

Drawing Requirements Checklist (All Project Types)

Information and Drawing Requirements

This Package Outlines the Requirements for All Building and Development Permit Applications for Most Municipal Building Bylaws

Definitions:

Type A Residential Projects: All projects related to One-unit and Two-unit Dwellings

Type B Residential Projects: All projects related to Apartments, Alternative Family Care Homes, Row Houses, Town Houses and One-unit or Two-unit Dwellings on Group Dwelling Sites and/or Condominium Sites

Commercial, Industrial & Institutional Projects:

Retail (strip mall, shopping centres, etc.), Offices, Warehouses, Restaurants, Hotels, Hospitals, Schools, Residential with mixed occupancies. Examples of residential with mixed occupancies are: hotels containing restaurants, etc. or apartments/condos with retail/offices/restaurants below, etc.)

Submissions:

- One (1) copy of the completed application form
- Number of drawing sets
 - Type A Residential: One (1) copy
 - Type B Residential, Commercial, Industrial & Institutional: Two (2) copies
- One (1) additional copy of the drawings is required to be submitted if Saskatchewan Health Authority approval is required. For projects requiring Saskatchewan Health Authority review, see requirements below.

See the Building and Development Permit Application Forms and Brochures for a short checklist of submission requirements for your project.

Plans must show all of the intended work and have enough detail so that a person unfamiliar with the project could follow them for construction. This will depend on the size and scope of the project. Reviewers may ask for revised or additional drawings if information is not on the drawings or not legible.

Quality of Plans:

Include:

- Information must be scalable and have dimensions required for construction
- Black and white (grayscale) drawings only
- Maximum drawing size 36" x 48" (914mm x 1219mm)
- Drawings bound into their respective disciplines to assist Building Standards with ergonomics and processing

Do NOT Include:

- Drawings that say "preliminary only", "not for construction", or something similar cannot be approved
- Google images, colour and pencil drawings
- Double sided drawings
- Duct tape for binding
- Graph Paper

Design Professional Required:

In general, drawings submitted for a building that is designed within the scope of Part 3 of the National building code (NBC) are required to bear the seal and signature of a design professional licensed to practice in the Province of Saskatchewan. The licensed designer's title block/contact information is required to be clearly indicated on the respective drawings where the drawings are signed and sealed. Refer to the Requirement of a Design Professional handout for more details.

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Drawing Set Package:

The following are required to be included in the drawing package. Not all items listed pertain to all projects.

Type A Residential Projects (11x17 and larger paper sizes permitted only):

Site Plan

- Lot and building dimensions with distances to property lines, driveway widths, curbs, sidewalks, existing boulevard trees, etc.

Floor Plans

- Showing all room dimensions, wall types, window and door sizes.

Building Elevations

- Showing exterior finishes (all views), finished grade level, windows, doors, chimneys, stairs, etc.

Cross Sections

- Showing building and wall sections (all construction materials), grade level, floor heights and stair sections.

Structural Drawings

- Showing foundation plan (type, size and dimensions), floor plans, columns, bearing walls, stairs, ramps, roof plan, and structural details where applicable.

Type B Residential, Commercial or Industrial Projects (11x17 and larger paper sizes permitted only):

Site Plan

- North arrow, street name, civic address
- Abutting streets and lanes
- Property lines and dimensions
- Rights of way and easements
- All existing buildings and structures
- Proposed construction or demolition
- Setbacks to all property lines from existing and proposed structures
- Fire access routes and hydrant locations
- Plans and Information Required for Development Permit Application – See the Municipal Zoning Bylaw – this information typically must include landscaping, parking stalls, loading spaces, transit stops, driveway locations/dimensions, driveway throat length, proximity to other features of the road network
- Vehicle aisles and dimensions, sidewalks and curbs
- Municipal owned tree locations (existing/new)
- Accessibility ramps, landings and curb drops, curb cuts and crosswalks
- Site plan control agreement (if applicable)
- Building elevation (top of main floor slab)
- Waste and recycling bin locations

Landscaping Plan

- North arrow, street name, civic address & legal land description
- Abutting streets and lanes
- Property lines and dimensions
- All existing/proposed buildings and structures
- Parking stalls
- Ground Cover
- Irrigation
- Municipal owned tree locations (existing/new)
- Type/size/location of planting
- Spacing between plantings
- Screening/fences

Civil Drawings

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Site Servicing Plans

- North arrow, street name(s), address
- Adjacent streets and lanes, parking areas, landscaping areas, curbs
- Property lines and easements
- All existing and proposed building and structures
- Existing water, sanitary sewer and storm sewer mains within the Municipal right-of-way
- Existing and proposed water, sanitary sewer and storm sewer systems (with catch basins/manholes) on site (include invert elevations, rim elevations, pipe size, material, slope and length. Show the proposed connection to the Municipal mains and/or manholes).
- Design elevations and grades (slopes) of piping
- All elevations in metric units and geodetic

