

## Building Permit Application Checklist (2015 National Building Code of Canada) COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, & RESIDENTIAL PROJECTS

This checklist is for all buildings other than group dwelling sites, single family dwellings and Alternative Family Care Homes  
Information and Drawing Requirements

### BUILDING AND DEVELOPMENT PERMIT APPLICATION SUBMITTAL REQUIREMENTS

Submittal Requirements for ALL Permit Applications		Required	Submitted
Application Form	<ul style="list-style-type: none"> <li>Complete and submit Commercial Building and Development Application form for commercial, industrial, institutional or mixed residential</li> <li>Complete and submit Residential Building and Development Application form apartments/condominiums</li> <li>Permit time line 2 years; If permit time line is greater than 2 years, a request is to be made to Building Standards</li> </ul>		
Key Plan with Proposed Addressing	<ul style="list-style-type: none"> <li>Key plan showing the site layout, building locations, site access, etc.</li> <li>Key plan to identify the specific building under construction</li> <li>If multiple new buildings or units on site, the key plan shall show proposed addressing for site. Addressing is to be approved by Building Standards</li> <li>Maximum page size is 11X17</li> <li>The site is required to be a legal site</li> </ul>		

### SUBMITTAL REQUIREMENTS FOR ALL PERMIT APPLICATIONS BASED ON PROJECT TYPE

Submittal Requirements for ALL Permit Applications		Required	Submitted	
NEW BUILDINGS	SITE PLANS	Sealed site plan detailing a fire department access meeting the requirements of NBC		
		Detailed site plan, parking plan & <a href="#">landscaping plan</a> including city boulevard trees shown on adjacent city boulevards		
	DRAWINGS	New curb cut		
		Site plan is required to detail the curb location and dimensions as well		
		Civil drawings including site servicing and site grading drawings with lot grading and water & sewer connections		
ADDITIONS	Foundation drawings including pile design			
	Building drawings showing floor plan and elevations			
	Mechanical drawings			
	Electrical drawings			
	Detailed site plan, parking plan & <a href="#">landscaping plan</a> including city boulevard trees shown on adjacent city boulevards.			
	Civil drawings including site servicing and site grading drawings with lot grading and water & sewer connections			
	Drawing showing existing building and addition connection			
Addition foundation drawings including pile design				
Addition building drawings showing floor plan and elevations				
Addition mechanical &/or fire protection drawings				
Addition electrical drawings				

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ALTERATIONS / RENOVATIONS	<ul style="list-style-type: none"> <li>• Building drawings detailing the alternation/renovations</li> <li>• Based on the scope of work, additional drawings may be required</li> </ul>		
REPAIRS	<ul style="list-style-type: none"> <li>• Description of scope of repairs</li> <li>• If repair after fire – copy of fire inspection report</li> </ul>		
TENANT OR LANDLORD IMPROVEMENTS	<ul style="list-style-type: none"> <li>• Site plan (required for change in use or alterations to existing site layout)</li> </ul> <p>Drawings detailing the scope of work</p>		
FOUNDATION, SHELL & FINAL PERMIT APPLICATIONS	<ul style="list-style-type: none"> <li>• Site plans conforming to New Building Site Plans</li> <li>• Foundation drawings including pile design</li> <li>• Civil Drawings conforming to New Building Drawings</li> <li>• Preliminary building drawings showing floor plan and elevations</li> <li>• Approved foundation phase drawing package including site plan</li> <li>• Letter of Intent for final phase permit application <i>*see phased permit handout for details.</i></li> <li>• Building drawings showing floor plan and elevations</li> <li>• Site plan from approved foundation phase permit</li> <li>• Approved foundation &amp; shell phase drawing package including site plan</li> <li>• Interior building drawings showing floor plan</li> <li>• If a mezzanine is included, sealed structural drawings and a commitment letter for structural components required.</li> <li>• Mechanical &amp;/or fire protection drawings</li> <li>• Electrical drawings</li> </ul>		
ACCESSORY BUILDINGS	<ul style="list-style-type: none"> <li>• Detailed site plan, parking plan &amp; landscaping plan conforming to New Building Site Plans</li> <li>• Civil Drawings conforming to New Building Drawings</li> <li>• Foundation drawings including pile design</li> <li>• Building drawings showing floor plan and elevations</li> <li>• Mechanical drawings</li> <li>• Electrical drawings</li> </ul>		
SEASONAL BUILDINGS	<ul style="list-style-type: none"> <li>• See handout Seasonal Permits</li> <li>• Proposed use of building is for limited time frame – ie: greenhouse, ice cream stand, etc.</li> <li>• Drawings to include - detailed site plan, construction drawings, sealed drawings if structural design is under Part 4.</li> </ul> <p>Submittal Requirements if Project Includes Any of the Following</p>		
BUILDING CODE ANALYSIS / ASBESTOS REMOVAL NOTIFICATION FORM / . SPRAY FOAM INSULATION / ICF / EFIS FORM / ENERGY COMPLIANCE FORM	<ul style="list-style-type: none"> <li>• Complete and submit the Building Code Analysis Sheet for applications that include a new building, addition and/or change of occupancy</li> <li>• Complete and submit the Asbestos Removal Notification Form for all building prior to 1983</li> <li>• Complete and submit the Spray Applied Polyurethane Foam Insulation Request if design includes spray foam</li> <li>• See handout – Energy Efficiency Compliance 9.36 Information Sheet</li> <li>• Complete and submit Energy Efficiency Compliance Form – 9.36 for residential Part 9 building and any building classified as D, E and F3 occupancy with an area less than 300m2</li> </ul>		

