



Plan Review Checklist – Commercial Part 9

Residential/Commercial/Industrial (Class 2)

Buildings Classified under Part 9 – National Building Code of Canada

- Part 9 (Class 2) buildings include Group C, D, E, F2, F3 occupancies with an area less than 600m² or height less 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

- 1) Structural foundation drawings and related documents submitted with the application to build must be dated and include the designers contact information.
- 2) Foundation drawings must include a description of foundation type, size and spacing of supporting structure ab d

3 Architectural Drawings

Architectural drawings and related documents submitted with the application to build must contain a proper building code review. These drawings may include the mechanical, electrical and fire protection information.

4 Structural Drawings

Information required on structural drawings for engineered buildings:

- 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 Building Permit Application

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

6 Required Inspections

- Inspections are project specific and can range anywhere from 5 to 25 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 4-10 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 and may be required if the project, or portions of, are outside the scope of Part 9 of the National Building Code of Canada.