# Information typically required for a new Craft Manufacturing Site

Below is information that is typically required to be completed and submitted to the SLGA Licensing Specialist prior to receiving approval for your manufacturing permit. The SLGA Licensing Specialist will advise the new applicant of the following requirements and any additional information when an application is submitted. For further information, contact SLGA Licensing Branch at 1-800-787-5563 or ll@slga.com

1. An Engineered/Architectural Floor Plan (To Scale) Indicating the Proposed Areas to be Licensed

2. Copy of the Lease Agreement or Agreement for Sale

3. Proof that your company is Registered with Information Services Corporation (ISC) Corporate Registry (if applicable)

4. Municipal Approval – For Manufacturing Facility, Retail, Hospitality Suite, Use of Sewer System for Product Dumps

5. Letter from Excise Canada indicating Application Process has started with them

6. A Signed Indemnification Agreement *To be provided by SLGA

7. A Copy of the Occupancy Permit

8. The Consent to Obtain and Release Information Form and Police Check, Completed for All Executives

9. A Copy of the Menu for the Hospitality Suite (if applicable)

10. A Copy of the Building Inspection Report *Must be completed by a licensed building inspector for commercial property. Note: Contact SLGA Licensing Branch for further information

11. A Copy of the Serve It Right Saskatchewan (SIRS) for All Executives

12. A Copy of Written Policies for the following:

    - Manufacturing Process;
    - Product Quality Assurance;
    - Product Recall;
    - Batch Coding/Lot # Process;
    - Equipment Maintenance/Calibration;
    - Pest Control;
    - Sanitation and Hygiene (Facility/Equipment/Staff);
    - Waste Disposal.

13. WHMIS/MSDS Sheets for all Chemicals used in the Facility

14. A Completed and Signed Declaration by the Applicant (Compliance with Other Applicable Legislation) *To be provided by SLGA

15. SLGA Inspection

16. A declaration of the Batch Coding/Lot # Process to be used