



DRAWING SUBMISSION CHECKLIST: Development Permits

Must be provided with development plans to be deemed a complete application

This document outlines the drawing standards required for a complete Type B Project Development Permit Application. Permit review times are dependant on the level of detail provided at the time of application. This checklist must be provided with the plans for the application to be deemed complete.

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 (hand drawn plans are not permitted)
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 list includes the ideal level of information provided for a complete Type B Project application. Not all of the listed items will apply to each project.

Please check the information that has been provided.

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

Drawing 1: Site Plan	Required	Provided	Drawing 2: Site Servicing*	Required	Provided	Drawing 3: Grading Plan*	Required	Provided
North arrow, street names, civic address			North arrow, street name(s), civic address			North arrow, street name(s), civic address		
Abutting streets and lanes			Adjacent streets and lanes, parking areas, landscaping areas, curbs			Adjacent streets and lanes		
Property lines and dimensions			Property lines and easements			Property lines and easements		
Rights of way and easements			All existing and proposed buildings and structures			All existing and proposed buildings and structures		
All existing buildings and structures			Existing water, sanitary sewer, and storm sewer mains within the City of Moose Jaw right-of-way			Show location of downspouts		
Proposed construction and demolition			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)			Landscaping, parking areas, driving surfaces, surface material (asphalt, grass, etc.) with areas labelled in square metres, curbs		
Setbacks to all property lines from existing and proposed structures			Design elevations and grades (slopes) of piping			Existing site grading plan, on a separate drawing, showing existing contours and elevations		
Fire access routes, location and dimensions, and hydrant locations			Existing water & sanitary mains (including size & material)			Proposed grading with design elevations and overland/surface grades (slopes)		
Landscaping types (hard surfacing vs grassed areas)			Proposed water and sanitary mains (including size & material)			Catch basins/manholes (including rim elevations)		
Parking stalls, loading spaces, transit stops, driveway locations/dimensions, driveway lengths, proximity to other features of the road network			Proposed water and sanitary demand			Calculations for on-site storm water management		
Vehicle aisles and dimensions, sidewalks and curbs			All elevations in metric units and geodetic			Calculations for the sizing of a flow restriction device (if required)		
City owned tree locations (existing/new)						Show on-site storm water retention area (hatched) with approximate volume and show spillover elevations on the plan (if required)		
Accessibility ramps, landings and curb drops, curb cuts and crosswalks						Calculations for the sizing of an oil/grit separator (if required)		
Waste and Recycling bin locations						All elevations in metric units and geodetic		
Building elevation (top of main floor slab)								



DRAWING SUBMISSION CHECKLIST: Building Permits

Must be provided with building plans to be deemed a complete application

This document outlines the drawing standards required for a complete Type B Project Building Permit Application. Permit review times are dependant on the level of detail provided at the time of application. This checklist must be provided with the plans for the application to be deemed complete.

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 (hand drawn plans are not permitted)
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 list includes the ideal level of information provided for a complete application. Not all of the listed items will apply to each project.

Please check the information that has been provided.

Type B Projects:

An up-to-date survey of the property must be submitted in addition to the below plans.

Drawing 1: Floor Plans – a bird's eye view of the different floor levels of the project (including mezzanines if applicable)	Required	Provided	Drawing 2: Elevation Drawings – the exterior views of the building for each building face	Required	Provided	Drawing 3: Building Section Drawings - a view along an imaginary line cut through the building, indicating it's structural and construction elements	Required	Provided
Exterior, interior and partition wall layouts and schedules			Height dimensions			Building component assemblies (walls, roof, floors, foundations, etc.)		
Exterior and interior dimensions			Exterior finishes and materials			Material sizes/type		
Room names and dimensions			Exterior building components (walls, roofs, doors, windows, etc.)			Attachment/relationship to existing buildings (where applicable)		
Fire-resistance ratings of building components and assemblies			Window types			Height dimensions (top of finished grade, top of floor elevation(s), top of ceiling, top of parapets, etc.)		
Door and frame sizes, door swing, location, and schedules			Roof slope/pitch			Bottom of footing elevation		
Window sizes, locations and schedules			Roof venting					
Room finish schedules			Top floor elevation(s)					
Stair plans and details, including cross sections, handrails and guard details			Top of finished grade (referenced to site plan)					
Plumbing fixtures			Attachment/relationship to existing buildings (where applicable)					
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									

Other Architectural Drawings – the architectural package may contain other drawings then 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

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

Drawing 4: Structural Drawings	Required	Provided	Drawing 5: Mechanical Drawings	Required	Provided	Drawing 6: Electrical Drawings	Required	Provided
Foundation plans, pile design (with layout), details, sections and all applicable foundation schedules (including pile schedules with pile dimensions)			HVAC (heating, ventilation and air conditioning systems)			Electrical fixtures and locations and fixture schedules		
Slab-on-grade and slab plans, sections and details with design criteria			Plumbing fixtures and piping (including material specifications)			All emergency lighting (including emergency exit lights)		

Cast-in-place concrete floor plans			Repair and storage garage ventilation systems, including CO and/or NO2 detectors			Switches, power supplies, emergency back-up and power systems		
Floor framing plans, sections and details with design criteria			Kitchen exhaust hoods and associated fire suppression systems			Electrical equipment type, locations and schedule		
Roof framing plans, sections and details with design criteria			Ventilation and fire suppression systems for spray coating, or powder coating operations			Electrical panel schedules and locations		
Structural steel framing plans, sections and details			High hazard industrial systems			Fire alarm systems (pull stations, detectors, signal devices, annunciators, etc.)		
Loadbearing walls, pads, columns, beams and joists			Sprinkler system plans showing pipe sizes, head locations and layout, materials, specifications, and hydraulic calculations			System schedules and line drawings		
Pre-cast concrete plans, details and sections			Standpipe and hose system plans showing sizes, layouts, riser drawings, materials, specifications, and hydraulic calculations					
Connection details			Fire damper locations and details (ULC listings)					
Retaining walls – if attached to or part of a building			Duct and pipe shaft locations and construction details					
Design details to support equipment mounted to roof			Interceptor pits, sumps, drainage pit details					
Other special structures			Locations of return-air plenums					
CSA A277 (where required)			Fire stop materials, specifications and locations					