

Species Detection Application Form Guide

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Contents

Overview	3
How to Access the SDAF	4
Before You Begin	5
Documents to Submit Before Beginning a New Application	5
Files to Have Ready Before Beginning a New Application.....	6
Information Required for an Amendment.....	6
Submitting a New Species Detection Permit Application	7
Page 1: Front Page	7
Page 2: Contact Information	9
Page 3: Proposed Project Description.....	13
Page 4: Regulatory Processes	16
Page 5: Species Detection Surveys.....	18
Page 6: Required Documentation and Submission.....	27
Amending a Species Detection Permit or Application	29
Page 1: Front Page	29
Page 2: Amendment Options	30
Page 3 to end: Application Amendments and Submission	31
Warnings	33
Definitions.....	34
Table of Amendments	34

Overview

This guide provides step-by-step guidance for completing the Species Detection Application Form (SDAF). It explains how to complete each section of the form and outlines the documents and information that should be prepared before beginning an application.

This guide is intended as a reference document. Applicants may consult individual sections while completing the form or review the guide in advance to understand the information that will be required. Reviewing this guide before starting is recommended, as the SDAF cannot be refreshed once data entry has begun. Refreshing the web browser will result in the loss of all entered information.

Species Detection surveys are typically conducted to collect information on species presence at a proposed project or development site. Survey results support informed decision-making, help avoid or mitigate impacts to sensitive species and habitat, and contribute to compliance with wildlife legislation and policy. Species Detection surveys also support the effective application of the [Activity Restriction Guidelines for Sensitive Species](#). Additional information is available on the [Species Detection Survey Permits website](#).

If you have questions about the SDAF or Species Detection Permits, contact the Species Detection mailbox at sd.researchpermit@gov.sk.ca.

How to Access the SDAF

The SDAF can be accessed in three ways:

1. From a HABISask Project Screening Report (recommended)

Two hyperlinks to the SDAF are located below the “Protocols to Consider” section of the HABISask Project Screening Report. One link opens the SDAF in a web browser, and the other opens the form in the ArcGIS Survey123 mobile app.

When accessed using either of these links, the survey protocols identified in the “Protocols to Consider” section are automatically populated in the SDAF.

The Survey123 mobile application link will open the form directly in the app if it is installed on your device. If the app is not installed, you can download it from the [ArcGIS Survey123 website](#).

2. Directly from the Government of Saskatchewan website

The SDAF can be accessed from the Government of Saskatchewan webpage for [Species Detection Survey Permits](#).

When accessed this way, a blank form opens with no information pre-populated from HABISask. Applicants are responsible for manually selecting the survey protocols identified in the “Protocols to Consider” section of the HABISask Project Screening report associated with the proposed project.

3. From the submission confirmation email (amendments only)

After an application is submitted, a confirmation email is sent to the contact who submitted the SDAF, the Primary Technical Contact, and any Secondary Technical Contacts listed on the application.

Using the link in the submission confirmation email will open the SDAF amendment form with the application number pre-filled.

Important Note

Do not refresh the SDAF in your web browser while completing the form. Refreshing the browser will result in a loss of all entered information.

To avoid losing your work, ensure all necessary documents and information are prepared before beginning and complete the form in a single session.

Before You Begin

Ensure the following documents and information are prepared or submitted before starting a new SDAF submission.

Documents to Submit Before Beginning a New Application

1. *Personnel Forms*

Personnel forms confirm that surveyors conducting Species Detection surveys are qualified to detect and identify target species.

These forms are not required with each individual permit application. Companies conducting species detection surveys must submit personnel forms once at the beginning of the survey season and again at the end of the survey season.

Personnel forms include:

- [Species Detection Survey Protocol – Bio-sketch\(es\) Template](#)
- [Species Detection Survey Protocol – Staff Matrix](#)

Refer to the [Personnel Requirements Instructions and Roster](#) for additional details.

2. *Alternate Species Detection Survey Protocols (SDSPs), if applicable*

An alternate SDSP must be prepared using the ministry [template](#) if:

- You intend to use a protocol methodology that differs from the ministry SDSP,
- No ministry SDSP exists for a required survey, or
- You are submitting a trail camera monitoring notification.

Submit alternate SDSPs to the Species Detection mailbox (sd.researchpermit@gov.sk.ca) **before** submitting the permit application that references them.

