

# SASKATCHEWAN SECONDARY SUITE INCENTIVE (SSI)

## APPLICATION FORM

Ministry of Finance

Revenue Division

PO Box 200

Regina, Canada S4P 2Z6

Toll Free: 1-800-667-6102

Phone: 306-787-6645

ssisask@gov.sk.ca

**For use by a homeowner applying for the SSI program grant for the construction of a qualifying secondary suite at their primary residence.**

The SSI program provides a grant of 35% of the total price to construct a new qualifying secondary suite at the owner's primary residence to a maximum amount of \$35,000, for eligible costs incurred from April 1, 2023 to March 31, 2026. Construction of the secondary suite must be completed on or before March 31, 2027, to qualify for funding. **The application form must be received by Finance on or before March 31, 2027.**

A qualifying secondary suite is a new separate dwelling unit located on the premises of the owner's primary residence, and for purposes of the SSI includes a secondary suite within the residence, or a laneway home, garden suite, or garage suite. **Only one secondary suite unit may be funded for the owner's primary residence.**

Please visit [saskatchewan.ca/secondary-suite-incentive](https://saskatchewan.ca/secondary-suite-incentive) for additional information, and review the detailed Program Overview and Application Instructions before submitting an application under the SSI program.

**Note:** Funding is provided in the form of a grant paid directly to the homeowner, or to the builder if assigned to them by the homeowner.

### **PART A: OWNER INFORMATION**

Owner Name:		
Primary Contact:		Driver's Licence Number:
Address:		
City:	Province:	Postal Code:
Email:		Telephone:

**Note:** If there are multiple owners of the primary residence, please provide this information for all owners. Attach a separate page if necessary.

### **PART B: PROPERTY INFORMATION**

Property Address:	
Building Type:	
Legal Description:	
Lot Number:	Plan Number:

**PART C: BUILDER INFORMATION (IF APPLICABLE)**

Builder Name:		
Primary Contact:		
Address:		
City:	Province:	Postal Code:
Email:		Telephone:

**PART D: SUMMARY OF TOTAL PRICE**

**Total Price** means the total contract price, or total of construction costs, before taxes, incurred from April 1, 2023 to March 31, 2026, and includes standard appliances to a maximum of \$5,000.

**Note:** To be eligible for the SSI, the PST must have been paid, as required, on the construction materials and taxable services related to the construction.

The following costs are **not** eligible:

- the value of the land on which the secondary suite is situated,
- the price of any furniture and furnishings that accompany the secondary suite,
- landscaping costs,
- driveway and parking pad construction,
- any other costs or expenditures not directly related to the construction of the secondary suite,
- labour costs for work completed by the homeowner, and
- any costs or expenditures incurred before April 1, 2023, or after March 31, 2026.

**Owner Built**

If the owner acted as their own general contractor for the construction of the secondary suite, copies of supporting invoices must be submitted with the application and the summary below must be completed to determine **Total Price**.

<b><u>Construction Cost Summary</u></b>	<b><u>Amounts (excluding PST &amp; GST)</u></b>
Engineering/Architectural	\$ _____
Building Permits/Inspections	+ \$ _____
Construction Materials	+ \$ _____
Subcontractor Costs (if applicable)	+ \$ _____
Standard Appliances (up to \$5,000)	+ \$ _____
Other Eligible Expenses	+ \$ _____
<b>Total Price (D1)</b>	= \$ _____

### **Builder Built**

If the homeowner contracted a builder to complete construction of the secondary suite, a copy of the sales agreement/contract must be provided and the summary below must be completed to determine **Total Price**.

If construction of a qualifying secondary suite is included in a sales agreement for a new home build or in a contract for renovation/repair of the primary residence, the builder **must** break out the **total price** (eligible costs only) relating to the construction of the secondary suite. If appliances are included in the agreement/contract, the price of standard appliances must also be shown separately.

<b><u>Construction Cost Summary</u></b>	<b><u>Amounts (excluding PST &amp; GST)</u></b>
Builder Price for Secondary Suite	+ \$ _____
Standard Appliances (up to \$5,000)	+ \$ _____
Other Eligible Expenses	+ \$ _____
<b>Total Price (D2)</b>	= \$ _____

### **PART E: CALCULATION OF SSI PROGRAM GRANT**

If the **Total Price** is equal to, or greater than \$100,000 please enter the maximum SSI program grant allocation of \$35,000 in **Total Grant Amount**.

<b>Total Price (from D1 or D2 above)</b>	+ \$ _____
<b>Total Grant Amount (35% to a maximum \$35,000)</b>	= \$ _____

### **PART F: ASSIGNMENT OF SSI GRANT**

When the applicant is the sole owner of the home and is not assigning payment to a builder, completion of an assignment is not required. All owners are required to sign the completed application form and **one** of the following declarations of assignments, if applicable.

