

# Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

## General Information

- This **Commercial, Industrial, Institutional and Multi-family Informational Package: New or Addition** shall be used for all commercial buildings that are new construction or where additions are occurring. Commercial buildings include all buildings, except for one and two unit dwellings and row houses (townhouses). All planned groups are reviewed under this application policy as well.
  - Planned Groups: the site plan, landscaping plan, bylaw analysis, and civil drawings for the entire planned group must be submitted with the first building(s) to be built. Buildings within a planned group that fall under Part 9 of the National Building Code will be evaluated as such.
- This information package accompanies the **Commercial, Industrial, Institutional, and Multi-family Checklist: New or Addition**
- Ensure all information is clear, legible and precise. All drawings must be prepared to professional drafting standards. Drawings stamped with “not for construction”, “preliminary” or “for permit purposes only” are not acceptable (except for phase permits, if the drawings are not within scope of the current phase.)
- Plans will be reviewed to ensure all National Building Code, National Energy Code for Buildings (NECB), National Fire Code, Heritage (Heritage Property Act), Zoning (*The Regina Zoning Bylaw, 2019*) (Zoning Bylaw), Landscaping (Regina Urban Forest Management Strategy)(Open Space Design Standards), Engineering (Development Standards Manual), Regina Standard Construction Specifications, Disposal, Assessment, Utility Regulations and/or Bylaws are met. Any applicable references standards in the aforementioned codes, bylaws, regulations, etc. must also be met.
- Digital plans are required. PDF document form are preferred with a preset scale.
- Where required information is missing from plans, or plans are incomplete or inaccurate, the time required to process or review the building permit application is likely to increase.
- Provide current copy of the title stating current owner and provide a map of the lot dimensions (for Heritage Applications it must be less than 30 days old. For other applications, the copy of the title and map must be reflective of current conditions). If a survey has been completed, please provide a copy. This can be obtained through Information Services Corporation.
- Provide a copy of any previous approvals such as Development permits, Development Appeals decisions, minor variance decisions, shared parking agreements any interests registered on title.
- The current owner must sign the permit application or provide a letter of authorization from the current owner.

## Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

### Revised Drawing Requirements

- **Prior to permit approval:** All revisions on drawings must be noted with revisions clouds and notes for review.
- **After permit approval:** Most revisions must be submitted under a new building permit. Contact [permits@regina.ca](mailto:permits@regina.ca) for further information as required.

### Heritage Alteration Permit Approval (if required)

If your property is protected under the Heritage Designation Bylaw or the Victoria Park Heritage Conservation District Bylaw, you will need a Heritage Alteration Permit to renovate, upgrade, do repairs or major maintenance work that applies to the elements specifically protected under the bylaw. Character-defining elements are the exterior elements related to the design and construction of the property that make it unique or consistent with a particular style. These elements often include, but are not limited to, windows, doors, porch, roof, etc.

- Contact Development Services to obtain the zone of your property and identify if it is Heritage Designated or within a Heritage Conservation District.
- To obtain the **Heritage Alteration Permit Application** visit [Regina.ca](http://Regina.ca). This application contains additional information and requirements.
- Complete the **Heritage Alteration Permit Application** and schedule a meeting with Development Services prior to submitting a **Building Permit Application**. Development Services can review your application, plans and specifications with you to help ensure that the work retains the heritage character of the property and identify interest in applying for Municipal Heritage Designation to be eligible for financial assistance under the Heritage Building Rehabilitation Program. To schedule the meeting, contact Development Services at 306-777-7000.
- Additional information regarding heritage properties is available on [Regina.ca](http://Regina.ca). The Province of Saskatchewan's website also contains additional heritage information.

# Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

## Site Plan

All permit applications MUST have a site plan to be accepted. A site plan identifies buildings and other features in relation to property boundaries. It must identify existing buildings, structures, and features on the property, and the changes to the property created by the proposed project. Much of the required information for these drawings can be found on the property survey. Plans must be in metric. Plans must be submitted to scale ranging from 1:100-1:500.

Minimum information requirements for site plans include, but are not limited to, the following:

- Key plan – note project areas in relation to city block, subdivision or city, etc.)
- North arrow (to top of page), street name, address, and unit numbers
- Legends- note all surfaces, and symbols
- Abutting streets and lanes (include street names)
- Rights-of-way and easements (dimensioned and labelled) - Show all infrastructure in City right of way on the site frontage (dimensioned to property lines), including curbs, boulevards, sidewalks, existing driveway crossings, utility poles and overhead lines, street furniture, and hydrants.
- Property lines and dimensions to closest building on all sides
- All existing building and structures (indicate shape and dimensions including all projections)
- Proposed construction or demolition (indicate shape and dimensions)
- Setbacks to all property lines from existing and proposed structure(s)
- Separation distances between all buildings and structures on the property
- Sightlines – Show on all driveways, streets and alleys.
- Street Access - Provide the access type (R-10, R-10B or R-10C from the City of Regina Standard Construction Specifications Drawings).
- New or existing parking stalls - dimension depth and width of stalls, aisle dimension, traffic direction, angle of parking stall, number of stalls and curb locations, and signage
- Label Barrier-free parking stall location, size and signage details. Note all existing for reference.
- Loading and delivery stalls - dimension depth and width of stalls, aisle dimension, traffic maneuvering directions, angle of stalls, stall clearances, dock berth width dimension, apron space, total offset dimension and signage
- Catch basins and manholes (include locations and details such as rim, invert and sump elevations)
- Walkways and curbing locations, width, height with details
- Fencing location, materials, heights and details

## **Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition**

- Fire access routes – include width and turning radii dimensions as well as pavement details. *Note: Fire fighter access route signage should be installed on site once the project is complete.*
- Hydrant and fire department connection locations clearly identified on plans. Coverage should be shown.
- Barrier-free access (ramps, landings and curb cuts). Additional information for barrier-free requirements is included in the supplement information at the end of this document.
- Building elevation (top of main floor slab)
- Sanitary, storm and water main services to the building and site (sizes, location and materials)
- Existing and proposed surfacing details (including impervious to pervious ratio)
- Calculated Aggregate Area (m<sup>2</sup>) of Unprotected Openings identified on plan
- Soffit protection (if required)
- Where demolition occurs, a hazardous materials inventory shall be provided (asbestos, PCB, biohazards, etc.)
- Water courses and riparian areas (if applicable)
- Aquifer sensitivity zones (if applicable)
- Flood levels, flood plains and flood fringe shall be shown on the Site Plan and Civil Plans

### **Landscape Plan**

All permit applications for new developments and substantial additions to existing developments **MUST** have a landscape plan to be accepted. In the case of an addition, contact Development Services to discuss if it is substantial and will require upgraded landscaping.

A development permit cannot be issued until a landscape plan has been approved. Once a plan has been approved any changes must be authorized by the Development Officer. A landscape plan may be included on a site plan. Ensure to identify existing buildings, structures, and features on the property, and the changes to the property created by the proposed project. Plans must be in metric. Plans must be submitted to scale ranging from 1:100-1:500.

All landscape plans must be certified by a Landscape Architect registered with the Canadian Society of Landscape Architects. Rock mulch is permitted to be utilized on City of Regina road right-of-ways (boulevards). However, a minimum and maximum size requirement should be included in the description for specificity purposes. Snow clearing machinery can pick-up large rocks from the boulevard, and depending on its size, it can damage machinery and be a costly repair. The information

## Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

on plans should clearly indicate the sizing of the rock mulch to expedite the application process. Large rocks, cobbles (>64mm) and boulders (>256mm), are not permitted in City owned right-of-way, whereas pebbles (>4mm) are permitted.

Minimum information requirements for landscape plans in addition to the above site plan include, but are not limited to, the following:

- Planting details – include existing and proposed planting plan
- Legends- note all surfaces, and symbols
- Species chart with quantity and caliper
- *Consideration must be given to ensure mature trees do not obstruct fire access routes or interfere with any overhead lines*

### Zoning Bylaw Analysis Form

The **Zoning Bylaw Analysis Form** is required for all commercial projects. Note all variances to the Zoning Bylaw Requirements on applicable plans. This form and *The Regina Zoning Bylaw No. 2019* are both available at [Regina.ca](http://Regina.ca). **Subject Property:** The legal description may be obtained from the property title. Every property has a land use zone designation. This can be found in the Zoning Bylaw or call Development Services at 306-777-7000. Land use types are discussed below.

- **Heritage Property:** Contact Development Services to identify if it is Heritage Designated or within a Heritage Conservation District.
- **Land Uses and Development Standards:** Location of land uses and development regulations are essential to promote the public amenity, health, safety and general welfare of the residents of the City. Each zone has specific development standards and regulations which are found under each zone.
- **Easements:** No structure including eaves or landscaping can encroach a City easement unless prior approval and an agreement entered into with the City. Provide copies of any existing agreements and any interests registered on title.
- **Driveways:** All proposed driveway crossings shall be clearly noted and dimensioned on the site plan. The driveway should be located in a way that it will not interfere with other vehicle traffic or pedestrians.
- **Parking Stalls:** Required parking stalls must be provided and clearly denoted for any new, altered, or changed use. A parking analysis with calculations shall be provided. The parking stalls must be provided on the same site and not located on any road right of ways. This includes interior driveways and manoeuvring space. A minimum of two per cent of all required parking spaces shall be provided in the form of accessible parking for persons with disabilities. They shall

## Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

be located close to the building entrance and shall be clearly designated with signs.

- **Loading Stalls:** Required loading stalls must be provided and clearly denoted for any new, altered, or changed use by every commercial and industrial development. Dimensions and surface treatment details must be provided.
- **Landscaping:** (in addition to the landscape plan)
  - The total area that is required to be landscaped on a site is based on the applicable land use zone as shown in the Zoning Bylaw. The required landscape areas shall be permeable ground surface such as stone mulch, woodchip mulch, shrubs, turf/grass, vegetative ground cover, etc.
  - Rock mulch is permitted to be utilized on City of Regina road right-of-ways (boulevards). However a minimum and maximum size requirement should be included in the description for specificity purposes. Snow clearing machinery can pick-up large rocks from the boulevard, and depending on its size, it can damage machinery and be a costly repair. The information on plans should clearly indicate the sizing of the rock mulch so as to expedite the application process. Large rocks, cobbles (>64mm) and boulders (>256mm), are not permitted in City owned right-of-way, whereas pebbles (>4mm) are permitted.
  - A minimum number of trees and shrubs are required to be planted on the site. The number is based on the amount of total landscape area that is required.
  - Where a parking area is directly adjacent to a road, a minimum 3 metres landscape strip is required complete with perimeter screening. The required screening shall be a double row of shrubs, fencing or berm.
  - The landscaping shall be completed by the end of the growing season in which use has taken place. The growing season means May 1 to September 15 of the same calendar year.
- **Signs:** All permanent signs require a sign permit. Permanent signs require a separate building permit and may require structural drawings. Additional information can be found on [Regina.ca](http://Regina.ca).

### Civil Drawings

Civil drawings shall identify existing as well as proposed infrastructure appropriately labelled in a clear and concise manner. Drawings shall meet the requirements of the

Regina Standard Construction Specifications as well as the Development Standards Manual, both of which are available on [Regina.ca](http://Regina.ca). Civil drawings shall be signed and



## **Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition**

sealed by a Professional Engineer registered to practice in the Province of Saskatchewan (also provide the Certificate of Authorization for Permission to Consult in the Civil Discipline).

Minimum information requirements for civil plans shall include common elements found in the site plan such as a key plan, north arrow, as well as a legend. Items more specific to the civil drawings include, but are not limited to the following:

- **Water**
  - Pipe size (mm) and material
  - Valves
  - Hydrants
  - Fire department connections for internal fire suppression systems (if required), dimensioned to the closest fire hydrant (to be within 45m of a hydrant)
  - Existing infrastructure labelled with the above information
  - All existing and proposed infrastructure dimensioned from a property line
- **Sewer**
  - Manhole rim elevations (geodetic datum)
  - Pipe size (mm) and material
  - Pipe invert elevations at buildings, manholes, property line, and connection point to the City system
  - Pipe slope (direct service connections are to be a minimum of 1% and a maximum of 3%). Please see the Development Standards Manual for acceptable slopes for internal sewer mains
  - Existing infrastructure labelled with the above information
  - All existing and proposed infrastructure dimensioned from a property line
- **Stormwater**
  - Site drainage must meet the requirements of the City of Regina Standard for Drainage from Building Sites, Building Bylaw 2003-7
  - Grading plan (spot elevations, top of asphalt, top of curb, back of walk elevations as necessary to delineate the surface)
  - Ponding plan including depths (max 0.450m), areas, volumes and tip out elevations, as well as onsite storage calculations (as required)
  - Finished floor elevations of all buildings on site
  - Manhole rim elevations
  - Pipe size, material and slope
  - Pipe invert elevations at buildings, manholes, property line and connection point to the City system
  - Existing infrastructure labelled with the above information
  - All existing and proposed infrastructure dimensioned from a property line

## Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

- Site Plan control agreement requirements (if applicable)
- Any proposed changes to driveways, sidewalks, pedestrian ramps, or curbs shall be shown on one of the above noted drawings
  
- **Environment**
  - Written description of the material/potential materials and operations involving the materials on the property.
    - Rationale: we can decide if a Quantitative Risk assessment/ Qualitative Risk Assessment is required.
  - Site Plans: where demolition occurs, a hazardous materials inventory is required (asbestos, PCBs and biohazards from pigeons, bats/mice, etc.).
  - Site plans show water courses and riparian areas, if applicable
  - Site plans should indicate aquifer sensitivity zones
  - Old flood levels, new flood levels (ground may have been altered) flood plains and flood fringe should be shown on Site Plans and Civil Plans.
  - Building Elevations should reflect the original ground in the drawings.  
Rationale: gives indication of excavation/buildup

Applicants may email [locates@regina.ca](mailto:locates@regina.ca) to identify service line sizes and determine if the lines will need to be upgraded. Water service upgrades are generally required for daycares, the Transitional Area Neighbourhood Direct Control District, conversions from residential to commercial, and care homes. Additional information is available at [Regina.ca](http://Regina.ca) or by emailing the address above.