Alternate SDSPs may be referenced in multiple applications. Resubmission is only required if the protocol methods change, the Primary Technical Contact responsible for oversight of the alternate SDSP changes, or if the ministry requires an update.

Files to Have Ready Before Beginning a New Application

1. HABISask Project Screening Report

Each Species Detection permit application must reference and attach a HABISask Project Screening Report.

[HABISask](#) is an online mapping tool that provides access to biodiversity information, including species occurrence records from the [Saskatchewan Conservation Data Centre](#). Project Screening Reports are available under the “*HABITools*” tab in HABISask.

Generate the report and have it available before starting the application.

2. Zipped Project Footprint File

Prepare a zipped Shapefile or KML/KMZ file of the project footprint for attachment to the SDAF.

Information Required for an Amendment

If submitting a permit amendment request, have the following information available:

1. Application number and original application details

These are available in the confirmation email sent when the application was originally submitted.

2. Permit number, if a permit has already been issued

Submitting a New Species Detection Permit Application

The screenshots in these sections show the SDAF in a web browser. The form may appear slightly different in the Survey123 mobile app, but all information fields are the same.

All required fields are marked with a red asterisk (*).

Click the green arrows () to collapse and expand sections for easier navigation.

Page 1: Front Page

Select application type* ☒ New Permit ☐ Amendment to an existing application or permit	Select “New Permit”.
Ensure these files are ready for upload:* ☐ HABISask Project Screening Report ☐ Zipped Shapefile or KML/KMZ of the project footprint If you are applying to conduct Alternate Species Detection Survey Protocols, ensure these have already been submitted to the Species Detection mailbox (sd.researchpermit@gov.sk.ca).	Review the important information on the first page and agree to all condition statements.

By submitting this application, you confirm that:*

☐ Your company's [Bio-sketches and initial Staff Matrix](#) have already been submitted to the Species Detection mailbox for the current year. These only need to be submitted once at the start of the survey season.

☐ Your company will submit a final updated Staff Matrix at the end of the survey season and before the permit expiry date.

You agree to:*

☐ Comply with the [Conservation Standards Terms and Conditions: Species Detection](#).

☐ Submit a [Species Detection Loadform](#) for this permit on or before the permit expiry date.

Important: This form cannot be saved in your browser. Do not refresh. Refreshing the browser will erase all entered information.

Page 2: Contact Information

Proponent Proponent First Name* Proponent Last Name* Proponent Company, Organization or Municipality* Street or PO Box Number including Apartment/Unit Number* City* Province (2 letter)* Postal Code (A1A 1A1)*	Enter the project proponent's information in all required fields. The proponent is the representative of the company that owns the proposed project or development.
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Phone Number (###-###-####)* () - Email Address*	
Primary Technical Contact (e.g., Consultant/Contractor) ▼ First Name* Last Name* Company* Select "Other" if name is not available from the list or if it is different from the ones provided. -Please select- ▼ Street or PO Box Number including Apartment/Unit Number* City*	Enter the Primary Technical Contact's (PTC) information in all required fields. The PTC is the representative of the company that conducts Species Detection surveys on behalf of the project proponent. Use the drop-down menu to select the PTC's company. If the PTC's company is not available in the list or is different from the names provided, select "Other" and enter the PTC's company name in the field that appears.

Province (2 letter)* Postal Code (A1A 1A1)* Phone Number (###-###-####)* Email Address*	
Will any company, other than the Primary Technical Contact's company, conduct Species Detection surveys?* ☐ Yes ☐ No	If any company other than the PTC's will be conducting surveys (i.e., a Secondary Technical Contact (STC) company), select "Yes." Otherwise, select "No." STCs represent a contracted company conducting some or all Species Detection surveys under the direction of the PTC. Only one representative may be listed per STC or PTC company.

Secondary Technical Contact (e.g., Consultant/Contractor) (1)



Select the "+" to add more than one company.

Secondary Technical Contact(s) represent a subcontracted company conducting some or all Species Detection surveys under the direction of the Primary Technical Contact.

First Name*

Last Name*

Company*

Select "Other" if name is not available from the list or if it is different from the ones provided.

Street or PO Box Number including Apartment/Unit Number*

City*

Province (2 letter)*

If you answered "Yes" to the previous question, the STC drop down will appear.

To enter additional STC companies, click the "+" button.

To delete an STC, select the entry and click the trash can button.

Enter the STC's information in all required fields.

Postal Code (A1A 1A1)* Phone Number (###-###-####)* Email Address*	
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Page 3: Proposed Project Description

Title of proposed project* The title must be unique to the project and indicate the project type. For example: Wadena 138 kV Transmission Line (123456); 27-15-15-3 Pad Site and Access Road; Meadowlark Ridge Wind Energy Facility."	Enter a unique title for the proposed project that includes the project type. Include your company's project reference number (e.g., file or contract number) if desired. Examples: • "Wadena 138 kV Transmission Line (123456)" • "27-15-15-3 Pad Site and Access Road" • "Meadowlark Ridge Wind Energy Facility"
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Approximate start date for construction of proposed project* If you are not sure of the exact date, choose the first day of the month you estimate construction will start/end.  MM/DD/YYYY Approximate end date for construction of proposed project*  MM/DD/YYYY	Enter approximate start and end dates for construction of the proposed project. If you are unsure of the exact date, choose the first day of the month you estimate construction will start/end.
Project sector* Select the sector that best represents the primary activity of the proposed project. If "Other" is selected, provide a brief description in the field that appears. -Please select-	Select the sector that best represents the primary activity of the proposed project. If no option applies, select "Other" and provide the project sector in the field that appears.
Description of proposed project* In 100-200 words, briefly describe the proposed project. Include the project type (e.g., wind energy project, drilling program, highway twinning), key project details (e.g., number of turbines, well pads, access roads), and a summary of the construction or implementation methods and activities (e.g., clearing, trenching, integrity digs). 1000	In 100 to 200 words, briefly describe the proposed project. Include the project type (e.g., wind energy project, drilling program, highway twinning), key project details (e.g., number of turbines, well pads, access roads), and a summary of the construction or implementation methods and activities (e.g., clearing, trenching, integrity digs).

Description of project area* Quantify the size (ha) of the proposed project footprint. Estimate the relative percentage of land cover types (e.g., cropland, native grassland, tame grassland) within the footprint. 	Quantify the size (ha) of the proposed project footprint. Estimate the relative percentage of land cover types (e.g., cropland, native grassland, tame grassland) within the project footprint.
What method(s) were used to determine land cover?* An example of a land cover classification map layer is the Prairie Landscape Inventory (PLI) or Northern Digital Landcover. -Please select-	From the drop-down menu, select all methods used to determine land cover types. Field visits: Visiting the site in-person is the most reliable way to confirm the presence or absence of land cover types and to identify potential species habitat. This information can help determine which species detection surveys may be warranted. A Species Detection Permit is not required to conduct a site visit for this purpose. Land cover classification map layers: An example of a land cover classification map layer is the Prairie Landscape Inventory (PLI) or Northern Digital Landcover.

Activity Restriction Guidelines (ARG) Disturbance Category* This is the disturbance category associated with the proposed project under the Saskatchewan Activity Restriction Guidelines for Sensitive Species. ☐ Low ☐ Medium ☐ High	Select the disturbance category associated with the proposed project under the Saskatchewan Activity Restriction Guidelines for Sensitive Species.
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Page 4: Regulatory Processes

Are there any Species Detection Research Permits related to this application?* ☐ Yes ☐ No	If any Species Detection permits have been issued for the project, select “Yes.”
Related Species Detection Research Permits (1) ⌵ 1 + Species Detection Research Permit Number (if issued)* For issued permits only (e.g., 26SD###). Select the “+” to enter more than one number.	If “Yes” is selected in the previous question, this field will appear. Enter all related Species Detection Permit numbers. Select the “+” button to enter more than one number. Select the trash can button to delete a record if necessary.

Environmental Assessment (EA) approval type, if applicable ☐ Technical Proposal (TP) ☐ Environmental Impact Statement (EIS) ☐ Supplemental Information ☐ Follow-up/Post-Construction Monitoring ☐ Other	If the Species Detection surveys are being conducted in support of a Saskatchewan Environmental Assessment (EA) process, select the approval type that applies.
Has an EA File Number (e.g., 2026-###) been assigned to this project?* ☐ Yes ☐ No	If an EA File Number has been assigned to the project, select “Yes” and enter it in the field that appears. If not, select “No”.

Page 5: Species Detection Surveys

On this page you will:

Step 1: Select all Species Detection Survey Protocols you are planning to conduct.

Step 2: Review the Species Detection Survey Protocols identified in the "Protocols to Consider" section of the HABISask Project Screening Report associated with this project. If any Protocols to Consider were not selected in Step 1, provide a reason why they will not be conducted.

