

This checklist is for the buildings noted above and is NOT intended for Group Dwelling Sites, Alternative Family Care Homes, One/Two-Unit Family Homes and their accessory buildings.

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

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

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

- 1) This checklist is applicable to alterations, renovations, tenant/landlord improvements, occupancy changes, repairs, etc.
- 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](mailto:building_standards@saskatoon.ca).

| TABLE 1: COMPLETE APPLICATION REQUIREMENTS   |  |
|--|--|
| Application Project Information  | <input type="checkbox"/> <a href="#">Application Project Information – Commercial</a> form for commercial, industrial, institutional projects<br>-- Or --<br><input type="checkbox"/> <a href="#">Application Project Information – Apartment – Condo</a> 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<br><input type="checkbox"/> See handout <a href="#">Addressing Site/Key Plan</a> 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.   |
| Architectural/Building Drawings  | <input type="checkbox"/> Building drawings detailing the alteration scope<br><input type="checkbox"/> Buildings designed under Part 3 may require sealed drawings based on the complexity of the changes   |
| REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING  |  |
| Site Plan  | Required where site changes are part of the alteration scope, change of use or where floor area/mezzanine area will be added to the space<br><input type="checkbox"/> New or altered curb cut(s). See handout - Curb, Sidewalk and Ditch Crossing Information Package for details. Curb location(s) and dimensions as well as any trees, light and power poles, or city infrastructure near the new curb cut(s) to be detailed<br><input type="checkbox"/> Alterations to City property (sidewalks) or encroachments to be clearly detailed  |
| Landscaping Plans<br>Search <a href="#">Landscape Guidelines</a> at <a href="http://www.saskatoon.ca">Saskatoon.ca</a> | Required where landscaping changes are part of the alteration scope, change of use of a tenant space or building<br><input type="checkbox"/> Detailing property lines, parking, ground cover, city owned trees, shrubbery, etc.<br><input type="checkbox"/> Visit <a href="http://www.saskatoon.ca/go/forestry">http://www.saskatoon.ca/go/forestry</a> to determine if trees are city owned and <a href="#">Tree Protection Fact Sheet</a> for information<br>Note: Landscaping information can also be shown on site plan  |
| Letter of Commitment for Field Review  | <input type="checkbox"/> Architecture – for elements designed under Parts 3 or 5<br><input type="checkbox"/> Structural – for elements designed under Part 4<br><input type="checkbox"/> Mechanical – for elements designed under Part 3 or 6, commercial cooking equipment & ventilation, sprinkler system, and/or standpipe system<br><input type="checkbox"/> Electrical – for elements designed under Parts 3<br><input type="checkbox"/> Geotechnical – for elements include in the design under Part 4<br><input type="checkbox"/> NECB – for elements designed under NECB Parts 3-7 |
| Civil Drawings   | Required where changes to site or site servicing are part of the alteration scope<br><input type="checkbox"/> Site Servicing Plans designed and sealed by design professional<br><input type="checkbox"/> Site Grading Plans designed and sealed by design professional  |
| Structural Drawings  | Required where structural changes are part of the alteration scope<br><input type="checkbox"/> If under Part 4 of NBC – designed and sealed by design professional<br>See <a href="#">Mezzanine handout</a> where alterations include a new/size changes to existing mezzanine   |
|  |  |

**CHECKLIST – ALTERATIONS**  
**Permit Application Checklist for Alterations of Commercial,  
 Industrial, Institutional, and Apartment Projects**

