

ALTERNATIVE SOLUTION REQUEST FORM

SECTION A – PROJECT INFORMATION

PROJECT INFORMATION	Building Address (including Unit #)		Legal Description (optional)	
	Work Description			
OWNER	Contact Name		Company Name (if applicable)	
	Address	City	Province	Postal Code
	Phone Number (incl. Area Code)	Email Address		
DESIGN PROFESSIONAL	Contact Name		Company Name (if applicable)	
	Address	City	Province	Postal Code
	Phone Number (incl. Area Code)	Email Address		

SECTION B – SUBMISSION REQUIREMENTS

	Submitted	Received (office use only)
DESCRIPTION of the proposed Alternative Solution	<input type="checkbox"/>	<input type="checkbox"/>
QUALIFICATIONS of the architect or engineer responsible for the design	<input type="checkbox"/>	<input type="checkbox"/>
DETAILED BUILDING CODE ANALYSIS which includes:	<input type="checkbox"/>	<input type="checkbox"/>
A. Identification of applicable Division B provisions.	<input type="checkbox"/>	<input type="checkbox"/>
B. Identification of applicable objectives and functional statements	<input type="checkbox"/>	<input type="checkbox"/>
C. An evaluation of the performance level of applicable Division B provisions	<input type="checkbox"/>	<input type="checkbox"/>
D. An evaluation of the performance level of the proposed Alternative Solution	<input type="checkbox"/>	<input type="checkbox"/>
E. Identification of any assumptions, limiting or restricting factors	<input type="checkbox"/>	<input type="checkbox"/>
F. Identification of testing procedures, engineering studies, building performance parameters, etc. to support the assessment for compliance	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTATION of operational or maintenance requirements necessary after the building is constructed	<input type="checkbox"/>	<input type="checkbox"/>
OTHER SUPPORTING DOCUMENTATION (see Section D for examples)	<input type="checkbox"/>	<input type="checkbox"/>
COMMITMENT LETTER FOR FIELD REVIEW (see Section D – required upon request)	<input type="checkbox"/>	<input type="checkbox"/>

ALTERNATIVE SOLUTION REQUEST FORM**SECTION C – DECLARATION AND SIGNATURES****BY SIGNING THIS FORM, THE OWNER OR THE OWNER'S AGENT EXPRESSLY ACKNOWLEDGES:**

- That the owner has knowledge of, and is in agreement with, this request for evaluation of an alternative solution, including the supporting documentation submitted with the request;
- That the alternative solution being requested is intended to provide an alternative to the strict provisions of the requirements of the *National Building Code* 2015, and/or the standards and regulations there under; and
- That it is the responsibility of the owner to provide and maintain safety in accordance with the alternative solution.

TAKE NOTICE THAT, IF THE ALTERNATIVE SOLUTION IS PERMITTED:

- Failure to comply with the specifications of the alternative solution is an offence under the Act;
- Terms of the alternative solution shall not be subject to review or appeal pursuant to the Act;
- The granting of an alternative solution is case specific and is of no binding effect in respect of subsequent applications.

FURTHER TAKE NOTICE THAT a decision to refuse approval of an alternative solution is not subject to review or an appeal pursuant to the Act.

I certify that I have read and agree to abide by the conditions above, and that all information contained within this application is correct.

Name of Owner/Owner's Agent (Print)_____
Signature of Owner/Owner's Agent_____
Date Received

ALTERNATIVE SOLUTION REQUEST**SECTION D – GENERAL INFORMATION**

This section is intended to assist in the completion of this application form.

SECTION A – PROJECT INFORMATION

This section is intended to provide general information on the specific project being applied for. The information in this section is required in order for a request for evaluation of an alternative solution to be reviewed by the Building Standards Division.

