



Application Fee Guidance for Stand-Alone Hazardous Substances and Waste Dangerous Goods Storage Facilities [for external use]

EPB 657

Effective Date: October 1, 2025

Replaces: Version “New”

Record of Revisions

Revision No.	Date:	Section(s):	Description of Revision:	Revised by:
0	Oct 1, 2025	All	Initial version	Ashgan Houston
1				
2				

Approvals

	Title:	Signature:	Date:
Prepared by: Ashgan Houston	Application Fee Guidance for Stand-Alone Hazardous Substances and Waste Dangerous Goods Storage Facilities		
Final Approver: Wes Kotyk			

Revision Statement: This document will be reviewed at a minimum of once every five years. All revisions must be approved by a subject matter reviewer and the final approver (area owner).

1.0 Intent

Effective **October 1, 2025**, a **\$1,000 application fee** will be required for approvals to construct or alter (expand) stand-alone hazardous substances and waste dangerous goods (HSWDG) storage facilities. This document outlines application fee requirements for the construction and alteration of stand-alone HSWDG storage facilities in Saskatchewan, regulated under the *Hazardous Substances and Waste Dangerous Goods Regulations* (Regulations). It is intended for use by external stakeholders submitting applications for HSWDG facility approvals, including:

- Determining fee applicability based on facility type and activity;
- Managing the approval process in accordance with the new fee structure; and
- Ensuring consistent enforcement and communication with applicants.

2.0 Background

The Ministry of Environment regulates approximately 5,400 stand-alone HSWDG facilities across Saskatchewan. Facilities are considered “stand-alone” if they are not regulated under other umbrella permits, approvals or licenses, such as:

- Industrial waste works (IWW) permits;
- Approvals issued pursuant to *The Mineral Industry Environmental Protection Regulations, 1986*.
- Waste management facility permits;
- Exploration permits; and
- Other permits where HSWDG storage is a subcomponent of a broader permitted activity.

Stand-alone facilities include gas stations, bulk fuel plants, used oil collection sites, agrichemical warehouses, transfer stations and other operations that store HSWDGs, such as fuels, waste oils, used batteries and industrial chemicals, and are solely permitted by the ministry through HSWDG approvals.

For more information on fee applicability, please refer to Section 4.

3.0 Procedure

Most stand-alone HSWDG application and approval processes remain unchanged following the implementation of the new fee structure. Applicants must now use a new application form and submit it [online](#) using the instructions provided in the [Environment Business Services Portal](#). Staff then review the submissions and issue approvals using the existing templates. These procedural steps have not changed.

However, additional steps are now required to administer the fee after the approval is generated. These steps are summarized in the process map in Appendix 1 and described below.

3.1 Applicant Process:

- i. The applicant completes the most recent version of the prescribed application forms, available on the Hazardous Materials Storage page of Saskatchewan.ca:
 - [Application for Approval to Construct or Alter and Operate a Storage Facility](#); or
 - [Application for Approval to Decommission a Storage Facility](#).

- ii. The applicant submits the completed application and all supporting documentation using the instructions provided on the form. The ministry processes applications within 6 to 8 weeks.
- iii. If additional information is required, the applicant will receive a notification from an environmental protection officer (EPO), requesting that the information be provided within 30 days or an alternative, mutually acceptable timeframe. If the requested information is not received within that time frame, the application may be cancelled and the applicant may need to reapply.
- iv. If the application is acceptable to the ministry and the fee applies, an invoice will be issued to the applicant within 6 to 8 weeks, based on the billing information provided in the application.
- v. Upon receiving the invoice, the applicant must pay the fees as instructed by Accounts Receivable (A/R).
 - o If the fee is paid within 30 days, the applicant will receive a receipt and a copy of the approval.
 - o If the fee is not paid within 30 days, A/R will send a notification granting a 30-day extension.
 - o If payment is still not received after the extension, the application will be cancelled and the applicant must reapply.

