

PERMIT APPLICATION CHECKLIST

Commercial, Industrial, Institutional, Residential (Type B) Projects – ALTERATIONS

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 of the required and applicable information from Table 1 below.

Table 2: ADDITIONAL INFORMATION – the information in Table 2 may be required to be submitted prior to application approval or prior to installation.

Notes:

- 1) This checklist is applicable to alterations, renovations, tenant/landlord improvements, change of occupancy, repairs, etc. This checklist is for buildings noted above other than Group Dwelling Sites and their accessory buildings and Alternative Family Care Homes.
- 2) Two complete hard copy sets of drawings are required.
- 3) All drawings to meet the Drawing Requirements handout.
- 4) To determine if licensed design professionals need to review and seal the drawings see Requirement for Design Professional.
- 5) All forms below, unless otherwise noted, can be found at www.saskatoon.ca/buildingforms.

Table 1: COMPLETE APPLICATION REQUIREMENTS

A. APPLICATION REQUIREMENTS:	
Application Form	<input type="checkbox"/> <u>Commercial Building and Development Application</u> form for commercial, industrial, institutional or mixed residential or <input type="checkbox"/> <u>Residential Building and Development Application</u> form
B. DOCUMENTS REQUIRED:	
Addressing Key Plan	<input type="checkbox"/> With legal City of Saskatoon addressing and maximum page size of 11x17 <input type="checkbox"/> See handout <u>Addressing Key Plan Requirements for Commercial/Industrial Sites</u>
Architectural/Building Drawings	<input type="checkbox"/> Building drawings detailing the alteration scope <input type="checkbox"/> Buildings designed under Part 3 may require sealed drawings based on the complexity of the changes
C. REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING:	
Site Plan	<input type="checkbox"/> 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 <input type="checkbox"/> New or altered curb cut(s). See handout - <u>Curb, Sidewalk and Ditch Crossing Information Package</u> 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 <input type="checkbox"/> Alterations to City property (sidewalks) or encroachments to be clearly detailed
Landscaping Plans Search <u>Landscaping Guidelines</u> at Saskatoon.ca	<input type="checkbox"/> Required where landscaping changes are part of the alteration scope, change of use of a tenant space or building <input type="checkbox"/> Detailing property lines, parking, ground cover, city owned trees, shrubbery, etc. <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 Note: Landscaping information can also be shown on site plan
Civil Drawings	<input type="checkbox"/> Required where changes to site or site servicing are part of the alteration scope <input type="checkbox"/> Site Servicing Plans designed and sealed by design professional <input type="checkbox"/> Site Grading Plans designed and sealed by design professional
Structural Drawings	<input type="checkbox"/> Required where structural changes are part of the alteration scope <input type="checkbox"/> If under Part 4 of NBC – designed and sealed by design professional <input type="checkbox"/> See <u>Mezzanine handout</u> where alterations include a new/size changes to existing mezzanine

The above checklist is a guideline for submission requirements; other submission items may be identified during the review.

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Solar Panels or New Roof Top Mechanical Units		<input type="checkbox"/> Sealed structural roof drawings and <u>Commitment for Field Review – Structural</u> for the new structural supports OR <input type="checkbox"/> Letter from a structural engineer confirming the new roof top units and/or solar panels do not adversely affect the structural loading of the existing roof design. Engineer to be specific if placement is allowed anywhere on the roof. If only permitted in unique locations, the engineer is required to reference the specific location on the roof plan. Letter shall also indicate specific model installed.
<u>Commitment for Field Review – Structural</u>		<input type="checkbox"/> For all structural elements designed under Part 4
Mechanical Drawings or <u>Ventilation Design Sheet</u> (Section 9.32 & 9.33 of NBC)		<input type="checkbox"/> Required where mechanical changes are part of the alteration scope <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 <input type="checkbox"/> See “New Roof Top Mechanical Units” above if equipment to be placed on roof
Electrical Drawings		<input type="checkbox"/> Required where electrical changes are part of the alteration scope <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
<u>Commitment for Field Review – Engineered Life Safety System</u>		<input type="checkbox"/> For all new and alterations to Engineered Life Safety Systems (such as sprinkler systems, fire alarm systems, etc.). See <u>Engineered Life Safety Systems</u> handout for a list of applicable systems. <input type="checkbox"/> Commitment letter for integrated life safety systems for new/alterations to engineered life safety systems where fire alarm is also within building. For more detail see CAN/ULC S1001 standard.
Commercial Cooking Equipment & Ventilation - NFPA 96		<input type="checkbox"/> <u>Installation of Cooking and Ventilation Equipment Design Sheet</u> , <input type="checkbox"/> Mechanical drawings detailing cooking ventilation designed and sealed by design professional <input type="checkbox"/> <u>Commitment for Field Review – Engineered Life Safety System</u> for NFPA 96 or
		<input type="checkbox"/> Written confirmation from Mechanical Engineer confirming cooking operations do not create smoke or grease laden vapors <input type="checkbox"/> See “New Roof Top Mechanical Units” above if equipment to be placed on roof
Fire Protection		<input type="checkbox"/> Mechanical drawings indicating sprinkler system, standpipe & hose system and/or fire pump systems or sealed sprinkler shop drawings and/or sealed standpipe and hose systems and corresponding sealed hydraulic calculations <input type="checkbox"/> All fire protection drawings - designed and sealed by design professional <input type="checkbox"/> <u>Commitment for Field Review – Engineered Life Safety System</u> <input type="checkbox"/> Where adding more than 8 heads to an existing sprinkler system, fire protection information to be submitted
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 <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 or
	Spray Area/Room	<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"/> <u>Commitment for Field Review – Engineered Life Safety System</u> for spray area
<u>Low-Hazard Occupancy Request</u> (Group F3 Industrial)		<input type="checkbox"/> Form to include the confirmation letter from owner <input type="checkbox"/> Low Hazard analysis report from Design Professional

