



BuildTECH

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Plan Review Checklist – POLE SHED (Residential Accessory Building Only) NOT FOR COMMERCIAL USE

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

Required Information:

2 complete sets of the accessory building plans are required to be submitted along with the **Building Permit Application** for review and record. The plans shall include:

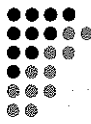
- **Site Plan** with the following information:
 - Show size and location of proposed pole shed
 - Show size and location of existing buildings on property
 - Show lot dimensions and shape
 - Show distance between buildings and property lines
 - Show North direction arrow
- **Pole Shed Layout Drawings** with the following information:
 - Interior wall location if being developed
 - Window sizes and locations
 - Door sizes, location and swing direction
 - Heating unit/system location (if applicable)
- **Pole Building Construction Checklist** properly filled out (BEING DEVELOPED)

When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
 - When the truss span is greater than 32 feet
 - When the structure supports living space
 - Sloped conditions / retaining wall incorporated
 - When set out in recommendations of a geo-technical investigation

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- One inspection is typically required following the garage framing, prior to interior cladding, and ideally when the exterior cladding is complete.
- A follow-up inspection may be required depending on complexity or type of interior finishes.



Residential Ventilation System Design & Install Certification

Project Address:		Municipality:	
Owner:			
Ventilation Contractor:		HRAI #: (If Applicable)	

A Building Permit has been issued for the installation of a residential ventilation system for this project under the requirements of the *Uniform Building Accessibility Standards Act and Regulations*, which includes the National Building Code of Canada, 2010.

Part 1 - Ventilation System Design (Submit Prior to Installation)

Required to be submitted prior to *Framing Inspection*

The ventilation system will be designed and constructed in accordance with:

<input type="checkbox"/>	Section 9.32, National Building Code of Canada, 2010.	<input type="checkbox"/>	CAN / CSA – F326 (HRAI certification number must be provided above)
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The ventilation system will be installed:

<input type="checkbox"/>	In conjunction with a Forced Air Heating System.
<input type="checkbox"/>	Not in conjunction with a Forced Air Heating System; fresh air supply to bedrooms and other spaces as per 9.32.3.5.

The ventilation system will be comprised of (check **ALL** that apply):

<input type="checkbox"/>	A combination of a Heat Recovery Ventilator and Supplemental Exhaust Fan(s) as described in Articles 9.32.3.3. to 9.32.3.7. and 9.32.3.12. (2010 NBCC), or in conformance with the requirements of CAN/CSA-F326-M.
<input type="checkbox"/>	A separate Principal Ventilation Fan and Supplemental Exhaust Fan(s) as described in Articles 9.32.3.3. to 9.32.3.7. (2010 NBCC), or in conformance with the requirements of CAN/CSA-F326-M.
<input type="checkbox"/>	Heating appliances (furnaces, water heaters, fireplaces, etc) are direct vent or mechanically vented.
<input type="checkbox"/>	Heating appliances (furnaces, water heaters, fireplaces, etc) are not direct vent or mechanically vented, and Protection Against Depressurization will be achieved:
<input type="checkbox"/>	In accordance with Article 9.32.3.8 (NBCC 2010)
<input type="checkbox"/>	Through the test method described in CAN/CGSB-51.71, "The Spillage Test: Method to Determine the Potential for Pressure-Induced Spillage from Vented, Fuel-Fired, Space Heating Appliances, Water Heaters, and Fireplaces.

Part 2 – Install Certification (Submit After Installation)

Required to be submitted prior to *Final Inspection*

The installer's signature is declaration that the ventilation system installation meets the submitted system design, and all applicable requirements of The National Building Code of Canada, 2010. The contractor is responsible for balancing the system to the design air flows, as well as balancing the Heat Recovery Ventilator (if applicable).

Signature _____
Date

Print Name _____
Company