

Permit Application Checklist

Commercial, Industrial, Institutional, Residential (Type B) Projects –NEW BUILDS & 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) This checklist is for buildings noted above other than Group Dwelling Sites and their accessory buildings and Alternative Family Care Homes. See seasonal building in Table 2: Additional Information for applicable requirements.
- 2) Two complete hard copy sets of drawings are required.
- 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.

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 (see also Section C, below):	
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
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 http://www.saskatoon.ca/go/forestry to determine if trees are city owned and <u>Tree Protection Fact Sheet</u> for information
Civil Drawings (not required for seasonal buildings)	<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

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Mechanical Drawings <u>or 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, 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"/> <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
	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"/> <u>Energy compliance drawings</u> 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 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>
C. REQUIREMENTS WHEN PROJECT INCLUDES ANY OF THE FOLLOWING:		
<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
<u>Submission Requirements for Insulated Concrete Form (ICF) Assemblies</u>		<input type="checkbox"/> ICF Details as per NBC <u>or</u> ICF CCMC Report <u>or</u> 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
Asbestos Removal Notification Form		<input type="checkbox"/> Complete and submit the <u>Asbestos Removal Notification Form</u> for all buildings constructed prior to 1991
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

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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
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>
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
<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

Seasonal Building (greenhouse, ice cream stand, etc.)	<input type="checkbox"/> See <u>Seasonal Permits</u> handout
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

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