



**Professional  
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## Commercial Plan Review Requirements

**Building Permit Applications for:  
Multi-Unit Residential • Commercial • Industrial • Institutional**

The following is required information for a Building Permit Plan Review and subsequent Building Permit Approval:

1. Sufficient information to show that the proposed work will conform to the most recently adopted edition of the National Building Code of Canada (NBC) and the *Uniform Building and Accessibility Standards Act* (UBAS Act) of the Province of Saskatchewan.
2. Sufficient information to show if the proposed work might affect the adjacent property.
3. Plans that are drawn to scale and that 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.
4. Two (2) complete sets of drawings that are stamped by a professional designer (Architect or professional Engineer) who is registered or licensed to practice in Saskatchewan. If available, also e-mail an electronic copy of the drawings in pdf format to the PBI office.

Note: If proposed work is changed during construction, information on the changes must be submitted to the Building Official and comply with the requirements of the NBC.

The drawings required for the plan review are listed below.

### NBC: Part 9 (Class 2)

#### 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/non-combustible) 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 town hydrants and/or private hydrants, if applicable.

## Foundation Drawings and Calculations

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 a professional Engineer registered or licensed to practice in Saskatchewan.
2. Foundation drawings submitted with the application to build or excavate shall 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.

## Architectural Drawings

1. Architectural drawings must be dated and bear the authorized professional seal and signature of an Architect registered or licensed to practice in Saskatchewan.
2. 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.

## 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 edition of the NBC 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.
2. 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.

## Other

If applicable, please also provide:

- Heating and Ventilation (HVAC) Design
- Fire and Safety Components (e.g. alarm system, sprinkler system, emergency lighting, etc.)

## **NBC: Part 3 (Class 3)**

***Part 3 buildings require all drawings listed in Part 9 (pages 1 & 2), as well as the following:***

### **Mechanical (Ventilation & Plumbing) Drawings**

Mechanical 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.

### **Electrical Drawings**

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.

### **Fire Protection Components**

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 and electrical drawings.)
  
2. If a sprinkler system is being installed or altered, please include plans showing full details of the proposed sprinkler system. Essential details of the building in which the system is to be installed shall be drawn to an indicated scale and sealed by a professional of record for this aspect of the project, and shall indicate:
  - a. the hydraulic calculations for sprinkler design,
  - b. an engineer design showing layout, firefighter connections, hydrant locations, water supply, and fire pump, if applicable, and
  - c. if the roof is sprinklered or not.

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If all required information is provided with the Building Permit Application, the expected time to perform a plan review and building permit approval is approximately 10-15 working days. In certain cases, 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.