

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

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This checklist is a guideline for submission requirements; other submission items may be identified during the Plan Review

SUBMITTAL REQUIREMENTS FOR ALL PERMIT APPLICATIONS		Required	Submitted
APPLICATION FORM	<ul style="list-style-type: none"> Complete and submit Commercial Building and Development Application form for commercial, industrial, institutional or mixed residential 		
	<ul style="list-style-type: none"> Complete and submit Residential Building and Development Application form apartments/condominiums 		
	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Key plan showing the site layout, building locations, site access, etc. 		
	<ul style="list-style-type: none"> Key plan to identify the specific building under construction/renovation/alteration/etc. 		
	<ul style="list-style-type: none"> Key plan to identify the specific tenant space within the building 		
	<ul style="list-style-type: none"> 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 		
	<ul style="list-style-type: none"> Minimum page size is 11x17 		
	<ul style="list-style-type: none"> One digital PDF copy of the Complete Plan Set 		
	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Sealed site plan detailing a fire department access meeting the requirements of NBC 		
		<ul style="list-style-type: none"> Detailed site plan, parking plan & landscaping plan including city boulevard trees shown on adjacent city boulevards 		
		<ul style="list-style-type: none"> New curb cut 		
	DRAWINGS	<ul style="list-style-type: none"> 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 		
		<ul style="list-style-type: none"> Civil drawings including site servicing and site grading drawings with lot grading and water & sewer connections 		
		<ul style="list-style-type: none"> Foundation drawings including pile design 		
<ul style="list-style-type: none"> Building drawings showing floor plan and elevations 				
ADDITIONS		<ul style="list-style-type: none"> Mechanical drawings 		
		<ul style="list-style-type: none"> Electrical drawings 		
		<ul style="list-style-type: none"> Detailed site plan, parking plan & landscaping plan including city boulevard trees shown on adjacent city boulevards. 		
		<ul style="list-style-type: none"> Civil drawings including site servicing and site grading drawings with lot grading and water & sewer connections 		
		<ul style="list-style-type: none"> Drawing showing existing building and addition connection 		
		<ul style="list-style-type: none"> Addition foundation drawings including pile design 		
	<ul style="list-style-type: none"> Addition building drawings showing floor plan and elevations 			
	<ul style="list-style-type: none"> Addition mechanical &/or fire protection drawings 			
	<ul style="list-style-type: none"> 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 			
TENANT AND/OR LANDLORD IMPROVEMENTS		<ul style="list-style-type: none"> • Site plan (required for change in use or alterations to existing site layout) • Drawings detailing the scope of work 			
PHASED PERMITS (SEE PHASED PERMIT HANDOUT)	FOUNDATION PERMIT APPLICATION	<ul style="list-style-type: none"> • Site plans conforming to New Building Site Plans • Foundation drawings including pile design 			
		<ul style="list-style-type: none"> • Civil Drawings conforming to New Building Drawings • Preliminary building drawings showing floor plan and elevations 			
		<ul style="list-style-type: none"> • Approved foundation phase drawing package including site plan • Letter of Intent for final phase permit application *see phased permit handout for details. 			
		<ul style="list-style-type: none"> • Building drawings showing floor plan and elevations 			
	FINAL PERMIT APPLICATION	<ul style="list-style-type: none"> • Detailed site plan, parking plan & landscaping plan conforming to New Building Site Plans • Civil Drawings conforming to New Building Drawings • Foundation drawings including pile design • Building drawings showing floor plan and elevations • Mechanical drawings • Electrical drawings 			
		ACCESSORY BUILDINGS			
		<ul style="list-style-type: none"> • Detailed site plan, parking plan & landscaping plan conforming to New Building Site Plans • Civil Drawings conforming to New Building Drawings • Foundation drawings including pile design • Building drawings showing floor plan and elevations • Mechanical drawings • Electrical drawings 			
		SEASONAL BUILDINGS			
		<ul style="list-style-type: none"> • See handout Seasonal Permits • Proposed use of building is for limited time frame – ie: greenhouse, icecream stand, etc. • Drawings to include - detailed site plan, construction drawings, sealed drawings if structural design is under Part 4. 			

