

Permit Application Checklist

Commercial, Industrial, Institutional, Residential (Type B) Projects – Phased Buildings & Additions

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

Notes:

- 1) Phased building permit applications are for additions or new builds and can be applied for individually (i.e. **Foundation Only**, **Shell Only**¹, **Final Only**²) or as combinations (i.e. **Foundation & Shell**, **Shell & Final**). The final phase building permit application does not include the tenant fit out, unless requested at time of application.
- 2) **Independent documentation is required for each phase of the project.** i.e. Information submitted in support of a Foundation permit is not carried over to the Shell or Final phases of the permit application. All of this information must be resubmitted.
- 3) If work completed under a previous phase will be altered, then details showing the changes are required to be submitted for review. Changes shall be clearly identified using revision clouds.
- 4) This checklist is for buildings noted above other than Ground-Orientated Dwellings and their accessory buildings. See seasonal building in Table 2: Additional Information for applicable requirements.
- 5) Two complete hard copy sets of drawings are required.
- 6) All drawings to meet the Drawing Requirements handout and the National Energy Code Drawing Requirements.
- 7) To determine if licensed design professionals need to review and seal the drawings see Requirement for Design Professional.
- 8) 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
Addressing Key Plan	<input type="checkbox"/> Must include all civic unit addresses for single and multiple tenant buildings <input type="checkbox"/> Maximum page size of 11x17 <input type="checkbox"/> See handout <u>Addressing Key Plan Requirements for Commercial/Industrial Sites</u>
B. DOCUMENTS REQUIRED (All Projects):	
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
B.1.1 FOUNDATION PHASE DOCUMENTS REQUIRED:	
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 (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"/> Foundation drawings <input type="checkbox"/> For pile foundations - pile schedule, dimensions and layout required <input type="checkbox"/> Anchorage details required for modular buildings <input type="checkbox"/> If under Part 4 of NBC – designed and sealed by design professional

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

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Energy Requirements See <u>Energy Framework Guide and NECB Compliance Information</u> <u>Initial tenant improvements</u> for each unit are required to meet energy. See Energy compliance handouts for New Building definition and more detail.	Section 9.36 of NBC or National Energy Code for Buildings (NECB)	<input type="checkbox"/> <u>Section 9.36 - Energy Efficiency Compliance Form</u> required for residential Part 9 building and any building classified as D, E or F3 occupancy with an area less than 300m ² for all construction completed at foundation phase, and ; <input type="checkbox"/> Subsection 9.36.5 Performance Report if Performance chosen <input type="checkbox"/> <u>NECB Project Summary</u> <input type="checkbox"/> <u>Commitment for Field Review – National Energy Code for Buildings (Part 3)</u> <input type="checkbox"/> If Performance path chosen - Performance Energy Model Report sealed by design professional or Performance Compliance Letter of Agreement** <input type="checkbox"/> <u>Energy compliance drawings</u> signed, sealed and dated by design professional (items included in foundation phase but could include more. information can be shown on architectural, mechanical and electrical drawings) <input type="checkbox"/> <u>NECB Prescriptive Report (Part 3), NECB Trade-Off Report (Part 3) or NECB Performance Report (if Performance Energy Model Report is submitted)</u>
**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.		
B.1.2 FOUNDATION PHASE REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING:		
Asbestos Removal Notification Form	<input type="checkbox"/> Complete and submit the <u>Asbestos Removal Notification Form</u> for all buildings constructed prior to 1991	
<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)	
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)	
B.2.1 SHELL PHASE DOCUMENTS REQUIRED:		
Letter of Intent	<input type="checkbox"/> Letter submitted by owner or owner's agent to indicate: <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"/> Drawings as described under Foundation Phase	
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 <u>Building Code Analysis</u> (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	
Energy Requirements	Section 9.36 of NBC or	<input type="checkbox"/> <u>Section 9.36 - Energy Efficiency Compliance Form</u> 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

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

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Energy Requirements See Energy Framework Guide and NECB Compliance Information <u>Initial tenant improvements</u> for each unit are required to meet energy. See Energy compliance handouts for New Building definition and more detail.	National Energy Code for Buildings (NECB)	<input type="checkbox"/> Written confirmation from design professional that initial energy submission still applicable, Or if revised design: <input type="checkbox"/> NECB Project Summary <input type="checkbox"/> NECB Prescriptive Report (Part 3), NECB Trade-Off Report (Part 3) or NECB Performance Report <input type="checkbox"/> Energy compliance drawings signed, sealed and dated by design professional (information can be shown on architectural, mechanical and electrical drawings) <input type="checkbox"/> Trade-Off calculations sealed by design professional if Trade-Off chosen (Part 3) <input type="checkbox"/> Performance Energy Model Report sealed by design professional if Performance chosen <input type="checkbox"/> Commitment for Field Review – National Energy Code for Buildings (Part 3)
B.2.2 SHELL PHASE REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING:		
Site Development Declaration	<input type="checkbox"/> Site Development Declaration can be submitted with subsequent applications See Site Development Declaration handout for 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)	
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)	
B.3.1 FINAL PHASE DOCUMENTS REQUIRED:		
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	
Civil Drawings	<input type="checkbox"/> Drawings as described under Foundation Phase	
Architectural/Building Drawings	<input type="checkbox"/> New floor plans/ mezzanine plans , 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 Building Code Analysis (or directly detailed on the architectural drawings)	
Structural Drawings	<input type="checkbox"/> All new floor framing plans/ mezzanine plans , 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	