### Building Code Analysis Form

The **Building Code Analysis Form** is required for all commercial projects and is to be filled out by the professional engineer or architect registered in Saskatchewan who is coordinating the design. Complex projects should include a more detailed comprehensive analysis on the drawings title sheet or fixed to the drawings. Articles quoted below are from the 2015 National Building Code. The **Building Code Analysis Form** is available at [Regina.ca](http://Regina.ca).

- **Building Area:** The greatest horizontal area of a building above grade within the outside surface of exterior walls. Area is that of the building “footprint” or “shadow” only and not the sum of the areas of all storeys.
- **Storeys Above Grade:** Number of storeys including the first storey. The first storey is defined in the NBC as *the uppermost storey having its floor level not more than 2m above grade.*



## Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

- **Number of Streets:** See Article 3.2.2.10 for an explanation of what a street is and how to determine the number of streets the building faces.
- **Major Occupancy Classification:** See Article 3.1.2.1 for determination of classifications.
- **Building Code Classification:** For Part 3 buildings, this is determined using the Building Area, Number of Storeys, Number of Streets and Occupancy of the building. This classification will fall into one of Articles 3.2.2.20 to 3.2.2.90. This classification is very important as it will be used to determine many of the items listed in the Building Code Analysis sheet.
- **Spatial Separations:**
  - **Area of Exposing Building Face:** See Article 3.2.3.2 or Article 9.10.14.2 for an explanation of the calculations involved to determine the area of the exposing building face
  - **Unprotected Openings:** See Article 3.2.3.1 or 9.10.14.4 for an explanation of how to determine the area of allowable unprotected openings in each exterior building face. Please note that this is the allowable amount and not the actual amount.
  - **Construction of Exposing Building Face:** See Article 3.2.3.7 or 9.10.14.5 for an explanation of acceptable construction and cladding of the exposing building face.
  - **Required Fire-Resistance Ratings of Exterior Walls:** This is determined from Article 3.2.3.7, 9.10.14.5 or 9.10.15.5.
- **Water Closets:** See Article 3.1.17.1 to determine the occupant load of the building or floor area. See Article 3.7.2.2 describes how to determine the number of water closets required for a specific type of occupancy.
- **Egress and Exits:**
  - **Number of Exits:** Subsections 3.4.2 and 3.4.3, or Article 9.9.8.2 describe how to determine the number of exits required based on area, travel distance and occupant load.
  - **Minimum Exit Width Required:** See Article 3.4.3.2 for an explanation on how to calculate minimum exit widths required. Exits in Part 9 Buildings do not require a calculated exit width however must follow all appropriate requirements in 9.9.
  - **Public Corridor Separations:** Article 3.3.1.4 or 9.10.9.15 provides the requirements for public corridor fire separations and fire resistance ratings.
- **Fire Resistance Ratings:** The required fire resistance ratings of floors, mezzanines, roofs and bearing assemblies are determined from the building code classification under Subsection 3.2.2 or 9.10.8. Firewalls from 3.1.10 or 9.10.11. Exit stairways from 3.4.4.1 or 9.9.4.2. Service shafts from 3.6.3. Furnace

## Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

rooms from 3.6.2 or 9.10.10. Storage rooms from 3.3.4.3 or 9.10.10.6. Storage garages from 3.3.5.6. or 9.10.9.16. Repair garages from 3.3.5.5 or 9.10.9.17. Occupancy separations from 3.1.3.1 or 9.10.9.11. Suite separations from 3.3.1.1 or 9.10.9.13 & 14.

- **Other Requirements:** These may be determined as follows: Exit signs from 3.4.5 or 9.9.11. Standpipe systems from 3.2.5.8. Smoke alarms from 3.2.4.20. or 9.10.19. Fire alarm system from 3.2.4 or 9.10.18. Sprinkler system from the building code classification in 3.2.2. Barrier-free access from Section 3.8. Fire dampers from 3.1.8.7 and 3.1.8.8 or 9.10.13.13. Attic fire stops from 3.1.11.5 or 9.10.16.1. Piping fire stops from 3.1.9 or 9.10.9.6 and 9.10.9.7. Crawl Space fire blocks 3.1.11.6.
- **Alternative Solution:** complete the *Request for Evaluation of an Alternative Solution*, available at [Regina.ca](http://Regina.ca)
- **Qualified Designer:** a qualified designer must be either a:
  - **Professional designer:** this is a registered architect or professional engineer licensed to practice in the province of Saskatchewan. These designers are required by the *Uniform Building and Accessibility Standards Act (UBAS Act)* for Part 3 and Part 4 buildings.
  - **Competent person (designer):** this is a person familiar and fluent with building design under Part 9 of the NBC and acceptable to the City of Regina (authority having jurisdiction). These designers are allowed by the *UBAS Act* for Part 9 buildings only.

