder licensed in Saskatchewan. Additionally, each architect not in Saskatchewan, but working on a project in Saskatchewan is required to be a Registered Member of the SAA and listed on the Licence to Practice Application.

All firms are required to obtain an annual Licence to Practice from the SAA. Renewal of the Licence to Practice is not automatic upon payment of dues, but rather is subject to the receipt of all requested documents and payment of fees as required by SAA legislation, regulations and Council Policies. Required documents and fees must be received annually by January 31.

Fees: Full payment of fees must accompany this application, in Canadian Funds only. Please refer to the [Application Fees](#) document posted on the SAA website.

When you choose to cancel or not renew your Licence to Practice, it is necessary that you submit a letter to the SAA and return your Certificate of Practice.

The uses of the term Certificate of Practice in this document shall at all time refer to a Certificate of Practice issued by the SAA unless otherwise stated.

## **Information and Instructions – SAA Licence to Practice Application**

1. **APPLICATION APPROVAL:** Please allow four to eight weeks for processing your application from the date of receipt of the completed application and all required documentation. An incomplete application will be held for up to six to eight weeks and then returned or shredded.
2. **COMPLETION OF APPLICATION:** All Sections of the application are to be completed and should be typed or printed clearly and couriered to the SAA. An application received via email will not be accepted. Fees must be submitted with the application.
3. **BUSINESS NAME REGISTRATION ACT:** All corporations wishing to apply for a Licence to Practice in Saskatchewan must be registered with Information Services Corporation. Unincorporated businesses that operate under a name other than their owners may also be required to register its name with the Director of Corporations. Information may be obtained at [www.isc.ca](http://www.isc.ca).
4. **CONSENT TO USE OF NAME:** Businesses required to register their name will need to obtain consent from the SAA. The name reservation form must be submitted with the complete Licence to Practice Application. Once SAA Council approves the name, a "Consent to Use of Name" letter will be mailed to the applicant. The applicant is required to complete the process with the Director of Corporations and subsequently return to the SAA a copy of their Saskatchewan Corporate Registry Profile Report showing that the approved name was indeed registered and that the corporate structure declared on the Licence to Practice application form was set-up with Corporations Branch. Upon receipt of this proof of corporate registration, the SAA will issue the Certificate of Practice. The firm shall not practice architecture in Saskatchewan UNTIL the Certificate of Practice is issued.
5. **MULTIPLE OFFICE DECLARATION:** Firms with multiple office locations in Saskatchewan, including out-of-province firms with an office in Saskatchewan, are required to complete a Multiple Office Declaration for each additional office operated in Saskatchewan. Please review the SAA Council Bulletin on Multiple Office Practices, [download](#) and complete the form and include with your application. Fees of \$52.50 (\$50 + \$2.50 GST), in Canadian funds only, are required to be remitted with each declaration.
6. **PARTNERSHIP OF CORPORATIONS:** Each corporation participating in the Partnership of Corporations must submit a complete application for Licence to Practice in order for the Partnership of Corporations application to be considered complete.
7. **LIABILITY INSURANCE:** All holders of a License to Practice with the Saskatchewan Association of Architects (SAA) are required to provide the Association with confirmation of liability insurance. This insurance must cover the holder of a License to Practice against a liability claim to a minimum amount of \$250,000 for any one occurrence, and be provided by an insurer able to legally provide such coverage in Saskatchewan.
8. **SAA MEMBERS ABILITY TO PRACTICE ARCHITECTURE:** Only registered SAA members listed on the Licence to Practice application will be able to practice under the Certificate of Practice.
9. **VERIFICATION OF ITEMS SUBMITTED:** All documents submitted will be verified.
10. **ANNUAL FEE:** Full payment of fees must accompany this application, in Canadian Funds only. Please refer to the Application Fees document posted on the SAA website. Renewal of the Certificate of Practice is not automatic upon payment of fees, but rather is subject to the receipt of all requested documents and payment of fees as required by SAA legislation, regulations and Council Policies. Required documents and fees must be received annually by January 31.

- 11. NO ELECTRONIC FILING:** Documents bearing original signature must be mailed to the SAA. Electronic submissions will not be accepted.
- 12. COMPLETE PACKAGES:** Only complete application packages accompanied by fees will be accepted. Incomplete packages will be held for up to six to eight weeks and then returned or shredded.
- 13. CONFIRMATION:** The SAA will forward a Certificate of Practice after SAA Council has approved the application. For those entities required complete a registration with the Director of Corporations, the Certificate of Practice will be issued after the Saskatchewan Corporate Registry Profile Report is submitted. Please see also #4.
- 14. ALTERATIONS TO CORPORATION:** Corporations needing to file changes (any and all proposed alterations or amendments to its incorporating documents or bylaws or to its corporate structure, including any unanimous shareholder agreement pertaining thereto) must complete the SAA Change Request Application and pay associated fees. Please see Bylaw 12.02 for specifics.

## 2017 LICENCE TO PRACTICE APPLICATION

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The following application must be completed and submitted with the required supporting documents to the SAA in order to apply for a License to Practice architecture in the Province of Saskatchewan. Submit the complete application to the SAA office:

Saskatchewan Association of Architects  
200 – 642 Broadway Avenue  
Saskatoon, SK S7N 1A9

Applications that are incomplete, attached to email, or bearing electronic signature will be returned.

