

Phased Permit Drawing Requirements (2015 National Building Code of Canada)

Information and Drawing Requirements

Phased Building Permits may be desirable when an applicant wants to begin construction on a project but does not have all of the required drawings for the entire project yet. Phased Building Permits may be accepted for new building construction projects and building additions for the following phases:

1. Foundation Phase

2. Shell Phase

(i.e. building enclosure or superstructure) – Please note that the shell includes only the exterior walls of the structure and any floor systems that are an integral part of the shell. It does not include any interior partitions, mechanical or electrical services. Roof top units, sprinklers, fire alarm systems, emergency lighting, exit signs, tenant demising walls, and mezzanines are included under the Final phase of the permit.

3. Final Phase

The remainder of the building construction, including interior partitions and finishes, mezzanines, mechanical and electrical systems. The final phase of the building permit must be obtained before any interior alteration permits can be obtained for the building.

Please note that the above permit phases may be combined (i.e. Foundation & Shell, or Shell & Final). Phased permit approval and issuance applies only to the construction of each applicable phase, and there is no guarantee that permits for future building phases will be granted. The Administrative Requirements for Use with the National Building Code 1985 (referenced by the NBC 2015 in Division C, Article 2.2.1.1) state in Article 3.3.2 that “Should a permit be issued for part of a building, the holder of such a permit may proceed without assurance that the permit for the entire building will be granted.”

Information and Drawings Required For All Phases

For phased building permits, independent documentation is required for each phase of the project. Information submitted in support of a Foundation permit is not carried over to the Shell or Final phases of the permit application. All of this information must be resubmitted. The following information is required with each phase of a building permit application:

- A Commercial Building Permit Application form must be completed for each phase of the project. The phase of the project being applied for must be clearly indicated on this form. In addition, the coordinating design professional must be indicated on the permit application form. For projects falling within the scope of Part 3 of the National Building Code (NBC), the coordinating design professional is an architect or engineer licensed to practice in the province of Saskatchewan who is responsible for coordinating all drawings and compiling them into a “permit package”. This coordinating design professional is the person that Building Standards will contact if additional information is required in order to process or approve the permit.
- A Building Code Analysis form is required and must be completed by the Coordinating Design Professional.
- A Site Plan which includes complete information on the site is required. This information must include, but is not limited to, property lines, building locations (new and/or existing), parking, landscaping, site servicing, curb crossings, fire hydrants, street names and locations, directional arrows, and dimensions. Please be sure to include one copy of the site plan which is not larger than 11” x 17” so that it can be scanned by the Commercial Permit Desk of Building Standards upon receipt of the application.
- A Commitment for Field Review letter must accompany any phase that includes structural or engineered life safety system work. Commitment letters for structural components are required at the Foundation and Shell phases, and may be required at the Final phase as well. Commitment letters for engineered life safety systems are required at the final phase.

Where time and resources permit, a preliminary plan review of the drawings submitted will be conducted for each phase. This is done in order to identify deficiencies beyond the current phase and aid in expediting the permit process for future phases.

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Phase 1: Foundation

In addition to the items listed above that are required for all permit phases, the following information will be required at the foundation phase:

- **Foundation Drawings** which show the foundation design and design criteria as specified in Part 4 of the NBC (where applicable) are required. Foundations designed under Part 4 of the NBC, including pile designs or thickened slab designs, are required to be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan. Please note that where piles are specified, the permit cannot be issued prior to receiving the pile design.
- **Elevations, Floor Plans and Building Sections** are required, but may be preliminary and need not be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan at this phase. These plans must have sufficient detail to determine if exits and spatial separation requirements of the NBC will be met.

Phase 2: Shell

In addition to the items listed above that are required for all permit phases, the following information will be required at the shell phase:

- The **Foundation Drawings** from Phase 1 must be resubmitted.
- **Structural Drawings for the Building Enclosure** are required. Where the building falls under Part 3 or the structure is designed under Part 4 of the NBC, the structural drawings must be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan. Where a pre-engineered building is proposed, the entire drawing package for the building must be signed and sealed by an engineer licensed to practice in the province of Saskatchewan, and the CSA A660 certificate must be included.
- **Floor Plans** showing the proposed layout of the building are required. These drawings may be preliminary if the layout has not been finalized at the time of this permit application.
- Drawings showing the **Building Elevations, Building Sections, and Exterior Wall** types and sections are required. These drawings must be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan where the building falls under the scope of Part 3 of the NBC.
- **Window and Exterior Door Schedules** are required.
- A **Letter of Intent** must be submitted by the owner or owner's agent when there will be limited construction beyond the Shell Phase. This letter must indicate who will be applying for the final phase permit, when they intend to apply for that permit, and which mechanical and electrical consultants will be retained. Please note that in a phased permit process, a Final permit is always required before other permits can be issued for interior alterations to the building.

Phase 3: Final

In addition to the items listed above that are required for all permit phases, the following information will be required at the final phase:

- **Complete Building Construction Plans** showing the proposed layout are required. These drawings are required to be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan where the building falls under Part 3 of the NBC. These drawings must include the necessary details, sections, and schedules.
- Drawings for the **Mezzanine Structure** are required, where applicable. Refer to "Drawing Requirements for Mezzanines" to determine if these drawings must be signed and sealed by a design professional.
- **Complete Structural Drawings** are only required for new structural components or changes to the previously approved structural drawings for the project.
- **Complete Mechanical Drawings** are required. These drawings must be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan for systems not within the scope of Part 9 of the NBC.
- **Complete Electrical Drawings** are required. These drawings must be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan for systems not within the scope of Part 9 of the NBC.
- **Complete Fire Protection Drawings** are required, where applicable, that detail sprinkler and standpipe and hose systems. These drawings must be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan.