

Building Permit Application Checklist (2015 National Building Code of Canada)

ALTERNATIVE FAMILY CARE HOME PROJECTS

INFORMATION AND HANDOUTS

BUILDING AND DEVELOPMENT PERMIT APPLICATION SUBMITTAL REQUIREMENTS

ALTERNATIVE FAMILY CARE HOME PROJECTS

This checklist is for Alternative Family Care Homes (AFCH)

See handout – Alternative Family Care Home for details on types of care homes and submission requirements

SUBMITTAL REQUIREMENTS FOR ALL PERMIT APPLICATIONS		Required	Submitted
APPLICATION FORM	• Complete and submit Residential Building and Development Application form		
	• Permit time line as per Municipal Building Bylaw; If permit time line is greater than 2 years, a request is to be made to the Municipality		
KEY PLANS WITH PROPOSED ADDRESSING	• Key plan showing the site layout, building locations, site access, etc.		
	• Key plan to identify the specific building under construction/renovation/alteration/etc.		
	• Key plan to identify the specific tenant space within the building		
	• If multiple new buildings or units on site, the key plan shall show proposed addressing for site. Addressing is to be approved by the Municipality		
	• Minimum page size is 11x17		
	• One digital PDF copy of the Complete Plan Set		
	• The site is required to be a legal site		

SUBMITTAL REQUIREMENTS FOR ALL PERMIT APPLICATIONS BASED ON PROJECT TYPE		Required	Submitted	
NEW BUILDINGS	SITE PLANS	• Sealed site plan detailing a fire department access meeting the requirements of NBC		
		• Detailed site plan, parking plan & landscaping plan including city boulevard trees shown on adjacent city boulevards		
		• New curb cut		
	DRAWINGS	• Site plan is required to detail the curb location and dimensions as well as any trees, light poles, or city infrastructure near the new curb cut		
		• Civil drawings including site servicing and site grading drawings with lot grading and water & sewer connections		
		• Foundation drawings including pile design		
		• Building drawings showing floor plan and elevations		
ADDITIONS	• Mechanical drawings or Ventilation Design Sheet - to be submitted if the house/row house/townhouse has designed the HVAC systems to Part 9 of the NBC			
	• Electrical drawings			
	• Detailed site plan, parking plan & landscaping plan 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"> Building drawings detailing the alternation/renovations Based on the scope of work, additional drawings may be required 		
REPAIRS	<ul style="list-style-type: none"> Description of scope of repairs If repair after fire – copy of fire inspection report 		
BASEMENT DEVELOPMENT	<ul style="list-style-type: none"> Complete and submit Alterations to Dwellings and Basement Development Form Basement drawings Complete and submit Basement Development Letter of Use for One Unit Dwelling or Two Unit Dwelling 		
DECK AND/OR PATIO	<ul style="list-style-type: none"> Complete and submit Decks and Patio form Sealed structural drawing if design is outside the scope of Part 9 		
ACCESSORY BUILDINGS	<ul style="list-style-type: none"> Complete and submit the Garages and Accessory Buildings form for detached garages and accessory buildings serving a single dwelling unit Detailed site plan, parking plan & landscaping plan including city boulevard trees shown on adjacent city boulevards. Civil drawings including site servicing and site grading drawings Foundation drawings Building drawings showing floor plan and elevations Mechanical drawings Electrical drawings 		

SUBMITTAL REQUIREMENTS IF PROJECT INCLUDES ANY OF THE FOLLOWING		Required	Submitted
ASBESTOS REMOVAL NOTIFICATION FORM	<ul style="list-style-type: none"> Complete and submit the Asbestos Removal Notification Form for all building prior to 1983 		
SPRAY FOAM INSULATION FORM	<ul style="list-style-type: none"> Complete and submit the Spray Applied Polyurethane Foam Insulation Request if design includes spray foam 		
ENERGY COMPLIANCE FORM	<ul style="list-style-type: none"> See handout – Energy Efficiency Compliance 9.36 Information Sheet 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 		
SEALED DRAWINGS	<ul style="list-style-type: none"> See handout Requirements for a Design Professional's Involvement in a Project Saskatchewan seal signed by a design professional licensed to practice in the province of Saskatchewan Every page shall be sealed and readable Date on the seal shall be not more than 1 year old * more than 1 year permitted on large developments or phased permit applications 		
PART 4 STRUCTURAL COMPONENTS	<ul style="list-style-type: none"> If portions of the building are designed under Part 4 of the NBC, sealed structural drawings are required Complete and submit Commitment for Field Review – Structural Part 4 structural components require a commitment for field review letter to be submitted 		
ENGINEERED LIFE SAFETY SYSTEMS	<ul style="list-style-type: none"> See handout Engineered Life Safety Systems Sealed engineered life safety system drawings (mechanical &/or electrical) Complete and submit Commitment for Field Review – Engineered Life Safety System 		

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NEW OR ALTERED FIRE ALARM SYSTEM	<ul style="list-style-type: none"> Sealed electrical drawings detailing fire alarm system Complete and submit Commitment for Field Review – Engineered Life Safety System for fire alarm system and emergency power 		
NEW OR ALTERED SPRINKLER SYSTEM	<ul style="list-style-type: none"> Sealed mechanical drawings detailing the sprinkler head layout or sealed sprinkler shop drawings & hydraulic calculations Complete and submit Commitment for Field Review – Engineered Life Safety System for sprinkler system Site servicing drawing with proposed water connection 		
SOLAR PANELS AND/OR NEW ROOF TOP MECHANICAL UNITS	<ul style="list-style-type: none"> Structural roof drawings and commitment letter for field review for the new structural supports OR letter from a structural engineer confirming the new panels/units do not adversely affect the structural loading of the existing roof design. 		