

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 the required and applicable information.

TABLE 2: ENERGY REQUIREMENTS – Energy applies to all new buildings applied for on and after Jan 1, 2019. Please refer to the [Energy Framework Guide](#).

TABLE 3: ADDITIONAL INFORMATION – the information in Table 3 may be required to be submitted prior to application approval or prior to installation. Seasonal building information is included in Table 3.

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

- 1) This checklist is applicable to new buildings to existing buildings.
- 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 a licensed design professional is required to review and seal the drawings refer to the [Requirement for Design Professional](#) document.
- 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	<input type="checkbox"/> Application Project Information – Commercial form for commercial, industrial, institutional projects -- Or -- <input type="checkbox"/> Application Project Information – Apartment – Condo form for apartments or apartment style condominiums (including buildings containing commercial use on at least one storey)
Addressing Site/Key Plan	<input type="checkbox"/> Must include all civic unit addresses for single and multiple tenant buildings <input type="checkbox"/> See handout Addressing Site/Key Plan requirements for commercial/industrial sites. Please note, all civic addressing is shared with City of Saskatoon internal groups as well as external agencies (i.e., Canada Post). The submitted site/key plan may be shared with these groups.
Site Plan	<input type="checkbox"/> Site plan detailing fire department access meeting the requirements of NBC, curb location(s) and dimensions as well as any trees, light and power poles, or city infrastructure near the new curb cut(s) <input type="checkbox"/> If under Part 3 of NBC – designed and sealed by design professional
Landscaping Plans Search Landscape Guidelines at Saskatoon.ca	<input type="checkbox"/> Landscaping plans detailing property lines, parking, ground cover, city owned trees, shrubbery, etc. <input type="checkbox"/> See Curb, Sidewalk and Ditch Crossing Information Package for new/altered curb cut(s) <input type="checkbox"/> Visit http://www.saskatoon.ca/go/forestry to determine if trees are city owned and Tree Protection Fact Sheet for information
Civil Drawings (not required for seasonal buildings)	<input type="checkbox"/> Site Servicing Plans designed and sealed by design professional <input type="checkbox"/> Site Grading Plans designed and sealed by design professional
Architectural/Building Drawings	<input type="checkbox"/> Floor plans/mezzanine plans, elevation drawings, building section drawings, construction assemblies, deck, stairs and ramp designs, if applicable <input type="checkbox"/> If under Part 3 of NBC – designed and sealed by design professional <input type="checkbox"/> A Building Code Analysis (or directly detailed on the architectural drawings)
Structural Drawings	<input type="checkbox"/> Signed and sealed foundation drawings <input type="checkbox"/> Signed and sealed pile design details indicating the pile type, pile layout, and pile loading (full pile design details to be submitted before installation) -- Or -- <input type="checkbox"/> Full pile design details Structural roof design must account for all new roof top equipment, solar panels, etc. <input type="checkbox"/> Anchorage details required for modular buildings <input type="checkbox"/> Structural roof design must account for all new roof top equipment, solar panels, etc. <input type="checkbox"/> If under Part 4 of NBC – designed and sealed by design professional
Mechanical Drawings -- Or -- Ventilation Design Sheet (Section 9.32 & 9.33 of NBC)	<input type="checkbox"/> Drawings indicating heating, ventilation and air conditioning systems, plumbing fixtures, piping, and interceptor pits, if applicable <input type="checkbox"/> Systems under Part 6 of NBC – designed and sealed by design professional
Electrical Drawings	<input type="checkbox"/> Drawings indicating electrical fixtures, emergency lighting and power, fire alarm systems, etc. <input type="checkbox"/> Systems under Part 3 of NBC – designed and sealed by design professional
REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING	

CHECKLIST – NEW BUILDS
Permit Application Checklist for Alterations of Commercial, Industrial, Institutional, and Apartment Projects