Step 1:

Species Detection Survey Protocols you are applying to conduct

Select all Species Detection surveys you are proposing to conduct under this permit. Associated protocols are available on the [Publications Centre](#).*

☐ 1.0 Amphibian Auditory

☐ 2.0 Amphibian Visual

☐ 2.5 Amphibian Salvage

☐ 3.0 Greater Short-horned Lizard

☐ 4.0 Snake Hibernacula

☐ 5.0 Burrowing Owl

☐ 6.0 Short-eared Owl

☐ 7.0 Prairie Raptors

☐ 8.0 Boreal and Foothills Raptors

☐ 9.0 Grassland Birds (includes optional Breeding Bird Scan)

Step 1:

Select all Species Detection Survey Protocols you are planning to conduct.

Each protocol represents a published Species Detection Survey Protocol (SDSP). All SDSPs are available on the Government of Saskatchewan [Publications Centre](#).

SDSPs are designed to detect sensitive species and their habitats so that appropriate mitigation, such as the [Activity Restriction Guidelines for Sensitive Species](#) can be applied. Protocols are periodically updated to reflect emerging science and ensure clarity.

☐ 10.0 Forest Birds (includes optional Breeding Bird Scan) ☐ 11.0 Sharp-tailed Grouse ☐ 12.0 Western Grebe ☐ 13.0 Piping Plover ☐ 14.0 Yellow Rail ☐ 15.0 Nightjar ☐ 17.0 Swift Fox ☐ 18.0 Ord's Kangaroo Rat ☐ 19.0 Snow Track ☐ 20.0 Vascular Plant (includes protocol for collection of voucher specimens)	
Other Surveys ☐ Post Construction Monitoring - Wind Energy Projects	Select this option if Species Detection surveys are being done as post-construction monitoring for wind energy projects. Before beginning monitoring, review the Wind Energy Bird and Bat Monitoring Post-construction Loadform to familiarize yourself with the required data fields.

☒ Alternate Species Detection Survey Protocol In the box below, enter the name of the alternate Species Detection Survey Protocol you previously submitted to the Species Detection mailbox (sd.researchpermit@gov.sk.ca) for the survey you are planning to conduct. Select the "+" to enter more than one protocol name. Alternate Species Detection Survey Protocol (1) 1 + Alternate Species Detection Survey Protocol Name*	Select this option if you are planning to conduct an alternate SDSP. Alternate SDSPs are protocols that may be prepared if no ministry SDSP exists for a required survey or when you intend to use a different methodology. Alternate SDSPs must be prepared using this template and submitted to the Species Detection mailbox (sd.researchpermit@gov.sk.ca) before applying for a permit. Refer to the Species Detection Permitting website for additional information and expectations regarding alternate SDSPs. Enter the alternate SDSP name exactly as submitted to ensure it can be correctly identified.
Will autonomous recording units (ARU) be used for any of the surveys?* ☐ Yes ☐ No	Using autonomous recording units (ARUs) is an optional component of several ministry SDSPs including 1.0 Amphibian Auditory, 9.0 Grassland Birds, 10.0 Forest Birds, 12.0 Western Grebe, 14.0 Yellow Rail, and 15.0 Nightjar. Select “Yes” if autonomous recording units (ARUs) will be used.

Survey Notification

☒ Trail Camera Monitoring

Trail Camera Notification

1. All [Conservation Standards Terms and Conditions: Species Detection](#) apply to trail camera monitoring.
2. Monitoring may begin immediately after submission of this application if an alternate Species Detection Survey Protocol and required personnel forms have been submitted to the Species Detection mailbox (sd.researchpermit@gov.sk.ca).
3. Trail cameras must be deployed, checked, and retrieved in a manner that avoids disturbing wild species and their habitats. Baiting trail camera stations is not permitted.
4. All species observations must be documented and submitted in the Species Detection Loadform on or before notification expiry.
5. When submitting the Species Detection Loadform, include a zipped Shapefile or KML/KMZ file showing the locations of all trail cameras, with X and Y coordinates matching those reported in the Loadform.
6. Contact the Species Detection mailbox to request an extension if trail camera monitoring will extend beyond notification expiry.

Enter the anticipated end date for trail camera monitoring.*

 MM/DD/YYYY

In the box below, enter the name of the alternate Species Detection Survey Protocol you previously submitted to the Species Detection mailbox (sd.researchpermit@gov.sk.ca) for trail camera monitoring.*

Select this option to notify the ministry that trail camera monitoring will occur.

