

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 phased building permit applications (new buildings).
- 2) Phased permits can be applied for individually:
 - Foundation Only
 - Shell Only¹
 - Final Only²
 Or as combinations:
 - Foundation & Shell
 - Shell & Final
- 3) The final phase building permit application does not include the tenant fit out, unless requested at time of application.
- 4) Independent documentation is required for each phase of the project. For example, information submitted in support of a foundation permit is not carried over to the shell or final permit applications by the authority having jurisdiction.
- 5) If alterations are proposed to elements that were approved under the previous phased permit(s), then details showing the changes are required to be submitted for review. Changes shall be clearly identified using revision clouds
- 6) 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. (as referenced by the NBC 2020 in Division C, Article 2.2.1.1)
- 7) All drawings are required to be electronic and must meet the Drawing Requirements and the National Energy Code Drawing Requirements documents.
- 8) To determine if a licensed design professional is required to review and seal the drawings refer to the Requirement for Design Professional document.
- 9) The checklist is a guideline for submission requirements; other submission items may be identified during review.

1. Shell (i.e., building enclosure or superstructure) –The shell includes the exterior walls of the structure and any floor systems that are an integral part of the shell. It does not include interior partitions, mechanical or electrical services. Roof top units, sprinklers, fire alarm systems, emergency lighting, exit signs, demising walls, and mezzanines are included in the final phase.
2. Final – Includes 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 including tenant fit outs.

TABLE 1: COMPLETE APPLICATION REQUIREMENTS

Application Project Information	<input type="checkbox"/> <u>Application Project Information – Commercial</u> form for commercial, industrial, institutional projects -- Or -- <input type="checkbox"/> <u>Application Project Information – Apartment – Condo</u> 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 <u>Addressing Site/Key Plan</u> 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.

1.1 FOUNDATION PHASE

1.1 FOUNDATION PHASE - DOCUMENTS REQUIRED

Letter of Intent	<input type="checkbox"/> Letter submitted by owner or owner's agent to indicate: <ul style="list-style-type: none"> <input type="checkbox"/> Who is applying for final phase permit, <input type="checkbox"/> When they intend to apply and <input type="checkbox"/> Which mechanical and electrical consultants will be retained
Civil Drawings	<input type="checkbox"/> Site Servicing Plans designed and sealed by design professional <input type="checkbox"/> Site Grading Plans designed and sealed by design professional
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 <input type="checkbox"/> Visit http://www.saskatoon.ca/go/forestry to determine if trees are city owned and <u>Tree Protection Fact Sheet</u> for information
Architectural/Building Drawings (Preliminary Only and do not require professional seal at this phase)	<input type="checkbox"/> Floor plans, elevation drawings, building section drawings, construction assemblies <input type="checkbox"/> A <u>Building Code Analysis</u> (or directly detailed on the architectural drawings)
Structural Drawings (Foundation Only)	<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"/> If under Part 4 of NBC – designed and sealed by design professional
1.1 FOUNDATION PHASE - REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING	
<u>Commitment for Field Review – Structural</u>	<input type="checkbox"/> For all structural elements designed under Part 4 including pre-engineered building designs and modular buildings
<u>Submission Requirements for Insulated Concrete Form (ICF) Assemblies</u>	<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)
1.2 SHELL PHASE	
1.2 SHELL PHASE - DOCUMENTS REQUIRED	
Civil Drawings	<input type="checkbox"/> Drawings as described under Foundation Phase
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 <input type="checkbox"/> Visit http://www.saskatoon.ca/go/forestry to determine if trees are city owned and Tree Protection Fact Sheet for information
Architectural/Building Drawings	<input type="checkbox"/> Floor 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"/> Structural framing plans which can include but not limited to: <input type="checkbox"/> Floor framing plans including stair designs (if applicable) <input type="checkbox"/> Roof framing plan (Note: 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
1.2 SHELL PHASE - REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING	
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
Modular Building (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 Modular Building Application Information 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)
1.3 FINAL PHASE	
1.3 FINAL PHASE - DOCUMENTS REQUIRED	
Landscaping Plans <small>Search Landscape Guidelines at Saskatoon.ca</small>	<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	<input type="checkbox"/> Drawings as described under Foundation Phase
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

