



BUILDING AND DEVELOPMENT PERMIT DRAWING REQUIREMENTS

Definitions:

Type A Projects: All projects related to one- and two-unit dwellings

Type B Projects: Multi-Unit Residential, Commercial, Institutional or Industrial developments

Submissions:

- One (1) copy of the completed application form
- Number of drawing sets:
 - Type A: Two sets of drawings
 - Type B: Two sets plus an electronic copy

Quality of Plans:

Include:	Do not include:
Information must be scalable and have dimensions required for construction	Drawings that say "preliminary only", "not for construction", or something similar cannot be approved
Black and White (grayscale) drawings only	Google images, colour and pencil drawings
Maximum drawing size 36" x 48" (914mm x 1219mm)	Double sided drawings
Drawings bound into their respective disciplines to assist with processing	Duct tape for binding
	Graph paper

Design Professional Required

In general, drawings submitted for a building that is designed within the scope of Part 3 of the National Building Code (NBC) are required to bear the seal and signature of a design professional licensed to practice in the Province of Saskatchewan. The licensed designer's title block/contact information is required to be clearly indicated on the respective drawings where the drawings are signed and sealed.

Drawing Set Package:

The following are required to be included in the drawing package. Not all items listed pertain to all projects.

Type A Projects:

Site Plan

- Lot and building dimensions with distances to property lines, driveway widths, curbs, sidewalks, existing boulevard trees, etc.

Floor Plans

- Showing all rooms dimensions, wall types, window and door sizes

Building Elevations

- Showing exterior finishes (all views), finished grade level, windows, doors, chimneys, stairs, etc.

Cross Sections

- Showing building and wall sections (all construction materials), grade level, floor heights and stair sections.

Structural Drawings

- Showing foundation plan (type, size and dimensions), floor plans, columns, bearing walls, stairs, ramps, roof plan, and structural details where applicable

Energy Requirements (applies to new construction and additions)

- Details and Calculations showing thermal resistance achieved in wall/ floor/ceiling/rim board assemblies and general compliance with Section 9.36 of the NBC, and Complete the Energy Efficiency Compliance Forms, OR
- Details and Calculations with Performance Modelling as required by the National Energy Code requirements, and Complete the Energy Efficiency Compliance Forms.

Type B Projects:

Site Plan

- North arrow, street names, civic address
- Abutting streets and lanes
- Property lines and dimensions
- Rights of way and easements
- All existing buildings and structures
- Proposed construction and demolition
- Setbacks to all property lines from existing and proposed structures
- Fire access routes, location and dimensions, and hydrant locations
- Landscaping types (hard surfacing vs grassed areas)

- Parking stalls, loading spaces, transit stops, driveway locations/dimensions, driveway lengths, proximity to other features of the road network
- Vehicle aisles and dimensions, sidewalks and curbs
- City owned tree locations (existing/new)
- Accessibility ramps, landings and curb drops, curb cuts and crosswalks
- Waste and Recycling bin locations
- Building elevation (top of main floor slab)

Civil Drawings – all civil drawings must be stamped by a Professional Engineer licensed to work in Saskatchewan

Site Servicing Plan

- North arrow, street name(s), civic address
- Adjacent streets and lanes, parking areas, landscaping areas, curbs
- Property lines and easements
- All existing and proposed buildings and structures
- Existing water, sanitary sewer, and storm sewer mains within the City of Moose Jaw right-of-way
- Existing and proposed water, sanitary sewer, and storm sewer systems (with catch basins/manholes) on site (include invert elevations, rim elevations, pipe sizes, material, slope and length. Show the proposed connection to the City mains (stamped by a Professional Engineer)
- Design elevations and grades (slopes) of piping
- All elevations in metric units and geodetic

Grading Plans

- North arrow, street name(s), civic address
- Adjacent streets and lanes
- Property lines and easements
- All existing and proposed buildings and structures
- Show location of downspouts
- Landscaping, parking areas, driving surfaces, surface material (asphalt, grass, etc.) with areas labelled in square metres, curbs
- Existing site grading plan, on a separate drawing, showing existing contours and elevations
- Proposed grading with design elevations and overland/surface grades (slopes)
- Catch basins/manholes (including rim elevations)
- Calculations for on-site storm water management
- Calculations for the sizing of a flow restriction device (if required)