The party who will receive payment of the approved grant must complete and submit the [Direct Deposit Payment Request](#) to have payment deposited directly to their bank account. If payment is assigned to a builder, the builder may submit their [Direct Deposit Payment Request](#) independently by email to [ssisask@gov.sk.ca](mailto:ssisask@gov.sk.ca), including in their email the homeowner's name and secondary suite address.

**Assignment to a Single Owner:** If there is more than one owner of the primary residence, please indicate to whom any applicable grant will be paid:

I/we, the undersigned, assign the grant to \_\_\_\_\_ and  
waive any claim to the SSI program grant related to the secondary suite identified in this application.

Print Name(s) \_\_\_\_\_  
(if there is more than one owner, include the names of all owners)

Signature(s) \_\_\_\_\_  
(if there is more than one owner, include the signatures of all owners)

Date \_\_\_\_\_

**Assignment to a Builder:** If you are requesting that the grant be paid directly to the builder as payment against the total amount owing for the construction of an eligible secondary suite, please complete the following declaration:

I/we, the undersigned, assign this grant to the builder identified in Part C of this application and waive any claim to the SSI program grant related to the suite identified in this application.

Print Name(s) \_\_\_\_\_  
(if there is more than one purchaser, include all purchasers)

Signature(s) \_\_\_\_\_  
(if there is more than one purchaser, include all purchasers)

Date \_\_\_\_\_

**PART G: ATTESTATION, DECLARATION AND CONSENT**

**I/we, the undersigned, hereby declare and attest to all of the following statements:**

- The information in this application is true and complete to the best of my/our knowledge and belief.
- I have not knowingly made a false or misleading statement in this application and I understand that doing so may result in denial and/or repayment of the grant.
- All PST has been paid on the construction materials and taxable services related to the construction of this suite.
- The property identified in this application containing the newly constructed eligible secondary suite is my primary residence.
- The Ministry of Finance is authorized to verify any information contained in this form with any entity that holds such information.
- It is acknowledged that this application does not obligate the Ministry of Finance to approve the requested grant payment.

Print Name(s) \_\_\_\_\_  
(if there is more than one owner, include all owners)

Signature(s) \_\_\_\_\_  
(if there is more than one owner, include all owners)

Date \_\_\_\_\_

## **PART H: SUBMITTING YOUR COMPLETED APPLICATION FORM**

**Application deadline for this program is March 31, 2027.** Please ensure all documentation has been received by our office on or before this date.

Provide all supporting documents and invoices with the application. Please review the checklists below to ensure you have all required records:

- **IF THE APPLICANT ACTED AS THEIR OWN GENERAL CONTRACTOR FOR THE CONSTRUCTION OF A NEW SECONDARY SUITE, the following must be provided:**
  - Evidence of ownership of the property identified on the application (i.e. copy of property title, property tax notice, or insurance policy);
  - Evidence that the property identified on the application is your primary residence (i.e. copy of driver's license or telecommunications invoice);
  - Copy of building permit;
  - Copies of all subcontractor invoices (if applicable) and materials invoices along with a summary of all eligible costs included in the total price of the new secondary suite; and
  - Copy of occupancy certificate or equivalent (confirmation of rental unit completion and required inspections/approvals provided by the municipal authority).
- **IF THE APPLICANT CONTRACTED WITH A BUILDER TO CONSTRUCT A NEW SECONDARY SUITE OR PURCHASED A NEWLY CONSTRUCTED HOME WITH A QUALIFYING SECONDARY SUITE FROM A BUILDER, the following must be provided:**
  - Evidence of ownership of the property identified on the application (i.e. copy of property title, property tax notice, or insurance policy);
  - Evidence that the property identified on the application is your primary residence (i.e. copy of driver's license or telecommunications invoice)
  - Copy of building permit;
  - Copy of sales agreement/contract;
  - Copy of documentation showing the segregated price for the construction of the new secondary suite and segregated price of standard appliances (if included in the sale); and
  - Copy of occupancy certificate or equivalent (confirmation of rental unit completion and required inspections/approvals provided by the municipal authority).

Submit the completed Application Form, Direct Deposit Payment Request, along with copies of all supporting documentation and invoices (please do not submit original documents or invoices):

- By email: [ssisask@gov.sk.ca](mailto:ssisask@gov.sk.ca); or
- By mail: **Ministry of Finance  
Revenue Division  
PO Box 200  
REGINA SK S4P 2Z6**