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SUBMITTAL REQUIREMENTS IF PROJECT INCLUDES ANY OF THE FOLLOWING		Required	Submitted
BUILDING CODE ANALYSIS FORM	<ul style="list-style-type: none"> Complete and submit the Building Code Analysis Sheet for applications that include a new building, addition and/or change of occupancy 		
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 		
	<ul style="list-style-type: none"> Every page shall be sealed and readable 		
	<ul style="list-style-type: none"> Date on the seal shall be not more than 1year old * more than 1year 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 		
	<ul style="list-style-type: none"> If the foundation includes piles, a sealed pile design is required 		
	<ul style="list-style-type: none"> Complete and submit Commitment for Field Review – Structural 		
	<ul style="list-style-type: none"> Part 4 structural components require a commitment for field reviewletter to be submitted 		
MEZZANINES	<ul style="list-style-type: none"> See handout Mezzanine Information 		
ENGINEERED LIFE SAFETY SYSTEMS	<ul style="list-style-type: none"> See handout Engineered Life Safety Systems 		
	<ul style="list-style-type: none"> Sealed engineered life safety system drawings (mechanical &/or electrical) 		
	<ul style="list-style-type: none"> Complete and submit Commitment for Field Review – Engineered Life Safety System 		
NEW OR ALTERED FIRE ALARM SYSTEM	<ul style="list-style-type: none"> Sealed electrical drawings detailing fire alarm system 		
	<ul style="list-style-type: none"> 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 		
	<ul style="list-style-type: none"> Complete and submit Commitment for Field Review – Engineered Life Safety System for sprinkler system 		
	<ul style="list-style-type: none"> Site servicing drawing with proposed water connection 		
(GROUP F, DIVISION 1) HIGH-HAZARD INDUSTRIAL BUILDINGS	<ul style="list-style-type: none"> See NBC for a list of F1 occupancies - Floor plan detailing F1 occupancy use/location & quantities stored and all associated analysis and calculations required by NBC and referenced documents 		
(GROUP F, DIVISION 3) LOW-HAZARD INDUSTRIAL BUILDINGS	<ul style="list-style-type: none"> Complete and submit Classification as F3 Building form, including confirmation letter from owner 		
TIRE STORAGE	<ul style="list-style-type: none"> Floor plan shows location of tire storage and volume of tires being stored (volume amount in litres (L)) 		
(NFPA 33) SPRAY PAINT OPERATIONS	<ul style="list-style-type: none"> Premanufactured booth sealed drawings designed to NFPA 33 		
	<ul style="list-style-type: none"> Commitment letter for spray paint booth/room 		

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UNDERGROUND STORAGE TANKS	<ul style="list-style-type: none"> Site plan detailing tank location Complete and submit the Installation of Underground Storage Tank Form for ea. tank 		
PRE-ENGINEERED BUILDINGS	<ul style="list-style-type: none"> Steel Building Manufacturers CSA-A660 Certificate Pre-engineered steel building drawings sealed by design professional 		
Modular Building (including ATCO)	<ul style="list-style-type: none"> See handout Modular Building Information Factory Built Buildings CSA A277 Certificate Sealed modular construction drawings Foundation design – Part 4 structural design requires sealed drawings and Commitment for Field Review – Structural Barrier free accessibility may be required for the modular building 		
(NFPA 96) COMMERCIAL COOKING EQUIPMENT AND VENTILATION	<ul style="list-style-type: none"> Complete and submit the Cooking Ventilation Design Sheet Sealed mechanical drawings detailing cooking ventilation Complete and submit Commitment for Field Review – Engineered Life Safety System for NFPA 96 		
SASKATCHEWAN HEALTH AUTHORITY SUBMISSION	<ul style="list-style-type: none"> If plans are required to be submitted to Health, an extra set of plans will be required See drawing requirement handout for when plans have to be sent to Health 		
LICENSED BEVERAGE ESTABLISHMENT	<ul style="list-style-type: none"> If new establishment and plans show more than 150 people, a fire alarm is required 		
CHILD CARE FACILITIES	<ul style="list-style-type: none"> See handout Child Care Facilities Care details - age of children at daycare & overnight care confirmation 		
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. 		
ALTERNATIVE SOLUTIONS	<ul style="list-style-type: none"> See handout Alternative Solutions Complete and submit Alternative Solution Form Sealed alternative solution report Submit Commitment for Field Review – Alternative Solution 		