### Structural Drawings

All structural systems for a building that is designed within the scope of Part 3 or 4 of the NBC must be signed and sealed by an engineer licensed to practice in the province of Saskatchewan (and has a Certificate of Authorization for Permission to Consult in the Structural Discipline). Structural drawings show the structural support components and details of the proposed project, from the foundation to the rooftop (including any structural walks). Minimum information requirements for structural drawings include, but are not limited to, the following:

- Foundation plans, pile design (with layout), details, sections and all applicable schedules (e.g. **pile schedules in metric**)
  - If the proposed development is located within the low, moderate or high aquifer sensitivity zones and the piles extend past the recommended depth (as per the Zoning Bylaw) then mitigative measures will be required as noted on the piling plan and details
- Slab-on-grade and slab plans, section and details

## **Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition**

- Cast-in-place concrete floor plans
- Floor framing plans, sections and details
- Roof framing plans, sections and details
- Structural steel framing plans, sections and details
- Pre-engineered building design certificates and drawings
- Loadbearing walls, pads, columns, beams and joists
- Pre-cast concrete plans, details and sections
- Connection details for all components

### **Architectural Floor Plans**

All Part 3 architectural plans must be stamped by a registered architect or professional engineer registered in the Province of Saskatchewan. Engineers must include their Certificate of Authorization for Permission to Consult on the plans. Floor plans provide a “bird’s eye view” of the different floor levels of the project. Floor plans show scaled dimensions of the project, and include rooms, spaces, and other features. Walls and partitions shall be shown at the appropriate width for the scale used. Please note that single line wall and partition drawings are not acceptable. It should be noted that this information is required not only for new construction, but for any existing attached buildings as well. Minimum information requirements for floor plans include, but are not limited to, the following:

- Exterior, interior and partition wall layouts and schedules
- Exterior and interior dimensions
- Room names and dimensions
- Fire-resistance ratings of building components and assemblies (with ULC numbers)
- Door and frame sizes, locations and schedules
- Door hardware information must be provided. Any delayed egress must be clearly identified on plans and all appropriate code requirements met
- Window sizes, locations and schedules
- Room finish schedules (include flame spread ratings and smoke development classifications where required)
- Stair plans and details, including cross-sections, handrail and guard details (when not shown on structural plans)
- Plumbing fixtures
- Locations and sizes of vertical shafts through the floor, including garbage and linen chutes
- Minor structural elements such as lintel sizes, materials, lengths (when applicable)

## **Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition**

- Seating layouts for assembly occupancies (eg. restaurants, nightclubs and churches) Detailed layout of any exterior patio seating including seat count.
- Fixed furnishing, equipment, millwork and shelving layouts
- Fire extinguisher layout – include occupancy hazard classification, travel distance and area requirements that are outlined in NFPA 10
- Barrier-free access details (Additional information for barrier-free requirements is included in the supplement information at the end of this document).
- Any standalone fabrics (i.e. those not applied to a building surface, such as curtains or drapery) must meet CAN/ULC-S109 (when applicable).
- Sufficient detail shall be provided on drawings to show conformance to energy codes (NECB or Section 9.36, as required). The details on the drawings must support the information provided on the forms submitted to demonstrate conformance to energy code. Additional information and forms specific to the energy codes are available on [Regina.ca](http://Regina.ca).

### **Building Elevation Drawings**

A building elevation drawing shows the exterior views of the building for each building face. Building elevation drawings show height relationships and exterior finish information. A building elevation drawing is required for each building face. Minimum information requirements for building elevations include, but are not limited to, the following:

- Building height dimensions- Height is defined in the Zoning Bylaw as the vertical distance measured from grade level to the higher of: (a) the highest point to the top of the flat roof structure; or (b) the mean level between the top of the highest exterior wall plate and the ridge of a pitched roof
- Exterior finishes and materials (noted new or existing) Show locations where masonry or stonework repairs are required
- Exterior building components (walls, roof, doors, windows, etc.)
- Door and window detailed location and size
- Roof slope/pitch
- Roof venting
- Spot elevations for Top of floor elevation(s), Top of finished grade (referenced to site plan) and average finished grade
- Attachment/ relationship of existing buildings (where applicable)
- Show rooftop equipment
- Include any wall or retaining walls over 600mm in height
- The original ground elevations and finished grade (to give indication of excavation/buildup)

## **Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition**

- Sufficient detail shall be provided on drawings to show conformance to energy codes (NECB or Section 9.36, as required). The details on the drawings must support the information provided on the forms submitted to demonstrate conformance to energy code. Additional information and forms specific to the energy codes are available on [Regina.ca](http://Regina.ca).