Review the [Conservation Standards Terms and Conditions: Species Detection](#), as well as the unique trail camera-specific conditions that appear here, before submitting your application.

Once the application has been reviewed and approved, a Trail Camera Monitoring notification acknowledgement email will be sent to all contacts listed in the application.

Amphibian Salvage Information

Proposed start date*

Proposed end date*

Prevent access to construction sites: Is barrier fencing in place to prevent amphibian access to construction areas?*

Check all species that apply:*

☐ Canadian Toad

☐ Great Plains Toad

☐ Northern Leopard Frog

☐ Plains Spadefoot

☐ Western Tiger Salamander

☐ Unknown at time of application

If 2.5 Amphibian Salvage is selected in Step 1, this section will appear.

Enter the proposed start and end date for amphibian salvage activities.

Preventative measures (e.g., barrier fencing) must be implemented to preclude the need for salvage. Indicate whether barrier fencing is or will be in place to prevent amphibians from accessing the construction area. If “No” is selected, describe the alternative methods that will be used to prevent amphibian access.

Select all amphibian species that you expect will be salvaged.

Amphibian Salvage may be permitted within the following parameters. Please indicate that the following conditions will be met:*

☐

Timing:

Salvage will occur between ice-off and October 10th.

☐

Project duration and intensity:

Impacts to habitat will be temporary and amphibians will be able to occupy adjacent areas with suitable habitat immediately.

☐

Distance:

Amphibians will not be moved any further than necessary and no more than a maximum distance of 350 m.

☐

Release site selection:

Release sites will be selected before capturing amphibians. Amphibians will be moved to a suitable habitat, consistent with the type of habitat from which they are being salvaged. At lotic sites, amphibians will be moved upstream of construction, or downstream—provided measures are in place to control sedimentation. For wetland sites, they will be moved to wetlands of the same class. If found in terrestrial habitats, they will be moved to suitable habitat nearby, away from construction.

☐

Disease transmission and hygiene:

Any sampling equipment and/or personal field gear from or returning from Alberta must be disinfected with an appropriate solution (e.g., Quat Plus) prior to entering any Saskatchewan waters. Individual containers must be used for each adult amphibian. Gloves must be changed between handling each individual animal.

☐

Capture, care, and release:

Amphibians will be captured, cared for, and released using procedures outlined in the [Guidelines for Mitigation Translocations of Amphibians: Applications for Canada's Prairie Provinces](#). Traps or electroshocking will not be used to capture amphibians. Amphibians will not be tagged or marked. Amphibians will be released immediately after capture and not contained any longer than necessary.

Amphibian salvage is permitted within standard conditions. If any condition cannot be met, describe the reason in the comments box below or contact the Species Detection Mailbox (sd.researchpermit@gov.sk.ca) to discuss.

Procedures outlined in the [Guidelines for Mitigation Translocations of Amphibians – Applications for Canada's Prairie Provinces](#) are recommended for all amphibian salvage efforts in Saskatchewan, subject to the restrictions listed in this section.

☐ Data submission: Amphibian salvage protocols must be accounted for in the species detection loadform and submitted for permit completion in the fall. All amphibians observed or captured must be recorded in the loadform in the Animal Observation tab. Provide the GPS location from where amphibian(s) were captured and provide the distance they were moved in the accuracy (metres) field. For Search Evidence, select "Capture: Released at alternate site" from the drop-down menu. 0 of 7 conditions selected above. Amphibian Salvage comments 1000	Use the comments field to provide any additional information relevant to the amphibian salvage request that may assist the reviewer (e.g., site conditions, project constraints, timing considerations, or mitigation measures).
Step 2: Species Detection Survey Protocols identified in your HABISask Project Screening Report Select the Species Detection Survey Protocols identified in the "Protocols to Consider" section of the HABISask Project Screening Report associated with this project.* ☐ 1.0 Amphibian Auditory ☐ 2.0 Amphibian Visual ☐ 3.0 Greater Short-horned Lizard ☐ 4.0 Snake Hibernacula ☐ 5.0 Burrowing Owl	Step 2: If you did not open the SDAF from the link provided in your HABISask Project Screening Report, refer to your report and select all Species Detection Survey Protocols listed in the "Protocols to Consider" section. If you open the SDAF using the link in your HABISask Project Screening Report (recommended), the applicable protocols will be automatically populated in the SDAF and this list will not appear.

