

A Building Permit is required for the construction of mezzanines in new and existing buildings. The following information is required in order to obtain a building permit for a mezzanine. Please note that a building permit application will not be accepted if the required information or plans have not been provided.

### Building Permit Application Requirements For A Mezzanine

- A completed Commercial Building Permit Application form.
- A Commitment for Field Review letter where the mezzanine structure is required to be signed and sealed by an architect or engineer as described below.
- Two copies of all of the following drawings are required:
  - A site plan showing parking.
  - Floor plans of the entire building showing the location of the new mezzanine, as well as the locations of all existing mezzanines in the building. The area of the building or tenant space, as well as the areas of all existing mezzanines must be apparent on the drawings.
  - A floor plan of the new mezzanine showing the use of the mezzanine, the locations of exit/egress stairs from the mezzanine, and all partitions/walls on the mezzanine.
  - A floor plan of the room in which the mezzanine is located and all exits/egress from that room.
  - A section through the mezzanine showing that the required headroom has been provided.
  - Construction details for the mezzanine, the stairs to the mezzanine and all guards and handrails.
  - Details of fire separations and all elements requiring a fire-resistance rating where applicable.
  - Sprinkler drawings showing sprinklers both above and below the mezzanine, where the building is sprinklered.

### Design Professional Required

Drawings for the mezzanine structure must be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan when the mezzanine is located in a building designed under the scope of Part 3 of the NBC, or when the live load on the mezzanine will exceed 2.4 kPa (50 lbs/ft<sup>2</sup>).

### Code Requirements

Some of the requirements from the NBC that must be considered in the design of a mezzanine include the following:

#### Mezzanines designed under Part 9 of the NBC:

- Article 9.10.4.1, Mezzanines not Considered as Storeys to determine if the floor structure is permitted by the NBC to be considered a mezzanine, or whether it is required to be considered a second floor.
- Article 9.9.8.6 Mezzanine Means of Egress to determine whether an open egress stair is permitted or if fire separated exits leading directly to the exterior are required.
- Interconnected Floor Spaces shall conform to Subsection 3.2.8.

#### Mezzanines designed under Part 3 of the NBC:

- Article 3.2.1.1, Exceptions in Determining Building Height to determine if the floor structure is permitted by the NBC to be considered a mezzanine, or whether it is required to be considered a second floor.
- Subsection 3.2.8 Mezzanines and Openings Through Floor Assemblies to determine if the mezzanine must terminate at a vertical fire separation.
- Article 3.4.2.2 Means of Egress from Mezzanines to determine whether an open egress stair is permitted or if fire separated exits leading directly to the exterior are required.