

CHECKLIST – GROUP DWELLING / CONDO SITES
Permit Application Checklist for Group Dwelling/Condo Sites and Interior Alterations in Apartment 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 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	<input type="checkbox"/> Application Project Information – Group Dwelling / Condo Sites
Addressing Key Plan – Group Dwelling/Condo	<input type="checkbox"/> Must include all civic unit addresses for single and multiple tenant buildings <input type="checkbox"/> 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	<input type="checkbox"/> Including new and existing buildings, streets, property lines, directional arrow
Foundation Drawings/Plans	<input type="checkbox"/> With materials, dimensions, and details
Building Drawings/Floor Plans	<input type="checkbox"/> Floor plans of all levels detailing the work. Where exterior work is occurring, elevation drawings are also required
Material Checklist	<input type="checkbox"/> 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	<input type="checkbox"/> Including new and existing buildings, streets, property lines, directional arrow
Building Drawings/Floor Plans	<input type="checkbox"/> Floor plans 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 --	

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	<input type="checkbox"/> Fill out and provide submission details pages of the <u>Deck Construction Project Guide</u>
Energy Requirements	<input type="checkbox"/> 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	<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"/> New construction assembly details
Inspection Report	<input type="checkbox"/> Copy of Fire Inspection Report, where fire repair applicable
1.4 NEW GROUP SITE DEVELOPMENT	
Landscaping Plans Search <u>Landscaping Guidelines</u> at Saskatoon.ca	<input type="checkbox"/> Landscaping plans detailing property lines, parking, ground cover, city owned trees, shrubbery, etc. <input type="checkbox"/> See <u>Curb, Sidewalk and Ditch Crossing Information Package</u> for new/alter ed curb cut(s) <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
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) <input type="checkbox"/> See <u>Fire Department Access Requirements for Group Dwelling Sites</u> handout <input type="checkbox"/> Designed and sealed by a design professional were applicable
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
Architectural/Building Drawings	<input type="checkbox"/> Floor plans/ <u>mezzanine plans</u> , 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 <u>Building Code Analysis</u> (or directly detailed on the architectural drawings)
Structural Drawings	<input type="checkbox"/> Foundation drawings, floor framing plans/ <u>mezzanine plans</u> , 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 -- <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 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 (FOR NEW AND EXISTING):	
Solar Panels	<input type="checkbox"/> Sealed structural drawings detailing: <ul style="list-style-type: none"> <input type="checkbox"/> the new structural supports required for the roof system, <input type="checkbox"/> the specific location(s) on the roof, <input type="checkbox"/> the roof attachment or include the manufacturer's attachment details and

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	<input type="checkbox"/> <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: <ul style="list-style-type: none"> <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 and <input type="checkbox"/> Roof attachment or manufacturer’s attachment details
<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) <input type="checkbox"/> <u>Commitment for Field Review – Structural</u> where sealed structural drawings are required
<u>Modular Building</u> (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)
<u>Commitment for Field Review – Engineered Life Safety System</u>	<input type="checkbox"/> For all Engineered Life Safety Systems (such as sprinkler systems, fire alarm systems, etc.) <input type="checkbox"/> See <u>Engineered Life Safety Systems</u> handout for a list of applicable systems
<u>Fire Protection</u> (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 <input type="checkbox"/> <u>Commitment for Field Review – Engineered Life Safety System</u>
<u>Alternative Solution</u>	<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"/> <u>Commitment for Field Review – Alternative Solution</u>
<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

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

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 – National Energy Code for Buildings

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