

## Commercial - Plan Review Checklist

### Building Permit Applications for: Commercial • Industrial • Institutional • Multi-Unit or Large Residential

**NBC 2020** - National Building Code of Canada / **NECB 2020** - National Energy Code of Canada for Buildings

**NBC Part 9:** (Group C, D, E, F2, F3 buildings up to 600 m<sup>2</sup> in horizontal area and 3 storeys or less in building height)

**NBC Part 3:** (Group C, D, E, F2, F3 buildings over 600 m<sup>2</sup> or more than 3 storeys, as well as all Group A, B, F1 occupancies)

### 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 (Sealed)** (for new buildings – additions if building was constructed after Jan 1, 2019):
  - Required form(s) based on compliance option and Code edition used: **NECB** (3 forms)
  - Calculations or modelling report prepared by a professional designer must be submitted with the required forms
  - Visit [www.pro-inspections.ca/energy-codes](http://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
- 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

- 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)
- 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
- Commitment of Field Review (Sealed):**
  - All designs that have been sealed are required to have a designer conduct a field review and confirmation that construction matches design

### **NBC Part 3 Buildings Must Also Submit:**

- Building Code Analysis Form (Sealed)** or Building Code Analysis within the body of the designs
- 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
- 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
- Commitment & Field Review:**
  - Any designs sealed by an engineer or architect must have a Commitment & Field Review form.