

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 typically applied to all new buildings and additions applied for on or after January 1, 2019.

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

- 1) See the [Alternative Family Care Homes Information](#) handout for detailed information.
- 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	<input type="checkbox"/> Application Project Information – Alternative Family Care Home
1.1 NEW DETACHED GARAGES/ACCESSORY BUILDINGS	
Site Plan	<input type="checkbox"/> Including new and existing buildings, streets, property lines, directional arrow, hard surfaced parking, and landscaping
Foundation Drawings/Plans	<input type="checkbox"/> With materials, dimensions, and details
Building Drawings/Floor Plans	<input type="checkbox"/> Floor plans and elevations with all openings
Material Checklist	<input type="checkbox"/> Fill out and provide submission details form of the Detached Garage and Accessory Building Guide
1.2 CONVERSIONS OR ALTERATIONS (including basement or deck developments)	
Site Plan	<input type="checkbox"/> Including new and existing buildings, streets, property lines, directional arrow, hard surfaced parking, and landscaping
Building Drawings/Floor Plans	<input type="checkbox"/> Floor plans of all levels of the home detailing the work. Where exterior work is occurring, elevation drawings are also required <input type="checkbox"/> All room names to be labelled (including bedrooms for occupants in care) <input type="checkbox"/> New construction assembly details <input type="checkbox"/> Window sizes in all bedrooms <input type="checkbox"/> Locations of new/existing smoke alarms, carbon monoxide alarms and emergency lighting if not shown on electrical plan
Material Checklist	<input type="checkbox"/> Fill out and provide submission details form of the Basement Development Project Guide -- Or -- <input type="checkbox"/> Fill out and provide submission details pages of the Deck Construction Project Guide
Energy Requirements	<input type="checkbox"/> See Energy Framework Guide 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	<input type="checkbox"/> Including new and existing buildings, streets, property lines, directional arrow
Building Drawings/Floor Plans	<input type="checkbox"/> Drawings clearly detailing the extent of the repairs. Elevation drawings required if repair includes exterior work <input type="checkbox"/> All room names to be labelled (including bedrooms for occupants in care) <input type="checkbox"/> New construction assembly details
Inspection Report	<input type="checkbox"/> Copy of Fire Inspection Report, where fire repair applicable
1.4 NEW BUILDS OR ADDITIONS TO AFCHs	
Site Plan	<input type="checkbox"/> 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)
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
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"/> All room names to be labelled (including bedrooms for occupants in care) <input type="checkbox"/> Window sizes in all bedrooms <input type="checkbox"/> Locations of new/existing smoke alarms, carbon monoxide alarms and emergency lighting if not shown on electrical plan <input type="checkbox"/> If under Part 3 of NBC – designed and sealed by design professional
Structural Drawings	<input type="checkbox"/> Foundation drawings, floor framing plans, stair designs <input type="checkbox"/> For pile foundations - pile schedule, dimensions and layout required <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 fire protection (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	
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

Submission Requirements for <u>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) <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)
Fire Protection (Note: Where adding more than 8 heads to an existing sprinkler system, fire protection information is to be submitted.)	<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
Electromagnetic Locks (Maglocks)	<input type="checkbox"/> Letter of Commitment for Field Review - Mechanical
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
<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.

TABLE 2: ENERGY REQUIREMENTS Energy Framework Guide

2.1 ENERGY REQUIREMENTS FOR NEW BUILDS OR ADDITIONS

Energy applies to all new buildings and additions 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 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

<input type="checkbox"/> Letter of Commitment for Field Review – from Discipline responsible for NECB Parts
2.2 ENERGY REQUIREMENTS FOR CONVERSIONS OR ALTERATIONS
BUILDINGS DESIGNED UNDER SECTION 9.36 OF THE NATIONAL BUILDING CODE (NBC)
<input type="checkbox"/> If the changes need to comply with Section 9.36 of the NBC see the Energy Requirements on the <u>Checklist – Alterations</u>
BUILDINGS DESIGNED UNDER THE NATIONAL ENERGY CODE BUILDINGS (NECB)
<input type="checkbox"/> If the changes need to comply with NECB see the Energy Requirements on the <u>Checklist – Alterations</u>