### **Building Section Drawings (Cross Section)**

All drawings for Part 3 must be stamped by a professional engineer or architect registered in the Province of Saskatchewan. Engineers must include their Certificate of Authorization for Permission to Consult on the plans. Building section drawings show a view along an imaginary line cut through the building, indicating its structural and construction elements. These drawings expose and identify the construction elements of the roof, walls, floors, and foundations. Minimum information requirements for building section drawings include, but are not limited to, the following:

- Building components (walls, roof, floors, foundations, etc.)
- Material size and type
- Attachment/ relationship to existing buildings (where applicable)
- Height dimensions
- Top of finish grade elevation
- Top of floor elevation(s)
- Bottom of footing elevation
- Sufficient detail shall be provided on drawings to show conformance to energy codes (NECB or Section 9.36, as required). The details on the drawings must support the information provided on the forms submitted to demonstrate conformance to energy code. Additional information and forms specific to the energy codes are available on [Regina.ca](http://Regina.ca).

### **Life Safety and Fire Protection Plan**

All architectural and electrical plans for Part 3 must be stamped by a professional engineer or architect registered in the Province of Saskatchewan. Engineers must include their Certificate of Authorization for Permission to Consult on the plans. The following components are required to be shown on the plans if required by NBC:

- All fire separations
- Travel distance (egress and exit)
- Minimum exit width (both required and provided)

## **Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition**

### **Mechanical and Plumbing**

Mechanical drawings show the building systems that provide for the heating, ventilation, air conditioning, plumbing and fire protection needs for the proposed project.

Mechanical systems for a building that are designed outside the scope of Part 9 of the NBC require the seal and signature of a professional engineer licensed to practice in the province of Saskatchewan (and has a Certificate of Authorization for Permission to Consult in the Mechanical Discipline). Minimum information requirements for mechanical drawings include, but are not limited to, the following:

- Heating systems
- Ventilation systems
- Air conditioning systems
- Plumbing for all sanitary and storm (include water, waste and vent type, size and locations)
- Include all service equipment location, type and capacity
- Repair and storage garage ventilation systems, including CO and NO<sub>2</sub> detectors
- Kitchen exhaust hoods and fire suppression systems to meet NFPA 96
- 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. (Include NFPA Design standard)
- Standpipe and hose system plan showing sizes, layouts, riser drawings, materials, specifications, hydraulic calculations and fire pump information (NFPA 20)
- Fire damper, smoke damper, combination fire/smoke damper, fire stop flap locations and details (ULC listings)
- Duct and pipe shaft locations and construction details
- Interceptor pits, sumps, drainage pit details
- Roof drain locations and internal connections, including overflow and downspout locations
- Locations of return-air plenums
- Plumbing fixtures and piping (including material specifications)
- Fire stop materials, specifications and locations (provide drawings if appropriate)
- Emergency generator information
- Smoke control system information
- Sufficient detail shall be provided on drawings to show conformance to energy codes (NECB or Section 9.36, as required). The details on the drawings must support the information provided on the forms submitted to demonstrate



## **Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition**

conformance to energy code. Additional information and forms specific to the energy codes are available on [Regina.ca](http://Regina.ca).

### **Electrical Drawings**

Electrical drawings show the materials, systems and equipment necessary to provide for the lighting, electrical power, fire alarm and electrical equipment needs for the proposed project. Electrical systems for a building that are designed outside the scope of Part 9 of the NBC require the seal and signature of a professional engineer licensed to practice in the province of Saskatchewan (and has a Certificate of Authorization for Permission to Consult in the Electrical Discipline). Minimum information requirements for electrical drawings include, but are not limited to, the following:

- Fixtures, fixture locations, and fixture schedules
- Door hardware and door control information
  - a. Magnetic locks and delayed must be clearly identified on plans
- Exit signs (exits signs must be supplied with emergency power)
- Minimum lighting must be provided
- Emergency lighting locations
- Switches, power supplies, emergency back-up and power systems
- Electrical equipment type, locations and schedules
- Electrical panel schedules and locations
- Pull stations, detectors, signal devices, annunciators, isolators, etc. (include description of each device)
- Connection to Fire Signal Receiving Center (if required)
- Zoning to be shown on plans
- Power supply information
- Sequence of operations
- System schedules and line drawings
- Provide fire alarm system documentation as required by CAN/ULC-S524, CAN/ULC-S536, CAN/ULC-S537, CAN/ULC-S1001
- Sufficient detail shall be provided on drawings to show conformance to energy codes (NECB or Section 9.36, as required). The details on the drawings must support the information provided on the forms submitted to demonstrate conformance to energy code. Additional information and forms specific to the energy codes are available on [Regina.ca](http://Regina.ca).