☐ 6.0 Short-eared Owl

☐ 7.0 Prairie Raptors

☐ 8.0 Boreal and Foothills Raptors

☐ 9.0 Grassland Birds (includes optional Breeding Bird Scan)

☐ 10.0 Forest Birds (includes optional Breeding Bird Scan)

☐ 11.0 Sharp-tailed Grouse

☐ 12.0 Western Grebe

☐ 13.0 Piping Plover

☐ 14.0 Yellow Rail

☐ 15.0 Nightjar

☐ 17.0 Swift Fox

☐ 18.0 Ord's Kangaroo Rat

☐ 19.0 Snow Track

☐ 20.0 Vascular Plant (includes protocol for collection of voucher specimens)

Step 2:

Species Detection Survey Protocols identified in your HABISask Project Screening Report

Species Detection surveys help reduce the risk of contravening wildlife legislation by identifying sensitive species and habitats.

One or more surveys identified in the HABISask Project Screening Report: Protocols to Consider were not selected above.

For each survey not being conducted, please indicate the reason(s).

7.0 Prairie Raptors and/or 8.0 Boreal and Foothills Raptors*

-Please select-

9.0 Grassland Birds and/or 10.0 Forest Birds (includes optional Breeding Bird Scan)*

-Please select-

20.0 Vascular Plant (includes protocol for collection of voucher specimens)*

-Please select-

Any Protocols to Consider that were not selected in Step 1 will appear in this step.

For each protocol, use the drop-down menu to indicate why the survey will not be conducted. Multiple reasons may be selected. If the applicable reason is not listed, select “Other” and specify the reason(s) in the field provided.

Page 6: Required Documentation and Submission

HABISask Project Screening Report* Attach the HABISask Project Screening Report associated with this project (.pdf). If multiple HABISask reports were run (e.g., for large projects), please attach as a zipped file. Drop file here or select file (pdf, zip)	Attach the HABISask Project Screening Report associated with this project (.pdf). If multiple HABISask reports were run (e.g., for large projects), please attach as a zipped file.
Zipped shapefile or zipped KML/KMZ file of the proposed project footprint.* The file must be zipped or it will not appear in the select window. Drop file here or select file (zip)	Attach the zipped shapefile or KML/KMZ file of the proposed project footprint.
Additional comments 1000	Enter any additional comments relevant to your application.
Provide the email address of the contact submitting this application*	Enter the email address of the contact submitting the application.

Processing time: Allow a minimum of seven business days for application review. Applications are processed in the order they are received. Urgent requests: If exceptional circumstances require permit issuance sooner than the standard processing time, you may request an expedited review. Expedited review cannot be guaranteed. ☐ Request expedited review of this application.	Most applications are processed within seven business days of receipt. If exceptional circumstances require a permit sooner, you may request an expedited review. If this option is selected, you will be prompted to provide a reason for the request.
Back Submit Page 6 of 6	When you are ready, click “Submit”. The application submitter, PTC, and any listed STCs will receive a submission confirmation email with the application number, a PDF summary of the application, and a link that can be used to submit an amendment request if needed. If the application is approved, the Species Detection Permit will be emailed to all contacts listed in the permit application.

Amending a Species Detection Permit or Application

Page 1: Front Page

Select application type* ☐ New Permit ☒ Amendment to an existing application or permit	Select “Amendment to an existing application or permit”.
If you are applying to conduct Alternate Species Detection Survey Protocols, ensure these have already been submitted to the Species Detection mailbox (sd.researchpermit@gov.sk.ca).	If you are adding an alternate Species Detection Survey Protocol (SDSP) to your application or permit, confirm that a copy of the alternate SDSP has been submitted to the Species Detection Mailbox (sd.researchpermit@gov.sk.ca) before submitting your amendment request.

Page 2: Amendment Options

Amendment Type* ☒ Add surveys ☐ Update proponent information ☐ Update Primary Technical Contact information ☐ Update Secondary Technical Contact information ☐ Update project description ☐ Update regulatory processes ☐ Update project footprint ☐ Project cancelled	Choose one or more amendment types to filter the form to the relevant fields.
Application Number* This is the six-digit application number provided in the confirmation of application submission email.	Enter the application number that was provided in the original application submission confirmation email. This field will be automatically populated if the form is accessed using the link the in the original application confirmation email.
Species Detection Research Permit Number (if issued) For issued permits only (e.g., 26SD###)	Enter the Species Detection Research Permit Number you are amending, if it has been issued.

