



VERSION 2.0

Effective Date April 30, 2012

BUILDING AND SITE DESIGN SUMMARY
“PART 3” COMMERCIAL PROJECTS
NEW CONSTRUCTION AND ADDITIONS

**SUBMISSION FOR AN
APPLICATION TO BUILD**

SHELL ONLY

(THIS IS INTENDED FOR 1-STORY GROUP D, E, OR F SHELL ONLY BUILDINGS)

Project Name: _____

Project Address: _____

For Office Use Only

Folder Number: _____

*If you have any questions, concerns or feedback regarding completion of this document, please email
Martin Grady at mgrady@winnipeg.ca*

It is recommended that applicants refer to the
“*Guide – Building Permit Submissions for Commercial Projects*”
for assistance in completing this document

City of Winnipeg
Planning, Property and Development Department
Unit 31 - 30 Fort Street, Winnipeg, Manitoba
Telephone: 1-204-986-5140

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Section I - Application Information

This form **MUST** be **FULLY** completed and attached with the plan submission. **Section I to be filled out by the applicant.**

This form applies to all buildings regulated by Article 1.3.3.2 – Division A of the Manitoba Building Code (i.e. Part 3 buildings)

For Partial Permits, only shaded portions of Section IV need be completed. For explanation of permit types refer to document “Guide – Building Permit Submissions for Commercial Projects”

Failure to fully complete submission will delay processing your permit application

A General Information

- 1 Street No. _____ Street Name: _____ Unit No. _____
- 2 Value of Construction: _____ Construction start date: _____
- 3 Gross Floor Areas (all floors, including basement): _____ No. of Storeys: _____

B Plans, Documents and Fee required

1 Number of Plans required

- a) 4 copies of complete construction drawings (with site plan) and 2 sets of specs
- b) 2 additional copies of architectural drawings (with site plans)
- c) 1 additional copy, if Health approval required (with site plan)

2 Documentation required

- a) A current copy of status or Certificate of Title
- b) Letter of Authorization from the owner
- c) 2 copies of the appropriately completed Building and Site Design Summary

3 Fees

- a) Plan deposit as per Fees By-law (for construction over \$100,000 dollars in construction value)

C Checklist for type of Plan Submission and Permit request: select the plan submission type

1 Shell Only Plan Submission (for details see 3.3 of Guide – Building Permit Submission for Commercial Projects)

A SHELL ONLY plan submission is a set of plans for a completed building to a shell only stage and with no occupancy. *Note: Separate permits will be required for the development to the final stages of occupancy.*

2 Partial Plan Submission (for details see 3.4 of Guide – Building Permit Submissions for Commercial Projects)

A PARTIAL plan submission is a set of plans that are either preliminary drawings or missing the final drawings of either the architectural, structural, mechanical or electrical drawings. Permits will be issued in stages based on the extent of the final drawings submitted for review.

NOTE: 1. Plumbing drawings will be required for a plan review by the Water and Waste Department.

2. Mechanical or electrical systems such as commercial cooking operations and manufacturing processes are permitted to be excluded from the Partial Plan Submission, however, separate permits will be required for those mechanical and electrical systems

3 Permit Request (indicate if partial permit is desired)

- a) Request for a Partial Building (foundation) Permit (for details see 3.4.(1) of Guide)
- b) Request for a Partial Building (structural frame) Permit (for details see 3.4.(2) of Guide)

Section I - Application Information cont'd

D Checklist of information submitted

1 Design Summaries

- a) Development Design Summary (refer to Section III of Submission for an Application to Build)

Fully completed (mandatory)

- b) Building Design Summary (refer to Section IV of Submission for an Application to Build)

- Fully completed for Building (full) Permit (for details see 3.2.(1) of Guide)

- Complete for partial Building (foundation) Permit (for details see 3.4.(1) of Guide) with fully completed BSDS to follow by _____

- Complete for Building (Shell Only) Permit (for details see 3.3.(1) of Guide)

2 Plans – Status of plan submission

Note: For a foundation permit the plans in BOLD must be submitted

1 Site Plans (refer to Section II of Submission for an application to Build)

- a) General site plan

Final drawings

- b) Lot Grade Plan

Final drawings (see note below)