3.2 Ministry Process:

- i. Applications are received by the Environmental Protection Branch (EPB) through the Environment Business Services Portal.
- ii. Applications are assigned to EPOs.
- iii. EPOs review each submission for:
 - o Scope of project;
 - o Legislative compliance; and
 - o Fee applicability (See Section 4).
- iv. Compliant applications are forwarded to A/R for invoicing.
- v. Invoices will be issued to the applicant, using the billing contact information provided in the application. Payment can be made by calling 1-800-667-5477 to provide payment information, or by mailing a cheque, payable to the Minister of Finance, to:

Ministry of Environment
P.O. Box 1064
REGINA SK S4P 3B2
- vi. Upon receipt of payment, the A/R clerk will send the approval and payment receipt to the applicant within 24-to-48 hours of receipt.
- vii. If the fee is not paid within 30 days, a notification will be sent to the applicant from A/R indicating that a 30-day extension will be granted
- viii. If payment is still not received after the extension, the application will be cancelled and the applicant must reapply.

Timely submission of information and payment is essential to avoid delays or cancellation. Extensions are not guaranteed and should not be expected.

3.3 Timelines

The ministry's review service standard is 6 to 8 weeks (excluding payment time). Approval issuance can be expected within two business days after payment is received. Payment deadlines are 30 days from the date the invoice is received, with an additional 30-day grace period before cancellation.

4.0 Fee Applicability

The fee applies to new construction and alteration of stand-alone HSWDG storage facilities, including but not limited to:

- Facilities that store HSWDG and are not regulated under other Ministry of Environment-issued permits or approvals;
- Salvage yards;
- Retail fuel stations;
- Bulk fuel plants;
- Agrichemical warehouses
- Transfer stations;
- Waste dangerous goods collection sites; and
- Corporate, individual and government applicants.

The fee does not apply to:

- Repairs or replacements that do not increase overall facility capacity;
- Decommissioning of existing storage facilities;
- Administrative updates to HSWDG approvals (e.g. name changes, corrections); or
- Facilities permitted under:
 - Industrial waste works (IWW) approvals pursuant to the *Environmental Management and Protection (General) Regulations* or the *Mineral Industry Environmental Protection Regulations*, including, but not limited to, permitted facilities (e.g. municipal industrial facilities, mines, refineries, industrial landfills);
 - Municipal landfills permitted under the *Municipal Refuse Management Regulations* ;
 - HSWDG storage for activities permitted through exploratory permits and exploration licenses, under *The Crown Minerals Act* or *The Oil and Gas Tenure Registry Regulations*;
 - HSWDG storage at facilities permitted under *The Oil and Gas Conservation Act*; or
 - HSWDG storage at facilities that are exempt in accordance with sections 5 to 8 of the HSWDG Regulations.

5.0 Legislative Authority

The legislative basis for [EPB 656] is authorized by [The Environmental Management and Protection Act, 2010 \(EMPA, 2010\)](#), and [The Hazardous Substances and Waste Dangerous Goods Regulations \(HSWDG 1989\)](#).

Section 9.1 of *The Environmental Management and Protection (General) Regulations* authorizes the implementation of the \$1,000 application fee for construction and alteration approvals of stand-alone HSWDG storage facilities in Saskatchewan. The regulations specify:

- The definition of “alteration”;

Application Fee Guidance for Stand-Alone Hazardous Substances and Waste Dangerous Goods Storage Facilities

- The formal application requirements to be submitted in a manner acceptable to the Minister;
- The Minister's authority to review applications, issue invoices, and collect fees prior to granting approvals;
- The conditions under which the fee applies and exemptions for certain types of permits and administrative updates;
- The Minister's discretion to impose terms and conditions on approvals; and
- That financial assurance is not required for approvals issued under this section, subject to *EMPA Subsection 26(1)*.

This legislative framework ensures transparency, consistency and enforceability in the ministry's approval process for HSWDG facilities.

6.0 Reference Material

- [Application Construct or Alter and Operate a Storage Facility](#)
- [KBA - Completing a hazardous substances or waste dangerous goods storage facility application](#)
- [KBA - Exemptions to hazardous material storage requirements](#)
- [KBA - HSWDG storage facility applications: New fee and exemptions](#)
- [KBA - HSWDG storage facility applications: Submission, approval and fee payment](#)
- [KBA – Storage of hazardous substances and waste dangerous goods](#)

Appendix A – [HSWDG Approval Process overview for applicants](#)