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Asbestos Removal Notification Form	<input type="checkbox"/> Complete and submit the <u>Asbestos Removal Notification Form</u> for all buildings constructed prior to 1991
Alternative Solution	<input type="checkbox"/> <u>Alternative Solution Form</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>
Saskatchewan Health Authority Submission	<input type="checkbox"/> Extra set of plans when plans are required to be submitted to Health <input type="checkbox"/> See <u>Drawing Requirement</u> handout for projects that need to be reviewed by Saskatchewan Health
Building Code Analysis	<input type="checkbox"/> Required for change of use of a tenant space or building <input type="checkbox"/> A <u>Building Code Analysis</u> sheet provided or directly shown on drawings
Repair After Fire	<input type="checkbox"/> Fire Inspection Report detailing the scope of damages

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D. APPLICABLE ONLY FOR INITIAL TENANT FIT OUT(S) OF A UNIT, IF THE BUILDING IS REQUIRED¹ TO MEET ENERGY REQUIREMENTS:

Energy ¹ Requirements See Energy Framework Guide and NECB Compliance Information	Section 9.36 of NBC <u>or</u>	<input type="checkbox"/> Section 9.36 - Energy Efficiency Compliance Form required for residential Part 9 building and any building classified as D, E or F3 occupancy with an area less than 300m ² , and ; <input type="checkbox"/> Energy Compliance 9.36 Calculations or Subsection 9.36.5 Performance Report	
	National Energy Code for Buildings (NECB)	Prescriptive Compliance	<input type="checkbox"/> NECB Project Summary , <input type="checkbox"/> Energy compliance drawings for alterations signed, sealed and dated by design professional (information can be shown on architectural, mechanical and electrical drawings) and ; <input type="checkbox"/> Commitment for Field Review – National Energy Code for Buildings for altered systems
		Trade-Off Compliance	Option 1: Comply with Original Building Trade-Off Calculations <input type="checkbox"/> NECB Project Summary , <input type="checkbox"/> Energy compliance drawings for alterations signed, sealed and dated by design professional (information can be shown on architectural, mechanical and electrical drawings) and ; <input type="checkbox"/> Commitment for Field Review – National Energy Code for Buildings for altered systems
			Option 2: Alterations do not comply with Final Phase Trade-Off Calculations. Revised Trade-Off analysis required for ENTIRE BUILDING <input type="checkbox"/> NECB Project Summary , <input type="checkbox"/> NECB Trade-Off Report , <input type="checkbox"/> Energy compliance drawings for alterations signed, sealed and dated by design professional (information can be shown on architectural, mechanical and electrical drawings), <input type="checkbox"/> Revised Trade-Off calculations for entire building sealed by a design professional, <input type="checkbox"/> Performance Energy Model Report sealed by design professional if Performance chosen and ; <input type="checkbox"/> Commitment for Field Review – National Energy Code for Buildings for altered systems
			Option 1: Comply with requirements of Final Phase Energy Model Report. <input type="checkbox"/> NECB Project Summary , <input type="checkbox"/> Energy compliance drawings for alterations signed, sealed and dated by design professional (information can be shown on architectural, mechanical and electrical drawings) and ; <input type="checkbox"/> Commitment for Field Review – National Energy Code for Buildings for altered systems
		Performance Compliance	Option 2: Alterations do not comply with Final Phase Energy Model Report. Revised Energy Model required for ENTIRE BUILDING. <input type="checkbox"/> NECB Project Summary , <input type="checkbox"/> NECB Performance Report , <input type="checkbox"/> Energy compliance drawings for alterations signed, sealed and dated by design professional (information can be shown on architectural, mechanical and electrical drawings), <input type="checkbox"/> Revised Performance Energy Model Report sealed by design professional, and ; <input type="checkbox"/> Commitment for Field Review – National Energy Code for Buildings
			Option 3: Alterations do not comply with Final Phase Energy Model Report. Design Professional to evaluate alterations and provide professional judgement. <input type="checkbox"/> NECB Project Summary , <input type="checkbox"/> Signed and sealed letter from Design Professional indicating that <u>in their opinion</u> the alterations will not significantly impact the energy usage of the building and the building will maintain compliance with the 2017 NECB. Note: this letter must come from a single DP <u>evaluating the building as a whole</u> . Not permitted to have different DP's reviewing different Parts independently., <input type="checkbox"/> Energy compliance drawings for alterations signed, sealed and dated by design professional (information can be shown on architectural, mechanical and electrical drawings) and ; <input type="checkbox"/> Commitment for Field Review – National Energy Code for Buildings for altered systems

1: Refer to *New Building* definition in Energy Compliance handouts to see if your tenant fit out needs to demonstrate energy requirements.

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Table 2: 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
Tire Storage	<input type="checkbox"/> Floor plan shows location of tire storage and volume of tires being stored (volume in litres (L))
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
Licensed Beverage Establishments	<input type="checkbox"/> If new establishment and plans show more than 150, fire alarm system required to be shown on signed and sealed electrical drawings
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