

TABLE 1: COMPLETE APPLICATION REQUIREMENTS - A complete building and development permit application package is required to be submitted before the application will be circulated for review. A building and development permit application package is considered complete when it includes all required and applicable information from Table 1 below.

TABLE 2: ENERGY REQUIREMENTS – For alterations see the [Energy Framework Guide](#) to determine if energy compliance needs to be maintained. Energy is applied to all new buildings applied for on or after January 1, 2019.

Notes: All documents can be found on the [Permit Forms & Applications](#) website page.

- 1) This checklist is for group dwelling sites or condominium sites, street facing townhouses and interior alterations within residential units in apartments. Group Dwelling sites and condominium sites can also include one- and two-unit dwellings.
- 2) All drawings are required to be electronic and must meet the [Drawing Requirements](#) and the [National Energy Code Drawing Requirements documents](#).
- 3) To determine if licensed design professionals need to review and seal the drawings see [Requirement for Design Professional](#). As per the [Energy Framework Guide](#), energy design under the National Energy Code for Buildings also requires a Design Professional.
- 4) The checklist is a guideline for submission requirements; other submission items may be identified during review.
- 5) To view building permit history drawings to prepare your new submission, the [consent to disclose plans](#) document is required to be submitted to building.standards@saskatoon.ca.

TABLE 1: COMPLETE APPLICATION REQUIREMENTS	
Application Project Information	☐ Application Project Information – Group Dwelling / Condo Sites
Addressing Key Plan – Group Dwelling/Condo	☐ Must include all civic unit addresses for single and multiple tenant buildings ☐ See handout Addressing Key Plan Requirements for Group Dwelling Sites . Please note, all civic addressing is shared with City of Saskatoon internal groups as well as external agencies (i.e., Canada Post). This may include sharing this submitted key plan.
1.1 NEW DETACHED GARAGES/ACCESSORY BUILDINGS	
Site Plan	☐ Including new and existing buildings, streets, property lines, directional arrow
Foundation Drawings/Plans	☐ With materials, dimensions, and details
Building Drawings/Floor Plans	☐ Floor plans of all levels detailing the work. Where exterior work is occurring, elevation drawings are also required
Material Checklist	☐ Fill out and provide submission details form of the Detached Garage and Accessory Building Guide
1.2 ALTERATIONS (including basement or deck developments)	
Site Plan	☐ Including new and existing buildings, streets, property lines, directional arrow
Building Drawings/Floor Plans	☐ Floor plans detailing the work. Where exterior work is occurring, elevation drawings are also required ☐ All room names to be labelled (including bedrooms for occupants in care) ☐ New construction assembly details ☐ Window sizes in all bedrooms ☐ Locations of new/existing smoke alarms, carbon monoxide alarms and emergency lighting if not shown on electrical plan

Material Checklist	☐ Fill out and provide submission details form of the <u>Basement Development Project Guide</u> – Or – ☐ Fill out and provide submission details form of the <u>Renovations to a Dwelling Guide</u> – Or – ☐ Fill out and provide submission details pages of the <u>Deck Construction Project Guide</u>
Energy Requirements	☐ See <u>Energy Framework Guide</u> if the changes need to meet energy requirements. If required, see additional submission items in Energy Requirements for Alterations below in Table 2.
1.3 REPAIRS AFTER FIRE OR WATER DAMAGE	
Site Plan	☐ Including new and existing buildings, streets, property lines, directional arrow
Building Drawings/Floor Plans	☐ Drawings clearly detailing the extent of the repairs. Elevation drawings required if repair includes exterior work ☐ New construction assembly details
Inspection Report	☐ Copy of Fire Inspection Report, where fire repair applicable
1.4 NEW GROUP SITE DEVELOPMENT	
Landscaping Plans Search <u>Landscaping Guidelines</u> at www.saskatoon.ca	☐ Landscaping plans detailing property lines, parking, ground cover, city owned trees, shrubbery, etc. ☐ See <u>Curb, Sidewalk and Ditch Crossing Information Package</u> for new/alter ed curb cut(s) ☐ Visit http://www.saskatoon.ca/go/forestry to determine if trees are city owned and <u>Tree Protection Fact Sheet</u> for information
Site Plan	☐ Site plan detailing: ☐ fire department access meeting the requirements of NBC, curb location(s) and dimensions and any trees, light and power poles, or city infrastructure near the new curb cut(s) ☐ See <u>Fire Department Access Requirements for Group Dwelling Sites</u> handout ☐ Designed and sealed by a design professional were applicable ☐ On-site waste spaces, size locations, access ☐ See <u>Waste Design Guidelines</u> for access information.
Civil Drawings	☐ Site Servicing Plans designed and sealed by design professional ☐ Site Grading Plans designed and sealed by design professional
Architectural/Building Drawings	☐ Floor plans/ <u>mezzanine plans</u> , elevation drawings, building section drawings, construction assemblies, deck, stairs and ramp designs, if applicable ☐ If under Part 3 of NBC – designed and sealed by design professional ☐ A <u>Building Code Analysis</u> (or directly detailed on the architectural drawings)
Structural Drawings	☐ Foundation drawings, floor framing plans/ <u>mezzanine plans</u> , stair designs ☐ For pile foundations - pile schedule, dimensions and layout required ☐ Structural roof design must account for all new roof top equipment, solar panels, etc. ☐ If under Part 4 of NBC – designed and sealed by design professional
Mechanical Drawings -- Or --	☐ Drawings indicating heating, ventilation and air conditioning systems, plumbing fixtures, piping, and fire protection (if applicable).