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SEALED DRAWINGS	<ul style="list-style-type: none"> <li>See handout Requirements for a Design Professional</li> <li>Saskatchewan seal signed by a design professional licensed to practice in the province of Saskatchewan</li> <li>Every page shall be sealed and readable</li> <li>Date on the seal shall be not more than 1 year old * more than 1 year permitted on large developments or phased permit applications</li> </ul>		
PART 4 STRUCTURAL COMPONENTS	<ul style="list-style-type: none"> <li>If portions of the building are designed under Part 4 of the NBC, sealed structural drawings are required</li> <li>If the foundation includes piles, a sealed pile design is required</li> <li>Complete and submit Commitment for Field Review – Structural</li> <li>Part 4 structural components require a commitment for field review letter to be submitted</li> </ul>		
MEZZANINES	<ul style="list-style-type: none"> <li>See handout Mezzanine Information</li> </ul>		
SUBMITTAL REQUIREMENTS IF PROJECTS ARE REQUIRED TO INCLUDE ANY OF THE FOLLOWING		Required	Submitted
ENGINEERED LIFE SAFETY SYSTEMS	<ul style="list-style-type: none"> <li>See handout <a href="#">Engineered Life Safety Systems</a></li> <li>Sealed engineered life safety system drawings (mechanical &amp;/or electrical)</li> <li>Complete and submit <a href="#">Commitment for Field Review – Engineered Life Safety System</a></li> </ul>		
NEW AND/OR ALTERED FIRE ALARM SYSTEM	<ul style="list-style-type: none"> <li>Sealed electrical drawings detailing fire alarm system</li> <li>Complete and submit <a href="#">Commitment for Field Review – Engineered Life Safety System</a> for fire alarm system and emergency power</li> </ul>		
NEW AND/OR ALTERED SPRINKLER SYSTEM	<ul style="list-style-type: none"> <li>Sealed mechanical drawings detailing the sprinkler head layout or sealed sprinkler shop drawings &amp; hydraulic calculations</li> <li>Complete and submit Commitment for Field Review – Engineered Life Safety System for sprinkler system</li> <li>Site servicing drawing with proposed water connection</li> </ul>		
HIGH-HAZARD INDUSTRIAL (GROUP F, DIVISION 1)	<ul style="list-style-type: none"> <li>See NBC for a list of F1 occupancies - Floor plan detailing F1 occupancy use/location &amp; quantities stored</li> </ul>		
LOW-HAZARD INDUSTRIAL (GROUP F, DIVISION 3)	<ul style="list-style-type: none"> <li>Complete and submit <a href="#">Classification as F3 Building</a> form, including confirmation letter from owner</li> </ul>		
Tire Storage	<ul style="list-style-type: none"> <li>Floor plan shows location of tire storage and volume of tires being stored (volume amount in litres (L))</li> </ul>		
SPRAY PAINT OPERATIONS (NFPA 33)	<ul style="list-style-type: none"> <li>Premanufactured booth designed to NFPA 33 or sealed drawings and commitment letter for spray paint booth/room</li> </ul>		
UNDERGROUND STORAGE TANKS	<ul style="list-style-type: none"> <li>Site plan detailing tank location</li> <li>Complete and submit the <a href="#">Installation of Underground Storage Tank</a> form for each storage tank</li> </ul>		
PRE-ENGINEERED BUILDING	<ul style="list-style-type: none"> <li>Steel Building Manufacturers CSA-A660 Certificate</li> <li>Pre-engineered steel building drawings sealed by design professional</li> </ul>		
MODULAR BUILDINGS	<ul style="list-style-type: none"> <li>See handout <a href="#">Modular Building Information</a></li> <li>Factory Built Buildings CSA A277 Certificate</li> </ul>		
	<ul style="list-style-type: none"> <li>Sealed modular construction drawings</li> </ul>		
	<ul style="list-style-type: none"> <li>Foundation design – Part 4 structural design requires sealed drawings and <a href="#">Commitment for Field Review – Structural</a></li> <li>Barrier free accessibility may be required for the modular building</li> </ul>		

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COMMERCIAL COOKING EQUIPMENT & VENTILATION (NFPA 96)	<ul style="list-style-type: none"> <li>Complete and submit the <a href="#">Cooking Ventilation Design Sheet</a></li> <li>Sealed mechanical drawings detailing cooking ventilation</li> <li>Complete and submit <a href="#">Commitment for Field Review – Engineered Life Safety System</a> for NFPA 96</li> </ul>		
SASKATCHEWAN HEALTH AUTHORITY SUBMISSION	<ul style="list-style-type: none"> <li>If plans are required to be submitted to Health, an extra set of plans will be required</li> <li>See drawing requirement handout for when plans have to be sent to Health</li> </ul>		
LICENSED BEVERAGE	<ul style="list-style-type: none"> <li>If new establishment and plans show more than 150 people, a fire alarm is required</li> </ul>		
CHILD CARE	<ul style="list-style-type: none"> <li>See handout <a href="#">Child Care Facilities</a></li> <li>Care details - age of children at daycare &amp; overnight care confirmation</li> </ul>		
SOLAR PANELS AND/OR NEW ROOF TOP MECHANICAL UNITS	<ul style="list-style-type: none"> <li>Structural roof drawings and commitment letter for field review for the new structural supports <b>OR</b> letter from a structural engineer confirming the new panels/units do not adversely affect the structural loading of the existing roof design.</li> </ul>		
ALTERNATIVE SOLUTIONS	<ul style="list-style-type: none"> <li>See handout <a href="#">Alternative Solutions</a></li> <li>Complete and submit <a href="#">Alternative Solution Form</a></li> <li>Sealed alternative solution report</li> <li>Submit <a href="#">Commitment for Field Review – Alternative Solution</a></li> </ul>		