Grading Plans

- North arrow, street name(s), address
- Adjacent streets and lanes
- Property lines and easements
- All existing and proposed building and structures
- Show locations of downspouts
- Landscaping, parking areas, driving surfaces, surface material (asphalt, grass, etc.) with areas labelled in square meters and curbs
- Existing site grading plan, on a separate drawing, showing existing contours and elevations
- Proposed grading with design elevations and overland/surface grades (slopes)
- Catch basins/manholes (including rim elevations)
- Calculations for on-site storm water management
- Calculations for the sizing of a flow restriction devices (if required by storm water management calculations)
- Show on-site storm water retention areas (hatched) with approximate volume and show spillover elevations on the plan. (if required)
- Calculations for the sizing of an oil/grit separator (if required)
- All elevations in metric units and geodetic

Architectural Drawings

Floor Plans (i.e. a bird's eye view of the different floor levels of the project)

- Exterior, interior and partition wall layouts and schedules
- Exterior and interior dimensions
- Room names and dimensions
- Fire-resistance ratings of building components and assemblies
- Door and frame sizes, location and schedules
- Window sizes, locations and schedules
- Room finish schedules
- Stair plans and details, including cross sections, handrails and guard details
- Plumbing fixtures
- Locations and sizes of vertical shafts through the floor, including garbage and linen chutes
- Minor structural elements (lintel sizes, materials, lengths)
- Seating layouts for assembly occupancies (i.e. Restaurants, Nightclubs, Churches, etc.)
- Fixed furnishings, equipment, millwork and shelving layouts
- Barrier-free access details

Elevation Drawings – the exterior views of the building for each building face

- Height dimensions
- Exterior finishes and materials
- Exterior building components (walls, roofs, doors, windows, etc.)
- Window types
- Roof slope/pitch

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- Roof venting
- Top of floor elevations(s)
- Top of finished grade (referenced to site plan)
- Attachment/relationship of existing buildings (where applicable)

Building Section Drawings – a view along an imaginary line cut through the building, indicating it's construction elements

- Building component assemblies (walls, roof, floors, foundations, etc.)
- Material sizes/type
- Attachment/relationship to existing buildings (where applicable)
- Height dimensions (top of finished grade, top of floor elevation(s), top of ceiling, top of parapets, etc)
- Bottom of footing elevation

Other Architectural Drawings – the package may contain other drawings than the basic drawings listed above, such as:

- Mezzanine drawings
- Interior room elevations
- Reflected ceiling plans
- Floor finish plans
- Furniture layouts
- Millwork details
- Interior finish drawings

Structural Drawings

- Foundation plans, pile design (with layout), details, sections and all applicable foundation schedules (including pile schedules with pile dimensions)
- Slab-on-grade and slab plans, sections and details with design criteria
- Cast-in-place concrete floor plans
- Floor framing plans, sections and details with design criteria
- Roof framing plans, sections and details with design criteria
- Structural steel framing plans, sections and details
- Loadbearing walls, pads, columns, beams and joists
- Pre-cast concrete plans, details and sections
- Connection details
- Retaining walls - if attached to or part of a building
- Design details to support equipment mounted to roof
- Other special structures
- CSA A277 (where required)
- If you intend to design a pre-engineered structure the following is also required:
 - Pre-engineered building drawings (all drawings professional signed, sealed and dated)
 - Pre-engineered building design certificates
 - CSA A660 Certificate of Registration
 - CSA A660 Certificate of Design and Manufacturing Conformance (initialed, signed and sealed)

Mechanical Drawings

- HVAC (heating, ventilation and air-conditioning systems)
- Plumbing fixtures and piping (including material specifications)
- Repair and storage garage ventilation systems, including CO and/or NO₂ detectors
- Kitchen exhaust hoods and associated fire suppression systems
- Ventilation and fire suppression systems for spray coating, or powder coating operations
- High hazard industrial systems
- Sprinkler system plans showing pipe sizes, head locations and layout, materials, specifications and hydraulic calculations
- Standpipe and hose system plan showing sizes, layouts, riser drawings, materials, specifications, and hydraulic calculations
- Fire damper locations and details (ULC listings)
- Duct and pipe shaft locations and construction details

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- Interceptor pits, sumps, drainage pit details
- Locations of return-air plenums
- Fire stop materials, specifications and locations

Electrical

- Electrical fixtures and locations and fixture schedules
- All emergency lighting (including emergency exit lights)
- Switches, power supplies, emergency back-up and power systems
- Electrical equipment type, locations and schedules
- Electrical panel schedules and locations
- Fire alarm systems (pull stations, detectors, signal devices, annunciators, etc.)
- System schedules and line drawings

Projects Requiring Review by Saskatchewan Health Authority:

- If you suspect that your project may require Saskatchewan Health Authority approval and you do not see your project listed below, please contact the Saskatchewan Health Authority at 306-655-4605 for more information regarding the Saskatchewan Health Authority's scope of review. Projects that require a third set of drawings to be submitted to Building Standards for submission to Saskatchewan Health, include but are not limited to the following:

Food Related:

- Restaurants
- Cafeterias serving the public
- Take-out restaurants
- Bakeries
- Dairy facilities
- Water bottling facilities
- Food processing
- Grocery stores
- Day cares serving food
- Campgrounds
- Churches with kitchens

Business and Personal Services or Treatment Related:

- Hospitals
- Body piercing
- Body modification
- Tattoo parlors
- Micro-blading
- Electrolysis

Recreational Related:

- Public swimming pools

If your project is phased, the applicant is required to submit Health related information to the Building Official at the final phase (final submission).