Name of Practice: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email contact: \_\_\_\_\_

*Please identify the SAA member and email address to which you wish all electronic practice correspondence to be sent*

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

Year Firm Established: \_\_\_\_\_

Additional Office(s):  Yes  No If Yes, you must complete the Multiple Office Declaration for each additional office location in Saskatchewan. If you are an out-of-province Licence to Practice holder with an office in Saskatchewan, you must complete the form for each Saskatchewan office.

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Corporate Ownership Structure:

Sole Proprietor       Partnership       Corporation       Partnership of Corporations

Corporate Shareholders/Firm Principals:

Include ALL individuals holding voting shares, including any non-SAA members to show 100% of the voting shares. For each corporation holding voting shares, a Licence to Practice application must be submitted.

Per Bylaw 12.01, Corporations are required to have at least one Corporate Director and 51% of Voting Shares held by Members of the Association

Per Bylaw 13.01, Firms are required to have a majority of principals registered as Members of the Association

SAA Member/ Applicant	Name & Title (Please indicate directors/principals and/or Corporation)	Firm Ownership/ Distribution of Voting Shares (%)
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

SAA Member/Applicant (Non-Shareholders)

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

**For all applicants:**

I / WE hereby submit this application for an SAA Licence to Practice, as required under *The Act* and Bylaws of the Saskatchewan Association of Architects.

I / WE certify that the above noted practice has never held a Licence to Practice in the Province of Saskatchewan.

or

I / WE hereby submit this application for an SAA Licence to Practice as a request for **reinstatement**, as required under *The Act* and Bylaws of the Saskatchewan Association of Architects.

or

I / WE hereby submit this application SAA Licence to Practice as a request for **reapplication**, as required under *The Act* and Bylaws of the Saskatchewan Association of Architects.

I/WE attach hereto a current sample of the firm's letterhead and business cards, compliant with Bylaw 29 (no photocopies).

I/WE have enclosed a signed declaration of professional liability insurance coverage as per Bylaw 26.13 and the current SAA policy.

I/WE have submitted the confirmation of name search request filed with the Saskatchewan Information Services Corporation as required under the *Business Name Registration Act*.

I / WE understand that a Certificate of Practice will not be issued until the Saskatchewan Corporate Registry Profile Report issued by the Saskatchewan Information Services Corporation confirming business/corporation registration has been received by the SAA.

I/WE enclose an application fee of \$315 (\$300 + GST). Fees must be paid in Canadian Funds only.

I / WE enclose an annual fee for Licence to Practice in the amount of \$446.25 (\$425 + \$21.25 GST). Fees must be paid in Canadian Funds only. A discount of 5% (\$403.75 + \$20.19 GST = \$423.94) will be applied to cash or cheque payments.

**For a Multiple Office Practice:**

I / WE are a Multiple Office Practice and have attached the required Multiple Office Declaration and fees of \$52.50 (\$50 + \$2.50 GST) for each office location. Fees must be paid in Canadian funds only.

**For a Corporate entity:**

I/WE have enclosed corporation documents showing the distribution of corporate voting shares or business ownership.

**For a Partnership of Corporations entity:**

I/WE understand that a complete Licence to Practice application is required for each corporation holding voting shares listed above.

I/WE understand that this application will be considered incomplete until all the participating corporations have successfully submitted their Licence to Practice application.

I declare the information in this application and contained in the supporting documents to be true.

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Member Name	Member Signature	Date
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Notary/Commissioner of Oaths Name	Signature & Stamp	Date
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**FOR SAA USE**

Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Saskatchewan Association of Architects**  
**Liability Insurance Declaration**

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All holders of a License to Practice with the Saskatchewan Association of Architects (SAA) are required to provide the Association with confirmation of liability insurance. This insurance must cover the holder of a License to Practice against a liability claim to a minimum amount of \$250,000 for any one occurrence, and be provided by an insurer able to legally provide such coverage in Saskatchewan.

By checking the boxes below, I hereby declare that

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Licence to Practice Applicant

will, at the time of being granted a Licence to Practice in the Province of Saskatchewan have in force the minimum insurance coverage as follows that:

- insures the member against liability claims relating to the performance, or allege performance, of professional services;
- is in the minimum amount of \$250,000 inclusive of any one occurrence; and
- is provided by insurer(s) registered and licensed to provide such insurance in the Province of Saskatchewan.

I/We understand that this minimum level of coverage is to remain in force as a requirement to hold a Licence to Practice in the province of Saskatchewan.

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SAA Member/Applicant Name

Signature

Date

## PAYMENT REMITTANCE FORM

### CREDIT ACCOUNT OF:

NAME IN FULL:

(Surname)

(First Name)

(Initial)

HOME ADDRESS:

(Street)

(City)

(Province)

(Postal Code)

TELEPHONE

(Home)

(Business)

EMAIL:

REASON FOR PAYMENT:

AMOUNT OF PAYMENT:

### PAYMENT INFORMATION:

Cheque  Visa  MasterCard

NAME OF CARDHOLDER:

ACCOUNT #:

EXPIRY DATE:

SIGNATURE OF CARDHOLDER:

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of responding to your request.