<u>Ventilation Design Sheet</u> (Section 9.32 & 9.33 of NBC)	☐ Systems under Part 6 of NBC – designed and sealed by design professional
Electrical Drawings	☐ Drawings indicating electrical fixtures, emergency lighting and power, fire alarm systems, etc. ☐ Systems under Part 3 of NBC – designed and sealed by design professional
REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING (FOR NEW AND EXISTING):	
Solar Panels	☐ Sealed structural drawings detailing: ☐ the new structural supports required for the roof system, ☐ the specific location(s) on the roof, ☐ the roof attachment or include the manufacturer's attachment details and ☐ <u>Commitment for Field Review – Structural</u> for the new structural supports -- Or -- If equipment is permitted to go anywhere on the roof and no new structural support is required for the roof system: ☐ A sealed report or letter from a structural engineer confirming existing roof can adequately support the new equipment. Letter to indicate specific model(s). Engineer to be specific that placement is allowed anywhere on the roof and ☐ Roof attachment or manufacturer's attachment details
<u>Commitment for Field Review</u>	☐ For all elements designed under Parts 3, 4, 5 or 6 (including pre-engineered building designs and modular buildings)
Submission Requirements for <u>Insulated Concrete Form (ICF) Assemblies</u>	☐ ICF Details as per NBC or ICF CCMC Report or sealed structural drawings for designs outside of the scope of the NBC or CCMC Report ☐ ICF Installation Letter (for NBC or CCMC design) ☐ <u>Commitment for Field Review – Structural</u> where sealed structural drawings are required
Modular Building (Ready to move homes, shipping containers, pre-manufactured buildings, ATCO trailers and portable classrooms, etc.)	☐ CAN/CSA A-277 certificate of compliance with manufacturer's details. See handout <u>Modular Building Application Information</u> for details ☐ Manufacturers drawing package ☐ Foundation drawings including anchorage details. If under Part 4 of NBC – designed and sealed by design professional ☐ Construction details for items constructed on site including barrier free requirements, stairs, ramps and decks ☐ CSA-A277 Certificate or a Certificate for ABC Part 10 (permitted for ATCO trailers)
Fire Protection (Note: Where adding more than 8 heads to an existing sprinkler system, fire protection information is to be submitted.)	☐ Signed and sealed mechanical drawings indicating sprinkler system, standpipe & hose system and/or fire pump systems -- Or -- ☐ Signed and sealed sprinkler/standpipe/hose shop drawings and corresponding sealed hydraulic calculations ☐ <u>Commitment for Field Review – Mechanical</u>
Alternative Solution	☐ <u>Alternative Solution Request</u> (See <u>Alternative Solutions</u> handout) ☐ Alternative Solution report to be prepared and sealed by a design professional ☐ <u>Commitment for Field Review – Alternative Solution</u>
<u>Spray Applied Polyurethane Foam Insulation Request</u>	☐ Required for review prior to installation for use of spray applied foam insulation

Spray Applied Thermal Barrier Form	☐ Required for review prior to installation
Exterior Insulation and Finish System (EIFS)	☐ Required prior to installation for the use of the exterior wall finish system for Part 9 construction

TABLE 2: ENERGY REQUIREMENTS [Energy Framework Guide](#)
2.1 ENERGY REQUIREMENTS FOR NEW BUILDS

Energy applies to all new buildings applied for on and after Jan 1, 2019.

BUILDINGS DESIGNED UNDER SECTION 9.36 OF THE NATIONAL BUILDING CODE (NBC)

- ☐ Compliance Report for either [Section 9.36 Prescriptive](#) or [Section 9.36 Performance](#) for residential Part 9 buildings,
and
- ☐ Energy Compliance 9.36 Prescriptive Calculations **or** Subsection 9.36.5 Performance Model Report(s)

BUILDINGS DESIGNED UNDER THE NATIONAL ENERGY CODE BUILDINGS (NECB)

- ☐ [NECB Project Summary](#)
- ☐ [NECB Prescriptive Report](#), [NECB Trade-Off Report](#) or [NECB Performance Report](#)
- ☐ [Energy compliance drawings](#) signed, sealed, and dated by design professional
(information can be shown on architectural, mechanical, and electrical drawings)
- ☐ Trade-Off calculations sealed by a design professional if Trade-Off chosen
- ☐ Performance Energy Model Report sealed by design professional if Performance chosen
- ☐ [Commitment for Field Review - for NECB](#)

2.2 ENERGY REQUIREMENTS FOR CONVERSIONS OR ALTERATIONS
BUILDINGS DESIGNED UNDER SECTION 9.36 OF THE NATIONAL BUILDING CODE (NBC)

- ☐ If the changes need to comply with Section 9.36 of the NBC see the Energy Requirements on the [Checklist – Alterations](#)

BUILDINGS DESIGNED UNDER THE NATIONAL ENERGY CODE BUILDINGS (NECB)

- ☐ If the changes need to comply with NECB see the Energy Requirements on the [Checklist – Alterations](#)