		Visit http://www.saskatoon.ca/go/forestry to determine if trees are city owned and Tree Protection Fact Sheet for information
Architectural/Building Drawings		<input type="checkbox"/> New floor plans/ <u>mezzanine plans</u> , elevation drawings, building section drawings, new construction assemblies, deck, stairs, ramp designs and tenant fit out layout, if applicable <input type="checkbox"/> If under Part 3 of NBC – designed and sealed by design professional <input type="checkbox"/> A <u>Building Code Analysis</u> (or directly detailed on the architectural drawings)
Structural Drawings		<input type="checkbox"/> All new floor framing plans/ <u>mezzanine plans</u> , stair designs <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 -- <u>Ventilation Design Sheet</u> (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
1.3 FINAL PHASE - REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING		
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
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
		-- Or -- <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 -- Or -- <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	-- Or -- <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 & NECB Energy Compliance Drawings](#)

2.1 FOUNDATION PHASE - ENERGY REQUIREMENTS
2.1 FOUNDATIONS 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)

2.1 FOUNDATIONS DESIGNED UNDER THE NATIONAL ENERGY CODE BUILDINGS (NECB)

- NECB Project Summary
- NECB Prescriptive Report, NECB Trade-Off Report or NECB Tiered Performance Report
- Performance Energy Model Report sealed by design professional if Tiered Performance
 - o If Tiered Performance path chosen - Performance Energy Model Report sealed by design professional or Performance Compliance Letter of Agreement
 (Performance Compliance Letter of Agreement – A signed letter including owner commitment to Performance Compliance for future phases and understanding of requirements for future building components for Performance Compliance)
 (items included in foundation phase but could include more. information can be shown on architectural, mechanical and electrical drawings)
- Letter of Commitment for Field Review – from Discipline responsible for NECB Parts 3

2.2 SHELL PHASE - ENERGY REQUIREMENTS

2.2 SHELLS 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)

2.2 SHELLS DESIGNED UNDER THE NATIONAL ENERGY CODE BUILDINGS (NECB)

- Written signed and sealed confirmation from design professional that initial energy submission still applicable,
-- Or if revised design --
- NECB Project Summary
- NECB Prescriptive Report (Part 3), NECB Trade-Off Report (Part 3) or NECB Tiered Performance Report
- Trade-Off calculations sealed by design professional if Trade-Off chosen (Part 3)
- Performance Energy Model Report sealed by design professional if Performance chosen
- Letter of Commitment for Field Review – from Discipline responsible for NECB Parts 3

2.3 FINAL PHASE - ENERGY REQUIREMENTS

2.3 FINALS 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)

2.2 FINALS DESIGNED UNDER THE NATIONAL ENERGY CODE BUILDINGS (NECB)

- Written signed and sealed confirmation from design professional that initial energy submission still applicable
Or if revised design:
- NECB Project Summary
- NECB Prescriptive Report (Part 3), NECB Trade-Off Report (Part 3) or NECB Tiered Performance Report
- Trade-Off calculations sealed by design professional if Trade-Off chosen (Part 3)
- Performance Energy Model Report sealed by design professional if Performance chosen
- Letter of Commitment for Field Review – from Discipline responsible for NECB Parts 3

Energy requirements for remaining Parts of NECB:

- NECB Project Summary
- NECB Prescriptive Report (Part 4-7), NECB Trade-Off Report (Part 4-7) or NECB Tiered Performance Report
- Trade-Off calculations sealed by 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 (Part 4-7)

***Where energy design revised/updated, all energy reports, calculations and summary required to be submitted.**

TABLE 3: ADDITIONAL INFORMATION

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
Saskatchewan Health Authority	<input type="checkbox"/> See <u>Drawing Requirements</u> handout for projects that are forwarded to Saskatchewan Health
<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