

Commercial - Plan Review Checklist

Building Permit Applications for:

Commercial • Industrial • Institutional • Multi-Unit or Large Residential

NBC 2015 - National Building Code of Canada / **NECB 2017** - National Energy Code of Canada for Buildings

NBC Part 9: (Group C, D, E, F2, F3 buildings up to 600 m² in horizontal area and 3 storeys or less in building height)

NBC Part 3: (Group C, D, E, F2, F3 buildings over 600 m² or more than 3 storeys, as well as all Group A, B, F1 occupancies)

Sealed designs by an Architect or Engineer licensed to practice in Saskatchewan are required for:

- NBC 3.2.2. classified** buildings and their systems (including Architectural, Structural, Mechanical, and Electrical).
- NBC Part 4** structural designs for:
 - post frame (i.e. pole buildings), beam and plank, plank frame wall, and log construction (NBC A-9.23.1.1.)
 - tall wall construction (if exceeds the prescriptive requirements of NBC Table 9.23.10.1.)
 - foundations (i.e. concrete with rebar, PWF, piles & grade beams, screw piles, bldgs more than 1 storey, etc.)
 - roof truss designs (NBC 4.1. for snow, wind and earthquake loads)
 - floor truss designs and LVL designs for supporting loads.
- NECB** for all:
 - Part 3 buildings
 - Group F2 occupancies
 - Group D, E, F3 occupancies over 300 m² in area
 - By choice

Information Required for the Plan Review (NBC Part 9 and Part 3 Buildings):

- Building Code Analysis Form** or Building Code Analysis Summary within the body of the designs.
 - Sufficient information for the project is required for:
 - intended use (occupancy classification(s),
 - spatial separation and limiting distance details for proposed building or addition to the property lines (and from the proposed building or addition to any nearby buildings on the same property),
 - occupant loads,
 - egress and exiting details,
 - fire resistance ratings between assemblies,
 - fire and life safety requirements,
 - sound transmission ratings, etc.
- Site Plan** (for **proposed building, addition or alteration**). Please note:
 - property (lot) shape and dimensions,
 - North direction,
 - project dimensions and correct placement on the lot (also show existing building details for additions),
 - street locations and names,
 - distance to the property lines on all sides of the proposed project,
 - adjacent property details (what borders each property line (i.e. road, easement, neighbour, park, etc.)),
 - distance to other buildings on the same property, indicating:
 - location and dimensions (length, width, height, and number of storeys) of each existing building,
 - construction type of each existing building (i.e. combustible or noncombustible.), and
 - current use of each existing building on site (i.e. occupancy classification),
 - access routes for firefighting vehicles, and
 - fire hydrant location, noting its distance to the proposed building.
- Energy Code Forms** (for heated **buildings, additions and major alterations** for correct climate zone).
 - Required form(s) based on compliance option and Code edition used: **NBC 9.36**. (1 form) / **NECB** (3 forms).
 - Calculations or modelling report prepared by a competent person (NBC 9.36 only) or professional designer (NECB) must be submitted with the required forms.
 - Visit www.pro-inspections.ca/energy-codes for required forms and details.

- Foundation Designs (Sealed):**
 - Site-specific structural foundation designs that are stamped and dated by a professional engineer licensed to practice in Saskatchewan. The designs should reference the Code edition use, as well as the:
 - project address or land location,
 - type and condition of the soil or rock, as well as groundwater conditions, and
 - Geotechnical Investigation report prepared by a qualified professional designer if required by municipal zoning or recommended by the structural engineer.

- Architectural Drawings:**
 - Drawings must include sufficient project details**, such as:
 - floor plans for each storey,
 - exterior elevations,
 - cross sections,
 - exit locations,
 - window and door details (types, sizes and locations),
 - stair configurations,
 - barrier-free accessibility provisions,
 - mezzanine details (if applicable),
 - dimensions, location and size of all structural members in sufficient detail to enable the design to be examined,
 - firewall and/or fire separation details between assemblies, storeys, shafts and special rooms, including the location and rating of closures in fire separations,
 - provisions for fire fighting (firefighting vehicles, fire dept connections, fire suppression, water supply, etc.)
 - supplier specifications for pre-eng buildings (i.e. anchoring details, flame-spread ratings, live load details, etc.)
 - Drawings must also indicate** the:
 - project address and owner's name.
 - name and address of the person responsible for the design,
 - edition of the NBC and standards to which the design conforms,
 - sufficient detail to enable the dead loads to be determined,
 - all effects and loads, other than dead loads, used for the design of structural members and exterior cladding.

- Other:**
 - Heating, Ventilation and Air Conditioning (HVAC) designs in compliance with NBC Part 6.
 - Portable fire extinguisher types, sizes and locations (required).
 - CO/NO2 ventilation system details (for storage and repair garages).
 - Residential Mechanical Ventilation Design Summary (CSA F326) for dwellings
 - Emergency lighting locations.
 - Exit sign locations (if required).
 - Fire detection, suppression and alarm system details (if applicable).
 - Hydraulic calculations for sprinkler system design (if applicable).
 - Location of fire dampers, fire blocks, and/or fire stops (if applicable).

NBC Part 3 Buildings Must Also Submit:

- Architectural Designs (Sealed):**
 - Architectural drawings that are stamped and dated by a professional designer licensed to practice in Saskatchewan and contains a proper building code analysis summary and energy code provisions.

- Structural Designs (Sealed):**
 - Structural drawings in conformance with NBC Part 4 that are stamped and dated by a professional engineer licensed to practice in Saskatchewan.

- Mechanical Designs (Sealed):**
 - Mechanical drawings in conformance with NBC Part 6 that are stamped and dated by a professional designer licensed to practice in Saskatchewan, including fire suppression and compliant energy code provisions.

- Electrical Designs (Sealed):**
 - Electrical drawings in conformance with provincial regulations that are stamped and dated by a professional designer licensed to practice in Saskatchewan, including details for emergency lighting, exit signs and fire alarm system (if required), as well as compliant energy code provisions for lighting.