### **Storage, Dangerous Goods, Hazardous Materials (if required)**

## **Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition**

Developments that include hazardous processes or operations, or those that include the storage, handling or use of flammable materials, combustible materials or dangerous goods must include:

- A letter stating the type and amount of hazardous materials that will be stored on the premises
- Description of storage facilities and all applicable NFC requirements. Applicant must describe how the design meets the requirements
- Spill control details
- Identify properties which have been used to or are proposed to be used for the storage of liquid petroleum products or other hazardous materials. Reference the City of Regina *Standard Construction Specifications*, Section 02516-2.2.2 for allowable materials
- Qualitative Risk Analysis – conditions followed as identified in the Zoning Bylaw.
- Tank installations require either Ministry of Environment (MOE) approval to construct with conditions or correspondence from the MOE that approval is not required
- Detailed description of hazardous process or operation. Identify applicable NFC requirements and include details describing how the design meets the requirements

# Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

## Supplemental Information

The following sections provide supplemental information to the main body of this information package.

### Barrier-free Requirements

Saskatchewan's *Uniform Building and Accessibility Standards Act (USBA Act)* and *UBAS Regulations* provide the legislative framework regarding accessibility requirements.

- *UBAS Act*, Section 10 requires building owners to meet accessibility standards
- *UBAS Regulations*, Sections 14-16 describe accessibility requirements when there is an occupancy change, alterations or renovations, or additions. Exceptions are also provided under certain circumstances.
- NBC 2015 provides barrier-free design requirements in Section 3.8. In general, there are requirements for:
  - Entrances
  - Barrier-free paths of travel
  - Access to storeys
  - Access to parking areas and exterior passenger loading zones
  - Controls
  - Power door operators
  - Plumbing facilities
  - Assistive listening devices
  - Signs and indicators
  - Counters and shelves
  - Drinking fountains
  - Water closet stalls, urinals, lavatories, mirrors, showers and bathtubs
  - Spaces in seating areas

### Alternative Solutions

The NBC is an objective-based building code. This means that compliance with the Code can be “achieved by complying with the acceptable solutions in Division B, or using alternative solutions that will achieve at least the minimum level of performance required by Division B in the areas defined by the objectives and functional statements attributed to the applicable acceptable solutions” (Article 1.2.1.1, Div. A). A proposed alternative solution is any proposed product, material, component, design, system, equipment or procedure that does not conform to the applicable Division B provisions.

## Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

***A Request for Evaluation of an Alternative Solution*** form must be completed for each proposed alternative solution for a project, and these requests must accompany the building permit application. This form is available at [Regina.ca](http://Regina.ca).

### Phased Permits

Building permits can be applied for in phases, if desired. Phased permits only apply to the permitted phase of construction, and there is no guarantee that future phases will be granted permits. Clearly indicate the phase being applied for on the building permit application.

The submission requirements for the various phased permits are described below. Additional information may be required, depending on the circumstances. Each project is unique, and Development Services is available to discuss the phase permit process, as it pertains to your project. Development Services can be contacted at 306-777-7000.

The servicing strategy for the entire development is required to be submitted and approved by Development Engineering prior to the construction of the first phase, to ensure adequate capacity to service for the entire development. Information submitted during early phases may be required to be resubmitted for subsequent phase applications. All information identified in this information package will be required by the final phase.

- **Site Services:**
  - Building Permit Application Form
  - Site and landscape plans
  - Zoning Bylaw Analysis Form
  - Civil drawings
- **Foundation:**
  - Building Permit Application Form
  - Site and landscape plans
  - Zoning Bylaw Analysis Form
  - Civil drawings
  - Building Code Analysis form (if applicable)
  - Structural drawings (for foundation & include details for expected loads)
  - Architectural (if applicable, with level of detail appropriate to phase)
  - Building elevation drawings (if applicable, with level of detail appropriate to phase)

## Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

- Documentation for energy code compliance (see “NECB Phased Building – Energy Framework Guide” for more details for NECB projects)
- **Shell** (Note: this only includes the exterior walls and floor systems that are part of the shell structure. All other components are submitted under the Final phase):
  - Building Permit Application Form
  - Approved site and landscape plans (revisions identified, if applicable)
  - Zoning Bylaw Analysis Form
  - Civil Drawings (if applicable)
  - Building Code Analysis Form
  - Structural drawings
  - Architectural floor plans (with level of detail appropriate to phase)
  - Building elevation drawings
  - Building section drawings (if applicable)
  - Life safety and fire protection plan (if applicable)
  - Mechanical and plumbing drawings (if required)
  - Electrical drawings (if applicable)
  - Documentation for energy code compliance (see “NECB Phased Building – Energy Framework Guide” for more details for NECB projects)
- **Final** (Note: this includes all remaining building components such as interior partitions, mechanical and electrical systems. This permit must be obtained before interior work can commence):
  - Building Permit Application Form
  - Approved site and landscape plans (revisions identified, if applicable)
  - Zoning Bylaw Analysis Form
  - Civil Drawings (if applicable)
  - Building Code Analysis Form
  - Structural drawings
  - Architectural floor plans (full detail)
  - Building elevation drawings
  - Building section drawings
  - Life safety and fire protection plan
  - Mechanical and plumbing drawings
  - Electrical drawings
  - Documentation for energy code compliance (see “NECB Phased Building – Energy Framework Guide” for more details for NECB projects)
- **Tenant Fit-up (including first and all subsequent fit ups)**
  - Building Permit Application Form
  - Zoning Bylaw Analysis Form
  - Building Code Analysis Form
  - Structural drawings (if applicable)

## Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

- Architectural floor plans
- Building section drawings (if applicable)
- Life safety and fire protection plan
- Mechanical and plumbing drawings
- Electrical drawings
- Documentation for energy code compliance

### Construction Safety

Fire safety at construction and demolition sites shall conform to Section 5.6 of Division B of the National Fire Code (NFC). A construction site fire safety plan is required during construction. This is separate and apart from the fire safety plan that is required for the occupied building.

Application materials can be found under Building & Demolition on [Regina.ca](http://Regina.ca). For more information, please contact Service Regina: 306-777-7000.

### Energy Codes

The National Energy Code for Buildings 2017 (NECB 2017) and Section 9.36 of the National Building Code 2015 came into force on January 1, 2019 in the province of Saskatchewan. Future editions will come into force as adopted by the Province of Saskatchewan. The Province of Saskatchewan has determined that application of the energy codes will be as follows:

- Section 9.36 of the NBC and the NECB do NOT apply to the renovation, repair, alteration, or relocation of any building to which building standards apply where construction began prior to January 1, 2019
- Section 9.36 of the NBC and the NECB do apply to buildings that began construction after January 1, 2019, which are renovated, repaired, altered, or relocated. These buildings are expected to maintain the energy efficiency standard that existed when they were first constructed.

The energy codes are applied as follows:

- Section 9.36 of the NBC 2015 applies to:
  - Part 9 buildings of Group C occupancy
  - Part 9 buildings of Group C, D, E, or F3 occupancies where the combined floor area of non-residential occupancies does not exceed 300 m<sup>2</sup>
  - **Note:** Section 9.36 does NOT apply to all Part 9 buildings. Therefore Part 9 buildings that do not fall within the scope of Section 9.36 are required to adhere to the NECB



## Commercial, Industrial, Institutional, and Multi-family Information Package: New or Addition

- Section 9.36 will be applied to new buildings, additions, and to buildings that must maintain the 9.36 energy efficiency standard under which they were built.
- NECB 2017 applies to:
  - Part 3 buildings
  - Part 9 buildings that are beyond the scope of Section 9.36
  - Any building to which Section 9.36 applies, but the owner/applicant chooses to conform to the NECB
  - The NECB specifically applies to new buildings and additions. The NECB will also be applied to buildings that began construction after January 1, 2019, which are renovated, repaired, altered, or relocated. These buildings are expected to maintain the energy efficiency standard that existed when they were first constructed.
    - **Note:** New buildings includes the shell and initial tenant fit-up(s). An addition is a defined term in the NECB that means any conditioned space that is added to an existing building that increases the building's floor surface area by more than 10m<sup>2</sup>.
    - For projects where phased permit(s) for the building have been submitted prior to January 1, 2019, the future applications for that building will not be required to meet energy requirements.

The energy codes provide various compliance pathways including:

- Prescriptive
- Prescriptive with Trade-Off
- Performance (Energy Modeling)

Designer Qualification:

- **Section 9.36:** A competent person is required to ensure conformance with Section 9.36. A competent person is someone who is familiar and fluent with Section 9.36 and acceptable to the Authority Having Jurisdiction
- **NECB:** A design professional (an engineer or architect licenced to practice in Saskatchewan) will be required to complete the design, review and inspections for conformance to NECB

Applications for new buildings and additions must include the forms and documentation required by the City of Regina to show conformance to energy code. Also, sufficient detail shall be provided on drawings to show conformance to energy codes. The details on the drawings must support the information provided on the energy code forms submitted. Additional information, such as submission requirements and drawing requirements, as well as forms specific to the energy codes are available on [Regina.ca](http://Regina.ca).