- c) Sewer and Water Site Servicing Plan

Final drawings (see note below)

Note: Applicants are encourage to submit a single drawing (where possible) combing both lot grading and site servicing plans

2 Construction Drawings (refer to Section 2 of Guide)

- a). Architectural drawings

Final architectural (sealed and signed)

Preliminary architectural

Final drawings to follow (fill in date) _____

- b) Structural drawings

Final structural (sealed and signed)

Final foundation/ prelim structural drawings

Final drawings to follow (fill in date) _____

- c) Mechanical drawings

Final mechanical (sealed and signed)

Final drawings to follow (fill in date) _____

- d) Electrical drawings

Final electrical (sealed and signed)

Final drawings to follow (fill in date) _____

Signed (applicant): _____

Date: _____

Office Use Only:

Modifications made to this Section must be initialed by the Applicant, and signed and dated below:

Modified by: _____

Date: _____

Section I - Application Information cont'd

E. People (applicant to complete)

Applicant		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
Contractor		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
Owner		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
Architect		
Company Name:		Phone No:
Architect:		Fax No:
Address:		Email:
Professional Engineer or Code Consultant		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
Structural Engineer		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
Mechanical Engineer		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
Electrical Engineer		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
Municipal Engineer		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
Geotechnical Engineer		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
Other:		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
Other:		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:

Section II - Site Plan Checklists

NOTE: All applications for new construction and building additions must be accompanied by a well-drawn, legible, detailed site plan that matches the construction drawings submitted with the application and the City will not begin processing the permit application until the following information is provided:

A. General Site Plan *(This checklist MUST be completed and attached to the submission)*

This general site plan addresses the requirements of all departments involved in plan review

General Information	Yes	NA
1. North Arrow	<input type="checkbox"/>	
2. Drawing scale (metric and not less than 1:500)	<input type="checkbox"/>	
3. Civic Address (if assigned)	<input type="checkbox"/>	<input type="checkbox"/>
4. Legal Description	<input type="checkbox"/>	
5. Street names	<input type="checkbox"/>	
6. Property lines, lot lines and all adjacent public rights-of-way	<input type="checkbox"/>	
7. Lot Dimensions	<input type="checkbox"/>	
8. Total lot area	<input type="checkbox"/>	
9. Construction access route(s) (indicated)	<input type="checkbox"/>	
10. Existing structures with dimensions and offsets/setbacks from property lines	<input type="checkbox"/>	
11. Proposed structures, with dimensions and offsets/setbacks from property lines	<input type="checkbox"/>	
12. Access routes / lanes for fire fighting	<input type="checkbox"/>	
13. Indicate site-surfacing material and show all curbs, wheel stops, parking fences and lighting. (Refer to Part 5: Development and Design Standards of Zoning By-law No. 200/2006 or Section 230 of Downtown Zoning By-law No. 100/2004.	<input type="checkbox"/>	
14. Dimensions of all projections (i.e. eaves, steps, landings, architectural features.)	<input type="checkbox"/>	<input type="checkbox"/>
15. Garbage enclosure(s)	<input type="checkbox"/>	<input type="checkbox"/>
16. Proposed on-site lighting	<input type="checkbox"/>	<input type="checkbox"/>
17. Proposed signage	<input type="checkbox"/>	<input type="checkbox"/>
18. Dimensions, location and type of surface of existing and proposed approaches, aisles/driveways, vehicle parking areas, loading, storage, etc.	<input type="checkbox"/>	
19. Proposed and existing private sidewalks with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
20. Accessory structures (e.g. booths, fences, parking lots, planters, retaining walls, curbing, lamp standards, free standing signs, awnings, etc.) with dimensions and offsets/setbacks from property lines	<input type="checkbox"/>	<input type="checkbox"/>