Title of proposed project* Enter the project title exactly as it appears on the existing application or permit. If you are requesting a change to the project title, the new name may be updated on the next page if "update project description" was selected from the amendment types above.	Enter the project title exactly as it appears on the existing application or permit. If you are requesting a change to the project title, the new name may be updated on the next page if "update project description" was selected from the amendment types listed above.
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Page 3 to end: Application Amendments and Submission

Amendment type selected on Page 2	Note
<i>Add surveys</i>	Only select the new surveys being added.
<i>Update proponent information</i> <i>Update Primary Technical Contact information</i>	Follow the instructions as prompted.
<i>Update Secondary Technical Contact information</i> Secondary Technical Contact (e.g., Consultant/Contractor) (1) 1 Select the "+" to update more than one company. Secondary Technical Contact(s) represent a subcontracted company conducting some or all Species Detection surveys under the direction of the Primary Technical Contact.	More than one Secondary Technical Contact (STC) can be added, removed, or amended. Select the "+" to update more than one company. Only one representative may be listed per STC (or PTC) company.

Secondary Technical Contact amendment type* Enter the Secondary Technical Contact information in the proceeding fields that should be changed according to the amendment type selected here. You can request multiple changes (e.g., add and remove), with the "+" button. ☐ Add Secondary Technical Contact company ☐ Remove Secondary Technical Contact company ☐ Change Secondary Technical Contact information (company remains the same)	Select “Add Secondary Technical Contact company” to add a new STC to the permit or application. Select “Remove Secondary Technical Contact company” to remove an existing STC from the permit or application. Select “Change Secondary Technical Contact information (company remains the same)” to change the name, address, or contact information for an STC on the permit or application.
<i>Update project description</i> <i>Update regulatory processes</i>	Only fill in the information to be amended. Leave all other fields blank.
<i>Update project footprint</i>	Attach the new project footprint.
<i>Project cancelled</i>	Provide comments as needed on Page 3. If no surveys were initiated and no data was collected, the permit will be immediately closed. A data submission is required for any surveys that were initiated.

When you have entered all information to be amended, click “Submit.” All contacts listed in the permit application will receive a submission confirmation email.

Allow a minimum of seven business days for processing. An amended permit will be issued once amendments are approved.

Warnings

Warning: 2.0 Amphibian Visual surveys have not been selected. Authorization for 2.0 Amphibian Visual surveys is required to conduct 2.5 Amphibian Salvage, either under this application or an existing permit.	This warning will appear if 2.5 Amphibian Salvage is selected but 2.0 Amphibian Visual surveys is not. If you are amending an existing permit or application that already included 2.0 Amphibian Visual surveys, you may ignore this message.
Warning: You have selected surveys for species or taxa whose survey protocol window has closed. Detection during this period is unlikely. Please review survey standards, including timing, in the relevant Species Detection Survey Protocol before proceeding:	This warning will appear if surveys have been selected for which the protocol window has closed. For example, 1.0 Amphibian Auditory surveys must be conducted between the second week of April and the second week of June, except for surveys targeting the Great Plains Toad and the Plains Spadefoot. Selecting 1.0 Amphibian Auditory surveys after June will trigger this warning. Environmental factors such as weather and site conditions (e.g., leaf-out, snow cover, recent disturbance) can affect species detectability. If you see this warning, review the applicable Species Detection Survey Protocol and proceed only if current conditions still allow the species or guild to be reliably detected.

Definitions

Term	Definition
Proponent	The representative of the company that owns the proposed project or development.
Primary Technical Contact (PTC)	The representative of the company that conducts Species Detection surveys on behalf of the project proponent.
Secondary Technical Contact (STC)	The representative of a company contracted to conduct some or all Species Detection surveys under the direction of the PTC. More than one company may act as STCs on a single Species Detection permit.
Species Detection Application Form (SDAF)	The Government of Saskatchewan online form used to apply for or amend a Species Detection permit.
Species Detection Survey Protocol (SDSP)	Survey protocols published by the Ministry of Environment, which are designed to detect sensitive species and their habitats.

Table of Amendments

Version Date	Page	Section	Comments
April 2026			Initial Version – amendments to updated versions of this guide will be tracked in this table.