

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.

Building Code Analysis Form

Required for New Buildings, Additions, Major Alterations or Changes in Occupancy

Municipality: _____ Owner Name: _____ Permit No. _____

Jobsite Address: _____

Project Type: New Building Addition Major Alteration Tenant Improvement

Detail Intended Use(s): _____

Building Area (Main floor): New _____ (m²) + Existing _____ = Total Area: _____ (m²)

Number of Storeys: Above Grade: _____ Below Grade: _____ Mezzanine or 2nd Storey Area: _____ (m²)

Mezzanine Considered a Storey? Yes No / Building Facing No. of Streets: One Two Three Four

Building designed to: NBC Part 9 NBC Part 3 (Note classification for fire safety): NBC 3.2.2. _____

Energy Code Edition: NBC Part 9.36. NECB / Compliance Option: Prescriptive Trade-Off Performance

Major Occupancy Classification(s): (Check below all that apply to this building)

A1 A2 A3 A4 B1 B2 B3 C D E F1 F2 F3

Adjoining Major Occupancy Classifications (if any): _____

Spatial Separation: (Provide detail for each exterior wall of the proposed building)

Exterior Wall	Limiting Distance (m)	Area of EBF (m ²)	L:H Ratio	% UPO (Allowed)	% UPO (Actual)	Construction Required	Cladding Required	FRR Required
North								
South								
East								
West								

EBF - Exposing Building Face / L:H - Length to Height Ratio / UPO - Unprotected Openings / FRR - Fire Resistance Rating

Occupant Load: _____ Water Closets proposed (#): Universal: _____ Male: _____ Female: _____

Sound Transmission Rating (STC or ASTC): _____

Egress and Exits:

Number of Exits Required: _____ Floor Area(s): _____ Mezzanine(s): _____ Exit Width (mm): _____

Maximum Travel Distance (m): _____ Floor Area(s): _____ Mezzanine(s): _____ Exit Height (mm): _____

Fire Resistance Ratings (Provide required FRR in hours for each applicable):

Floors	Mezzanine	Roof	Bearing Assemblies
Public Corridors	Exit Stairways	Service Shafts	Furnace Rooms
Storage Rooms	Storage Garages	Repair Garages	Occupancy Separations
Suite Separations	Janitor Rooms	Common Laundry	Elevator Shafts
Other (specify):		Other (specify):	

Other Requirements: (Check Yes or No for each item to indicate if required for this project)

Exit Signs required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Lighting required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standpipe & Hose System required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Smoke Alarms required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Alarm System required?(NBC 3.2.4.1.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Barrier-Free Access required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sprinkler System required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Dampers required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attic Fire Stops required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Piping Fire Stops required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Extinguishers required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	CO Ventilation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Limiting Distance Doubled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	NO ² Ventilation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Hydrant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hazardous Material Storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Information:

Designer Information: (Qualified professional designer (Part 3) or competent designer (Part 9 only) who completed this form.)

Designer's Name: _____ Email: _____

Signature: _____ Date: _____ Phone: _____

Property Owner

Please complete, print, sign, scan to PDF, and submit this form with your plan review documents.

Municipality: _____ **Permit #:** _____
Jobsite Address: _____
Owner's Name: _____ **Cell Ph:** _____
Contractor Name: _____ **Cell Ph:** _____

E-MAIL CONSENT FORM

Consent to the e-mail delivery of PBI reports and related documents pertaining to this building permit is given to the following individuals involved in the construction project:

Title (e.g. Owner, Contractor, Engineer)	Individual's Name	E-mail Address
Owner		

- Please note that failure to receive an e-mailed report or related document does not release the property owner(s) from responsibility to comply in all regards with the building standards (Saskatchewan Uniform Building and Accessibility Standards Act and regulations, municipal building bylaws, and the National Building Code of Canada).
- I declare that **I am the owner of this property** and I will notify PBI if there are any changes to the e-mail contacts listed above who are permitted to receive reports.

Owner Name: _____ **Signature:** _____ **Date:** _____

Commercial Permit Information Form (PIF)

Municipal Office Use Only	
Municipality: _____	Date: _____
Development Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	PBI Number: 24- _____
Geotech Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit Expiry Date: _____
Municipal Official: _____	Signature: _____

Information Below To Be Completed By The Applicant

Contact & Email Consent

Building Owner: _____	Home Phone: _____
Mailing Address: _____	Cell Phone: _____
Email Address Owner: _____	
Contractor: _____	Business: _____
Contact Person: _____	Cell Phone: _____
Email Address Contractor: _____	
Designer: _____	Business: _____
Contact Person: _____	Cell Phone: _____
Email Address Designer: _____	
Signature: _____	Date: _____

* I declare that I am the owner of this property, and I will notify PBI of any email changes if applicable.
 * By signing above, I consent to email delivery to all named above of PBI reports and related documents pertaining to this building permit.
 * Please note that failure to receive an emailed report or related documents does not release the property owner (s) from their responsibility to comply in all regards with the building standards (Saskatchewan Construction Code Act, Municipal Building Bylaws, and National Building Code of Canada).
 * Note that owners should always include themselves on this form.

Jobsite Location

Civic Address: _____	
Legal Land Location: _____	
or:	
Description: _____	
Subdivision / Landmark: _____	

Project Details

* Please fill in Sections 1a) plus 1b), or just Section 2)	
1.a) Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review:	
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Accessory Building <input type="checkbox"/> Tenant Improvement
1.b) Select Below the type of Building this Permit is for:	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial <input type="checkbox"/> Institutional
2) Value of Construction (Total cost to owner for the work in its completed form. Includes cost of design, all building work, materials of construction, building systems, labour, overhead, and profit of the contractor and subcontractors)	
Value of Construction: _____	

This document must be submitted to PBI by the municipal office