- Show on-site storm water retention area (hatched) with approximate volume and show spillover elevations on the plan (if required)
- Calculations for the sizing of an oil/grit separator (if required)
- All elevations in metric units and geodetic

Architectural Drawings

Floor Plans – a bird’s eye view of the different floor levels of the project (including mezzanines if applicable)

- Exterior, interior and partition wall layouts and schedules
- Exterior and interior dimensions
- Room names and dimensions
- Fire-resistance ratings of building components and assemblies
- Door and frame sizes, door swing, location, and schedules
- Window sizes, locations and schedules
- Room finish schedules
- Stair plans and details, including cross sections, handrails and guard details
- Plumbing fixtures
- Locations and sizes of vertical shafts through the floor, including garbage and linen chutes
- Minor structural elements (lintel sizes, materials, lengths)
- Seating layouts for assembly occupancies (eg. Restaurants, nightclubs, churches)
- Fixed furnishings, equipment, millwork and shelving layouts
- Barrier-free access details

Elevation Drawings – the exterior views of the building for each building face

- Height dimensions
- Exterior finishes and materials
- Exterior building components (walls, roofs, doors, windows, etc.)
- Window types
- Roof slope/pitch
- Roof venting
- Top floor elevation(s)
- Top of finished grade (referenced to site plan)
- Attachment/relationship to existing buildings (where applicable)

Building Section Drawings – a view along an imaginary line cut through the building, indicating its structural and construction elements

- Building component assemblies (walls, roof, floors, foundations, etc.)
- Material sizes/type
- Attachment/relationship to existing buildings (where applicable)
- Height dimensions (top of finished grade, top of floor elevation(s), top of ceiling, top of parapets, etc.)
- Bottom of footing elevation

Other Architectural Drawings – the architectural package may contain other drawings than the basic drawings listed above, such as:

- Interior room elevations
- Reflected ceiling plans
- Floor finish plans
- Furniture layouts
- Millwork details
- Interior finish drawings

Energy Requirements

- For projects that are required to comply with energy requirements, the National Energy Code for Buildings Project Summary must be completed

Structural Drawings

- Foundation plans, pile design (with layout), details, sections and all applicable foundation schedules (including pile schedules with pile dimensions)
- Slab-on-grade and slab plans, sections and details with design criteria
- Cast-in-place concrete floor plans
- Floor framing plans, sections and details with design criteria
- Roof framing plans, sections and details with design criteria
- Structural steel framing plans, sections and details
- Loadbearing walls, pads, columns, beams and joists
- Pre-cast concrete plans, details and sections
- Connections details
- Retaining walls – if attached to or part of a building
- Design details to support equipment mounted to roof
- Other special structures
- CSA A277 (where required)

If you intend to design a pre-engineered structure the following is also required:

- Pre-engineered building drawings (all drawings professionally signed, sealed and dated)
- Pre-engineered building design certificates
 - CSA A660 Certificate of Registration

- CSA A660 Certificate of Design and Manufacturing Conformance (initialed, signed and sealed)

Mechanical Drawings

- HVAC (heating, ventilation and air conditioning systems)
- Plumbing fixtures and piping (including material specifications)
- Repair and storage garage ventilation systems, including CO and/or NO2 detectors
- Kitchen exhaust hoods and associated fire suppression systems
- Ventilation and fire suppression systems for spray coating, or powder coating operations
- High hazard industrial systems
- Sprinkler system plans showing pipe sizes, head locations and layout, materials, specifications, and hydraulic calculations
- Standpipe and hose system plans showing sizes, layouts, riser drawings, materials, specifications, and hydraulic calculations
- Fire damper locations and details (ULC listings)
- Duct and pipe shaft locations and construction details
- Interceptor pits, sumps, drainage pit details
- Locations of return-air plenums
- Fire stop materials, specifications and locations

Electrical Drawings

- Electrical fixtures and locations and fixture schedules
- All emergency lighting (including emergency exit lights)
- Switches, power supplies, emergency back-up and power systems
- Electrical equipment type, locations and schedule
- Electrical panel schedules and locations
- Fire alarm systems (pull stations, detectors, signal devices, annunciators, etc.)
- System schedules and line drawings
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