|  |                       |  |
|--|-----------------------|--|
| Solar Panels or New Roof Top Mechanical Units  |                       | <input type="checkbox"/> Sealed structural drawings detailing:<br>the new structural supports required for the roof system,<br>the specific location(s) on the roof,<br>the roof attachment <b>or</b> include the manufacturer’s attachment details <b>and</b><br><input type="checkbox"/> <u>Commitment for Field Review – Structural</u> for the new structural supports<br><b>-- Or --</b>  |
|  |                       | If equipment is permitted to go anywhere on the roof and no new structural support is required for the roof system:<br><input type="checkbox"/> 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 <b>and</b> Roof attachment or manufacturer’s attachment details   |
| Mechanical Drawings<br><b>-- Or --</b><br><u>Ventilation Design Sheet</u><br>(Section 9.32 & 9.33 of NBC)                                  |                       | Required where mechanical changes are part of the alteration scope – include new interceptor pits, if applicable<br><input type="checkbox"/> New Engineered Life Safety Systems, new floor areas (including mezzanines) or major alterations under Part 6 of NBC – designed and sealed by design professional<br><input type="checkbox"/> See “New Roof Top Mechanical Units” above if equipment to be placed on roof  |
| Electrical Drawings  |                       | Required where electrical changes are part of the alteration scope<br><input type="checkbox"/> New Life Safety Systems, new floor areas (including mezzanines) or major alterations under Part 3 of the NBC – designed and sealed by design professional   |
| Commercial Cooking Equipment & Ventilation - NFPA 96   |                       | <input type="checkbox"/> <u>Cooking and Ventilation Equipment Systems form</u> ,<br>Mechanical drawings detailing cooking ventilation designed and sealed by design professional<br><input type="checkbox"/> Letter of Commitment for Field Review – Mechanical, for NFPA 96<br><b>-- Or --</b><br><input type="checkbox"/> Section C of the <u>Cooking and Ventilation Equipment Systems form</u> <b>and</b> 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<br>(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<br><b>-- Or --</b><br><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  |
| Decommissioning of Sprinkler System, Standpipe & Hose System and/or Fire Alarm System  |                       | <input type="checkbox"/> Sealed drawings are required that indicate the location(s) of the life safety system(s) that are being removed<br><input type="checkbox"/> A letter from a licensed design professional that states the building classification under Subsection 3.2.2 or Part 9 of the National Building Code no longer requires the system  |
| 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       | <b>-- Or --</b><br><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<br><input type="checkbox"/> Letter of Commitment for Field Review – Mechanical, for spray area  |
| <u>Low-Hazard Occupancy Request</u> (Group F3 Industrial)  |                       | Required when reclassifying a building to a low hazard industrial (F3) occupancy<br><input type="checkbox"/> Low-Hazard Occupancy Request including confirmation signature from owner<br><input type="checkbox"/> Low Hazard analysis report from design professional  |
| Alternative Solution   |                       | <input type="checkbox"/> <u>Alternative Solution Request</u> (See <u>Alternative Solutions</u> handout)<br><input type="checkbox"/> Alternative Solution report to be prepared and sealed by a design professional<br><input type="checkbox"/> Letter of Commitment for Field Review – from Discipline responsible for alternative solution  |
| Building Code Analysis   |                       | Required for change of use of a tenant space or building<br><input type="checkbox"/> A <u>Building Code Analysis</u> sheet provided or directly shown on drawings  |
| Repair After Fire  |                       | <input type="checkbox"/> Post Fire Building Code Inspection Report detailing the scope of damages  |

**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 applied for on or after January 1, 2019.

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

**Energy documents required for the stand-alone building or tenant space if you are changing:**

- the building envelope (i.e., adding exterior windows/doors), **or**
- the heating, ventilation and/or air conditioning units in buildings that are not houses

Energy compliance drawings (typically included on architectural and mechanical drawings) and Energy Compliance report for Tiered Prescriptive or Tiered Performance  
 Note: If building remodelled under Tiered Performance Compliance, Section 9.36.5 Energy Model Report required

**BUILDINGS DESIGNED UNDER THE NATIONAL ENERGY CODE BUILDINGS (NECB)**

**Energy documents not required for the stand-alone building or tenant space if:**

- Envelope: there are no changes to the building envelope (walls, floors adjacent to ground, roof) and no new openings,
- Lighting alterations are occurring,
- HVAC: the scope of the mechanical work is limited to the installation or relocation of ductwork or piping related to existing HVAC systems and/or the installation of a new ERV system, **and/or**
- Service Water Heating: the scope of work is limited to the installation of new water closets and lavatories and the installation or relocation of piping related to service water heating systems.

**Design Professional Involvement (includes but not limited to):**

- Extensive modifications that change one whole Part of the NECB or changing entire compliance path.
- If the scope of work requires a design professional to take responsibility for conformance with the NBC, a design professional will also be required to take responsibility for the scope of work’s compliance with the NECB.

|   |   |
|---|---|
| NECB: ALL COMPLIANCE PATHS<br>(Prescriptive, Trade-Off or Tiered Performance) | <input type="checkbox"/> Alterations <u>are in conformance</u> with previous building Energy Compliance Path (either Prescriptive, Trade-Off or Performance)<br><u>Energy compliance drawings</u> (typically included on architectural, mechanical, and electrical drawings)<br>Manufacturer’s specifications can be supplied in lieu of drawings if all requirements can be shown within the documents<br><u>Energy compliance drawings</u> are required to be sealed when design professional involvement is required<br>NECB commitment letters for the scope of work requiring a design professional (NECB Parts 3-7) to be submitted, when a design professional is required.<br>Updated Trade-Off Calculations (for Trade-Off compliant spaces)<br><br>-- Or -- |
|   | <input type="checkbox"/> Alterations <u>do not conform</u> with previous compliance path.<br><u>Signed and sealed energy compliance drawings</u> (typically included on architectural, mechanical, and electrical drawings)<br><u>NECB Project Summary</u><br>NECB Compliance Report (either Prescriptive, Trade-Off or Tiered Performance Trade-Off Calculations (if Trade-Off chosen)<br>Sealed Model Report (if Tiered Performance chosen)<br>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  |
| Child Care  | <input type="checkbox"/> See handout for <u>Child Care Facilities</u><br><input type="checkbox"/> Written confirmation of age of children at daycare and overnight care required |
| Underground Storage Tanks (Installation and Removal)      | <input type="checkbox"/> Site plan to detail tank location<br><input type="checkbox"/> <u>Installation of Underground Storage Tank form</u> 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   |