CONSTRUCTION CODE AUTHORITY
Of Saskatchewan

"Building and Fire Code Consulting, Municipal Services and Inspections"

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Plan Review Checklist – Commercial Part 3

Assembly/Institutional/Residential/Commercial/Industrial (Class 3)
Buildings Classified under Part 3 – National Building Code of Canada

- Part 3 (Class 3) buildings include any buildings that are not covered by Part 9 or portions of buildings that are not covered under part 9 of the National Building Code of Canada
- Typically all buildings that are Group A, B & F1 occupancies, and buildings that are Group C, D, E, F2 & F3 occupancies with an area greater than 600m^2 or height greater than 3 storeys.

Building Permit Applications
Required Information for a Building Permit Plan Review and Building Permit Approval
General Information Required for Proposed Work:

1) Sufficient information shall be provided to show that the proposed work will conform to the National Building Code of Canada 2015 (NBC) and if it may affect the adjacent property.

2) Plans shall be drawn to scale and shall indicate the nature and extent of the work and proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy will conform to the NBC.

3) When proposed work is changed during construction, information on the changes shall comply with the requirements of the NBC.

Please provide two (2) complete sets of the following drawings:

1 Site Plans

1) Site plans shall be referenced to an up-to-date survey and a copy of the survey shall be provided.
2) Site plans must show:
- **a)** by dimensions from property lines the location of the proposed building,
- **b)** the similarly dimensioned location of every adjacent existing building on the same property,
- **c)** the building dimensions showing length, width , height, number of floors, construction type (combustible/noncombustible) and occupancy classification (use) of every existing building located on the same property as the proposed building
- **d)** the access routes for firefighting.
- **e)** location of city hydrants and/or private hydrants if applicable.

2 Foundation Drawings and Calculations

Professional seal and signature of designer & "certification of authorization" for engineering firms:
1) Structural foundation drawings and related documents submitted with the application to build must be dated and bear the authorized professional seal and signature of the designer.

2) Foundation drawings submitted with the application to build or excavate shall be provided to indicate:
- **a)** the type and condition of the soil or rock, as well as the groundwater conditions as determined by the subsurface investigation (subsurface investigation means the appraisal of the general subsurface conditions at a building site by analysis of information gained by such methods as geological surveys, in

situ testing, sampling, visual inspection, laboratory testing of samples of the subsurface materials and groundwater observations and measurements),

b) the factored bearing pressures on the soil or rock, the factored loads when applicable and the design loads applied to foundation units and

c) the earth pressures and other loads applied to the supporting structures of supported excavations.

3 Architectural Drawings

Architectural drawings and related documents submitted with the application to build must be dated and bear the authorized professional seal and signature of the designer and contain a proper building code review.

4 Structural Drawings

Information required on structural drawings:

1) Structural drawings and related documents submitted with the application to build must be dated and bear the authorized professional seal and signature of the designer, "Certification of Authorization" for engineering firms and shall indicate

a) the name and address of the person responsible for the structural design,

b) the date of issue of the Code and standards to which the design conforms,

c) the dimensions, location and size of all structural members in sufficient detail to enable the design to be checked,

d) sufficient detail to enable the dead loads to be determined and

e) all effects and loads, other than dead loads, used for the design of the structural members and exterior cladding.

Drawings of Parts or Components:

1) Structural drawings of parts or components including guards designed by a person other than the designer of the building shall be dated and shall bear the authorized professional seal and signature of the designer of such parts or components.

5 Mechanical (Ventilation & Plumbing) and Electrical Drawings

Mechanical and Electrical drawings and related documents submitted with the application to build must be dated and bear the authorized professional seal and signature of the designer & "Certification of Authorization" for engineering firms.

6 Fire Protection Components

Information Required for Fire Protection Components (usually shown on architectural drawings):

1) Information shall be submitted to show the major components of fire protection including:

a) the division of the building by firewalls,

b) the building area,

c) the degree of fire separation of storeys, shafts and special rooms or areas including the location and rating of closures in fire separations,

d) the source of information for fire-resistance ratings of elements of construction (to be indicated on large-scale sections),

e) the location of exits and

f) fire detection, suppression and alarm systems (typically indicated on mechanical & electrical drawings).

Plans of Sprinkler Systems

1) Before a sprinkler system is installed or altered, plans showing full details of the proposed sprinkler system and essential details of the building in which it is to be installed shall be drawn to an indicated scale & sealed by professional of record for this aspect of the project.

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7 One Set of Specifications (if applicable)

8 Building Permit Application

- Properly filled out by the property owner or an agent of.

9 Required Inspections

- Inspections are project specific and can range anywhere from 5 to 50 inspections. The number of inspections is based on factors such as project complexity, size, type, duration and timeline setbacks.

Note

In cases where all information is provided along with the Building Permit Application, the expected time to perform a plan review and building permit approval should be approximately 4-14 working days once our office receives the application. In certain situations, there may be inadequate information provided for the review or high volumes of information to review and a full plan review may not be achieved in the specified time period.

Please note that engineers **must** be registered in the province of Saskatchewan.