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NON-RESIDENTIAL BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

APPLICATION REQUIREMENTS – Along with your *approved development permit* from the Municipality, ensure the listed supporting documentation is included with the completed building permit application, or delays will occur with regards to issuing the building permit.

NATIONAL ENERGY CODE (NECB) – The NECB came into effect November 1, 2016. Non-residential occupancies exceeding 300 m2 in total combined floor area and medium-hazard occupancies shall follow the NECB requirements. Trade off and Performance paths will require a complete set of calculations.

***NOTE**: Each non-residential project is unique and the checklist below is a basic list of requirements, additional information may be required at time of application.*

New Construction and Additions

(Specific requirements will vary depending on the complexity of the project, refer to the NBC – 2023 AE; Division C Section 2.2. Subsections 2.2.2. to 2.2.8.)

- □ Professional Drawings including, but not limited to:
  - Floor Plan(s)
  - Cross Section (s)
  - Elevations
  - Foundation details
  - Mechanical and Electrical systems
  - Water Supply for Firefighting
  - Building Code analysis
- □ Detailed Site Plan (showing distances of proposed building to all property lines and to other buildings on property, access routes for fire fighting)
- □ Schedule A (coordinating registered professional) & Schedule B (professional of record for Architectural, Structural, Mechanical, Electrical, Geotechnical disciplines - as applicable)
- □ Owner's Signature on Schedule A
- □ CSA-A660 Certification (Steel Buildings)
- □ CWB Certification (Welded Construction)

Tenant Improvement, Change of Use, Renovation (Professional Involvement may be required)

- □ Floor Plan(s) including a key plan
- □ Adjacent tenant space occupancy classification information (if applicable)
- □ Cross Section(s)
- □ Site Plan

Relocatable Structures / Office Trailers

- □ Detailed Site Plan showing distances of proposed building to all property lines, other buildings on property and proximity to vegetation
- □ Foundation details / layout (engineering required if using piles)
- □ Floor Plan
- □ CWB Certification (Welded Construction)

Contact Superior Safety Codes at 1.866.999.4777 if you require any information regarding building permits or drawings that are required.