- **WORK DESCRIPTION** – Provide a brief description of the scope of work, including the type of building to be constructed or altered.
- **DESIGN PROFESSIONAL** – Alternative solutions are only accepted from architects or engineers licensed to practice in the province of Saskatchewan. All submitted Alternative solutions shall be signed and sealed by either an architect or engineer licensed to practice in the province of Saskatchewan. An owner or contractor may apply for an alternative solution; however, the required documentation must be prepared by an architect or engineer. Where the design of a building includes proposed alternative solutions that involve more than one person taking responsibility for different aspects of the design, the applicant for the permit shall identify a single person to co-ordinate the preparation of the design, Code analysis and documentation referred to herein as per Sentence 2.3.1.1(6), Division C of the *National Building Code* (NBC) 2015.

SECTION B – SUBMISSION REQUIREMENTS

This section is intended to provide the applicant and design team with information regarding the minimum amount of supporting information required with the Request for Evaluation of an Alternative Solution. The Building Standards Division reserves the right to request further information during review in support of any proposed alternative solution.

- **DESCRIPTION OF THE PROPOSED ALTERNATIVE SOLUTION:** Documentation must be provided to demonstrate that the proposed alternative solution complies with the NBC as stated in Division C, Article 2.3.1.1.
- **QUALIFICATIONS OF THE ARCHITECT OR ENGINEER RESPONSIBLE FOR THE DESIGN:** The *Uniform Building and Accessibility Standards Regulations* require an architect or engineer licensed to practice in the province of Saskatchewan in the development of an alternative solution.
- **DETAILED BUILDING CODE ANALYSIS:** This code analysis is much more detailed than that contained in the City of Saskatoon Building Code Analysis sheet. It must outline the analytical methods and rationales used to determine that a proposed alternative solution will achieve at least the level of performance required by Clause 1.2.1.1(1)(b) of Division A. All information in the Code Analysis shall be in sufficient detail to convey the design intent and to support the validity, accuracy, relevance and precision of the Code Analysis as per Sentence 2.3.1.1(5) of Division C. The detailed Code Analysis must include the following:

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- A. IDENTIFICATION OF APPLICABLE DIVISION B PROVISIONS: Reference the requirements in Division B of the NBC that would typically apply, and that the proposed alternative solution is attempting to satisfy by an alternate method.
 - B. IDENTIFICATION OF APPLICABLE OBJECTIVES AND FUNCTIONAL STATEMENTS: Identify the objectives and functional statements associated with these Building Code requirements.
 - C. AN EVALUATION OF THE PERFORMANCE LEVEL OF APPLICABLE DIVISION B PROVISIONS: Address the performance level that the NBC is attempting to achieve with the referenced requirements in Division B.
 - D. AN EVALUATION OF THE PERFORMANCE LEVEL OF THE PROPOSED ALTERNATIVE SOLUTION: Evaluate how the proposed alternative solution will meet the performance level expected for the referenced requirements.
 - E. IDENTIFICATION OF ANY ASSUMPTIONS, LIMITING OR RESTRICTING FACTORS: Identify the assumptions, limiting or restricting factors involved in the evaluation of the proposed alternative solution.
 - F. IDENTIFICATION OF TESTING PROCEDURES, ENGINEERING STUDIES, BUILDING PERFORMANCE PARAMETERS, ETC. TO SUPPORT THE ASSESSMENT FOR COMPLIANCE
- DOCUMENTATION OF OPERATIONAL OR MAINTENANCE REQUIREMENTS NECESSARY AFTER THE BUILDING IS CONSTRUCTED: Information concerning any special maintenance or operational requirements, including any building component commissioning requirements, that are necessary for the alternative solution to achieve compliance with the Code after the building is constructed must be provided (Division C, Clause 2.3.1.1(2)(b)). The building must be maintained in compliance with the codes under which it was built, which includes any alternative solutions used.
 - OTHER SUPPORTING DOCUMENTATION: This includes other information or items that may be helpful in the review of the proposed alternative solution, including:
 - A list of submitted documents.
 - A reason for the proposed alternative solution.
 - A list of applicable sections of referenced standards
 - COMMITMENT LETTER FOR FIELD REVIEW: A commitment letter for field review may be requested at the discretion of the City of Saskatoon Building Standards Division for the alternative solution to ensure that the construction complies with the design professional's design.

Please contact the Building Standards, at 306-975-2645, or by email at commercial.permits@saskatoon.ca with any questions.