Letter of Commitment for Field Review	<input type="checkbox"/> Architecture – for elements designed under Parts 3 or 5 <input type="checkbox"/> Structural – for elements designed under Part 4 <input type="checkbox"/> Mechanical – for elements designed under Part 3 or 6, commercial cooking equipment & ventilation, sprinkler system, and/or standpipe system <input type="checkbox"/> Electrical – for elements designed under Parts 3 <input type="checkbox"/> Geotechnical – for elements include in the design under Part 4 <input type="checkbox"/> NECB – for elements designed under NECB Parts 3-7	
Pre-Engineered Steel Building	<input type="checkbox"/> Steel Building Manufacturers CSA A660 Certificate of Registration <input type="checkbox"/> Certificate of Design and Manufacturing Conformance showing the design criteria specific to the site <input type="checkbox"/> Pre-engineered steel building drawings designed and sealed by design professional	
Submission Requirements for Insulated Concrete Form (ICF) Assemblies	<input type="checkbox"/> 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 <input type="checkbox"/> ICF Installation Letter (for NBC or CCMC design) <input type="checkbox"/> Letter of Commitment for Field Review - Structural where sealed structural drawings are required	
Modular Building (Ready to move homes, shipping containers, pre-manufactured buildings, ATCO trailers and portable classrooms, etc.)	<input type="checkbox"/> CAN/CSA A-277 certificate of compliance with manufacturer's details. See handout <u>Modular Building Application Information</u> for details <input type="checkbox"/> Manufacturers drawing package <input type="checkbox"/> Foundation drawings including anchorage details. If under Part 4 of NBC – designed and sealed by design professional <input type="checkbox"/> Construction details for items constructed on site including barrier free requirements, stairs, ramps and decks <input type="checkbox"/> CSA-A277 Certificate or a Certificate for ABC Part 10 (permitted for ATCO trailers)	
Commercial Cooking Equipment & Ventilation - NFPA 96	<input type="checkbox"/> <u>Cooking and Ventilation Equipment Systems form</u> , <input type="checkbox"/> Mechanical drawings detailing cooking ventilation designed and sealed by design professional <input type="checkbox"/> Letter of Commitment for Field Review – Mechanical, for NFPA 96	
	<p>-- Or --</p> <input type="checkbox"/> Section C of the <u>Cooking and Ventilation Equipment Systems form</u> and <input type="checkbox"/> Signed and sealed written confirmation from Mechanical Engineer confirming cooking operations do not create smoke or grease laden vapors, <u>if equipment does not meet an exemption</u>	
Fire Protection	<input type="checkbox"/> Signed and sealed mechanical drawings indicating sprinkler system, standpipe & hose system and/or fire pump systems <p>-- Or --</p> <input type="checkbox"/> Signed and sealed sprinkler/standpipe/hose shop drawings and corresponding sealed hydraulic calculations	
	<input type="checkbox"/> Letter of Commitment for Field Review - Mechanical	
Spray Paint Operations – NFPA 33	Premanufactured Booth	<input type="checkbox"/> Premanufactured self-contained spray booth manufacturer drawings including mechanical details designed to NFPA 33
	Spray Area/Room	<p>-- Or --</p> <input type="checkbox"/> Drawings for spray area, construction, mechanical systems, fire protection systems, fire alarm system, etc. to be designed and sealed by a design professional <input type="checkbox"/> Letter of Commitment for Field Review – Mechanical, for spray area
<u>Low-Hazard Occupancy Request</u> (Group F3 Industrial)	<input type="checkbox"/> Low-Hazard Occupancy Request including confirmation signature from owner <input type="checkbox"/> Low hazard analysis report from design professional	
<u>Mid-Rise Wood Construction-Site Fire Safety</u>	<input type="checkbox"/> For mid-rise wood frame buildings up to 6 storeys	
Alternative Solution	<input type="checkbox"/> <u>Alternative Solution Request</u> (See <u>Alternative Solutions</u> handout) <input type="checkbox"/> Alternative Solution report to be prepared and sealed by a design professional <input type="checkbox"/> Letter of Commitment for Field Review – from Discipline responsible for alternative solution	

TABLE 2: ENERGY REQUIREMENTS

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

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

- Compliance Report for either Section 9.36 Tiered Prescriptive or Section 9.36 Tiered Performance for residential Part 9 building,
and
- Energy Compliance 9.36 Calculations (if Tiered Prescriptive) **or** Subsection 9.36.5 Performance Model Report(s) (if Tiered Performance chosen)

BUILDINGS DESIGNED UNDER THE NATIONAL ENERGY CODE BUILDINGS (NECB)

- NECB Project Summary
- NECB Prescriptive Report, NECB Trade-Off Report or NECB Tiered 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 Tiered Performance
- Letter of Commitment for Field Review – from Discipline responsible for NECB Parts

TABLE 3: ADDITIONAL INFORMATION

Saskatchewan Health Authority	<input type="checkbox"/> See <u>Drawing Requirements</u> handout for projects that are forwarded to Saskatchewan Health
Seasonal Building (greenhouse, ice cream stand, etc.)	<input type="checkbox"/> See Seasonal Permits handout
Child Care	<input type="checkbox"/> See handout for <u>Child Care Facilities</u> <input type="checkbox"/> Written confirmation of age of children at daycare and overnight care required
High Hazard (Group F – Division 1)	<input type="checkbox"/> See NBC for a list of F1 occupancies - floor plan to detail F1 occupancy use, locations within the building and quantities being stored
Underground Storage Tanks (Installation and Removal)	<input type="checkbox"/> Site plan to detail tank location <input type="checkbox"/> <u>Installation of Underground Storage Tank</u> form for each storage tank
<u>Spray Applied Polyurethane Foam Insulation Request</u>	<input type="checkbox"/> Required for review prior to installation for use of spray applied foam insulation
<u>Spray Applied Thermal Barrier Form</u>	<input type="checkbox"/> Required for review prior to installation
<u>Exterior Insulation and Finish System (EIFS)</u>	<input type="checkbox"/> Required prior to installation for the use of the exterior wall finish system for Part 9 construction