



BuildTECH

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Permit Application Checklist – NEW HOUSE

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 house 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 house
 - 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
- **House Floor Plans** with the following information:
 - Exterior and Interior wall locations / room sizes and overall dimensions
 - Stair locations and dimensions (cross sections)
 - Window sizes, locations, and type
 - Door sizes, locations and swing direction
 - HVAC unit/system location
- **House Structural Drawings** with the following information:
 - Foundation Detail (type, size, layout and location)
 - Wall Detail (interior and exterior)
 - Roof Detail (eng truss design and layout, roof rafters)
 - Floor Detail (eng joists design and layout, dimensional lumber)
 - Any "Tall Wall" design details; note substantial "Tall Walls" will require professional design and engineered sealed drawings
- **Mechanical Ventilation Design Worksheet** filled out by the mechanical contractor

When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
 - Grade beam and pile foundation supporting living space
 - Shallow garage footing foundation supporting living space
 - Walk-out foundations
 - When set out by recommendations of a geo-technical investigation
 - Substantial "Tall Wall" systems (i.e. studs full height of 2-storeys)

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

- Pre-backfill / Foundation; an inspection prior to backfill is generally the first inspection, however, certain situations may require inspection of rebar prior to concrete or footing arrangement.
- Framing; typically house is at "lock-up" stage (shingles, doors & windows installed) with electrical and mechanical rough-ins complete, or nearing completion.
- Insulation / Poly; the pre-drywall inspection is not mandatory, however it is very beneficial and will be completed upon request and depending on schedule.
- Final; house is ready for occupancy with all health and life-safety systems operating.

Inspection Call-In Program:

- It is the owner's responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Work shall not proceed to a point that would cover up any required inspection stages.
- Failure to notify BuildTECH with appropriate time frames could lead to measures to uncover work at the owner's expense.
- Contact BuildTECH at 306-370-2824, or call4inspection@gmail.com, to arrange for inspections; please provide at minimum 72 hours notice.



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:

Section 9.32, National Building Code of Canada, 2010.

CAN / CSA – F326 (HRAI certification number must be provided above)

The ventilation system will be installed:

In conjunction with a Forced Air Heating System.

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):

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.

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.

Heating appliances (furnaces, water heaters, fireplaces, etc) **are** direct vent or mechanically vented.

Heating appliances (furnaces, water heaters, fireplaces, etc) **are not** direct vent or mechanically vented, and Protection Against Depressurization will be achieved:

In accordance with Article 9.32.3.8 (NBCC 2010)

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