

## Permit Application Checklist

### Residential Type B – GROUP DWELLING SITE PROJECTS

**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.

**Notes:**

- 1) This checklist is for Apartments, Row Houses, Townhouses and One or Two Unit Dwellings on Group Dwelling Sites or Condominium Sites. For Alternative Family Care Homes see the Alternative Family Care Homes checklist.
- 2) One complete hard copy set of drawings are required for all projects other than apartments. Two complete hard copy sets required for apartments.
- 3) All drawings to meet the Drawing Requirements handout and the National Energy Code Drawing Requirements.
- 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](http://www.saskatoon.ca/buildingforms).

**Table 1: COMPLETE APPLICATION REQUIREMENTS**

<b>A. APPLICATION REQUIREMENTS FOR ALL PROJECTS:</b>	
Application Form	<input type="checkbox"/> <u>Residential Building and Development Application</u> form
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 Group Dwelling Sites</u>
<b>B. DOCUMENTS REQUIRED (see also Section C, below):</b>	
<b>Only for New Detached Garages/Accessory Buildings on existing sites:</b>	
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/Plans	<input type="checkbox"/> Floor plans and elevations with all openings
Material Checklist	<input type="checkbox"/> <u>Garage and Accessory Buildings Checklist</u> for assembly information
<b>Only for Alterations (including basement or deck developments) on existing sites:</b>	
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
Material Checklist	<input type="checkbox"/> <u>Alterations to Dwellings and Basement Development</u> form for construction assembly information <b>or</b> <input type="checkbox"/> <u>Residential Decks and Patios</u> form for construction assembly information
<b>Only for Repairs after fire or water damage on existing sites:</b>	
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
Inspection Report	<input type="checkbox"/> Copy of Fire Inspection Report, where fire repair applicable

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

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For New Group Site Development and Additions:		
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
Landscaping Plans Search <u>Landscape 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/altered curb cut(s) <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 <u>Tree Protection Fact Sheet</u> for information
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  <u>or</u> <u>Ventilation Design Sheet</u>		<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, fire alarm systems (if applicable), etc. <input type="checkbox"/> Systems under Part 3 of NBC – designed and sealed by design professional
Energy Requirements  See <u>Energy Framework Guide</u> and <u>NECB Compliance Information</u>  (New and additions only)	Section 9.36 of NBC  <u>or</u>	<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 <sup>2</sup> , <b>and</b> ; <input type="checkbox"/> Energy Compliance 9.36 Calculations or Subsection 9.36.5 Performance Report
	National Energy Code for Buildings (NECB)	<input type="checkbox"/> <u>NECB Project Summary</u> <input type="checkbox"/> <u>NECB Prescriptive Report</u> , <u>NECB Trade-Off Report</u> or <u>NECB Performance Report</u> <input type="checkbox"/> Trade-Off calculations sealed by a design professional if Trade-Off chosen <input type="checkbox"/> Performance Energy Model Report sealed by design professional if Performance chosen <input type="checkbox"/> <u>Commitment for Field Review – National Energy Code for Buildings</u>

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### C. REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING (FOR NEW AND EXISTING):

Solar Panels	<input type="checkbox"/> Sealed structural roof drawings and <u>Commitment for Field Review – Structural</u> for the new structural supports <b>OR</b> <input type="checkbox"/> Letter from a structural engineer confirming the 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 (including pre-engineered building designs and modular buildings)
Submission Requirements for Insulated Concrete Form (ICF) Assemblies	<input type="checkbox"/> ICF Details as per NBC <b>or</b> ICF CCMC Report <b>or</b> 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
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)
<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
Fire Protection	<input type="checkbox"/> Mechanical drawings indicating sprinkler system, standpipe & hose system and/or fire pump systems <b>or</b> 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>
<u>Site Construction Fire Safety</u>	<input type="checkbox"/> For mid-rise wood frame buildings
Asbestos Removal Notification Form	<input type="checkbox"/> Complete and submit the <u>Asbestos Removal Notification Form</u> for all buildings constructed prior to 1991
Site Development Declaration	<input type="checkbox"/> <u>Site Development Declaration</u> can be submitted with subsequent applications <input type="checkbox"/> See <u>Site Development Declaration</u> handout for details
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>
<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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