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Mechanical Drawings <u>or</u> Ventilation Design Sheet		<input type="checkbox"/> Drawings indicating heating, ventilation and air conditioning systems, plumbing fixtures and piping <input type="checkbox"/> Systems under Part 6 of NBC – designed and sealed by design professional <input type="checkbox"/> For ventilation systems designed under Section 9.32 and 9.33 of the NBC
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
Energy Requirements See Energy Framework Guide and NECB Compliance Information Initial tenant improvements for each unit are required to meet energy. See Energy compliance handouts for New Building definition and more detail.	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)	<input type="checkbox"/> Written confirmation from design professional that initial energy submission still applicable Or if revised design: <input type="checkbox"/> NECB Project Summary <input type="checkbox"/> NECB Prescriptive Report (Part 3), NECB Trade-Off Report (Part 3) or NECB Performance Report <input type="checkbox"/> Trade-Off calculations sealed by design professional if Trade-Off chosen (Part 3) <input type="checkbox"/> Performance Energy Model Report sealed by design professional if Performance chosen <input type="checkbox"/> Commitment for Field Review – National Energy Code for Buildings (Part 3) Energy requirements for remaining Parts of NECB: <input type="checkbox"/> NECB Project Summary <input type="checkbox"/> Commitment for Field Review – National Energy Code for Buildings (Part 4-7) <input type="checkbox"/> NECB Prescriptive Report (Part 4-7), NECB Trade-Off Report (Part 4-7) or NECB Performance Report <input type="checkbox"/> Energy compliance drawings signed, sealed and dated by design professional (information can be shown on architectural, mechanical and electrical drawings) <input type="checkbox"/> Trade-Off calculations sealed by design professional if Trade-Off chosen <input type="checkbox"/> Performance Energy Model Report sealed by design professional if Performance chosen *Where energy design revised/updated, all energy reports, calculations and summary required to be submitted.
B.3.2 FINAL PHASE REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING:		
Site Development Declaration		<input type="checkbox"/> Site Development Declaration can be submitted with subsequent applications <input type="checkbox"/> See Site Development Declaration handout for details
Commitment for Field Review – Structural		<input type="checkbox"/> For all structural elements designed under Part 4
Commitment for Field Review – Engineered Life Safety System		<input type="checkbox"/> For all Engineered Life Safety Systems (such as sprinkler systems, fire alarm systems, etc.) <input type="checkbox"/> See Engineered Life Safety Systems handout for a list of applicable systems
Commercial Cooking Equipment & Ventilation - NFPA 96		<input type="checkbox"/> Installation of Cooking and Ventilation Equipment Design Sheet <input type="checkbox"/> Mechanical drawings detailing cooking ventilation designed and sealed by design professional <input type="checkbox"/> Commitment for Field Review – Engineered Life Safety System for NFPA 96 <u>or</u> <input type="checkbox"/> Written confirmation from Mechanical Engineer confirming cooking operations do not create smoke or grease laden vapors

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Fire Protection		<input type="checkbox"/> Mechanical drawings indicating sprinkler system, standpipe & hose system and/or fire pump systems <u>or</u> 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>
Spray Paint Operations – NFPA 33	Premanufactured Booth	<input type="checkbox"/> Premanufactured self-contained spray booth manufacturer drawings including mechanical details designed to NFPA 33 <u>or</u>
	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
<u>Site Construction Fire Safety</u>		<input type="checkbox"/> For mid-rise wood frame buildings
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

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 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

- Shell** (ie. building enclosure or superstructure) –The shell includes only the exterior walls of the structure and any floor systems that are an integral part of the shell. It does not include any interior partitions, mechanical or electrical services. Roof top units, sprinklers, fire alarm systems, emergency lighting, exit signs, tenant demising walls, and mezzanines are included under the Final phase of the permit.
- Final** – The remainder of the building construction, including 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.

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. The Administrative Requirements for Use with the National Building Code 1985 (referenced by the NBC 2015 in Division C, Article 2.2.1.1) in Article 3.3.2 states “Should a permit be issued for part of a building, the holder of such a permit may proceed without assurance that the permit for the entire building will be granted.”

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