A. General Site Plan cont'd

	Yes	NA
21. Indicate total number of parking spaces. Spaces must be 8 ft. wide x 20 ft. deep, or 10 ft. wide if abutting a wall or a fence. (Refer to Table 5-9, 5-10 and 5-12 of Zoning By-law No. 200/2006 or Section 230 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/>	<input type="checkbox"/>
22. Indicate total number of bicycle parking spaces. (Refer to Section 169 of Zoning By-law No. 200/2006).	<input type="checkbox"/>	<input type="checkbox"/>
23. Indicate total number of loading spaces. Spaces must be 12 ft. wide x 33 ft. deep, or 50 ft. deep depending on use and floor area. (Refer to Tables 5-13 and 5-14 of Zoning By-law No. 200/2006 or Section 240 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/>	<input type="checkbox"/>
24. Indicate all landscaping areas and identify material e.g. grass, trees, shrubs, ornamental paving, etc. (Refer to Sections 188 to 193 of Zoning By-law No. 200/2006 or Sections 230 and 250 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/>	<input type="checkbox"/>
25. For automobile sales, vehicle display areas shall be shown indicating surfacing and type of fencing (post and chain or bumper guard)	<input type="checkbox"/>	<input type="checkbox"/>
26. Vent racks and underground storage tanks complete with fuel re-filling areas	<input type="checkbox"/>	<input type="checkbox"/>
27. Storage Compounds with the surfacing indicated and the type and height of fencing around the compound.	<input type="checkbox"/>	<input type="checkbox"/>
28. Proposed surface alterations and enhancements or improvements in the public right-of-way including all landscaping, ditch modifications, and proposed hard surfacing. (Refer to Appendix "A")	<input type="checkbox"/>	<input type="checkbox"/>
29. Location of any proposed structures, portions of structures or services in the public right-of-way, including utility service connections. (Refer to Appendix "A").	<input type="checkbox"/>	<input type="checkbox"/>
30. Construction equipment site access and site protection (e.g. temporary chain link fencing)	<input type="checkbox"/>	<input type="checkbox"/>
31. Areas of the public right-of-way that will be encumbered, occupied or obstructed as a result of the proposed construction, including the installation of any hoarding, fencing, covered walkways, piles or shoring, or any portion of a construction crane that occupies or projects into the right-of-way. (Refer to Appendix "A")	<input type="checkbox"/>	<input type="checkbox"/>

Signed: _____ Dated: _____

(Applicant)

Applicant Phone number: _____ Email: _____

Office Use Only:

Modifications made to this Section must be initialed by the applicant, and signed and dated below:

Modified by: _____ Date: _____

Section II - Site Plan Checklists cont'd

B. Lot Grade Plan *(This checklist MUST be completed and attached to the submission.)*

Note: Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans

The City will not begin processing the permit application until the following information is provided:

	Yes	N/A
1. Lot grading plan(s) prepared and sealed by a Professional Engineer, Landscape Architect, or Architect in accordance with the Lot Grading By-law.	<input type="checkbox"/>	
2. Civic address and legal description of the property	<input type="checkbox"/>	
3. Drawing scale (metric and not less than 1:500) and North arrow	<input type="checkbox"/>	
4. Project location with reference to adjoining streets (street names) or dimensions to street corners at mid-block locations	<input type="checkbox"/>	
5. Legal dimensions of all property lines and total gross area	<input type="checkbox"/>	
6. Building location(s) and distances to other buildings, property lines, driveways, etc.	<input type="checkbox"/>	
7. Entrances to buildings and proposed geodetic floor elevation(s)	<input type="checkbox"/>	
8. Existing and proposed geodetic lot grade elevations (in metric) both on the site and on adjacent property, public right-of-ways, or easements.	<input type="checkbox"/>	
9. Drainage patterns indicated by flow arrows and slopes described in percentages	<input type="checkbox"/>	
10. Location of roof drain downspouts, rainwater leaders and sump pump discharge outlets	<input type="checkbox"/>	
11. Dimensions and location of all paved or impervious areas such as parking lots, lanes, driveways, sidewalks, curbs and gutters, roofs, etc.	<input type="checkbox"/>	
12. Catch basin locations (existing and proposed) with rim and invert elevations including location of sewer (land drainage) connections.	<input type="checkbox"/>	
13. Distances to flood line if development is located within the designated Floodway Fringe Area	<input type="checkbox"/>	<input type="checkbox"/>
14. Indicate Flood Protection Level (FPL) if development is located within the designated Floodway Fringe Area	<input type="checkbox"/>	<input type="checkbox"/>
15. Size, location, and configuration of private approaches off of public right-of-ways including slopes described in percentages	<input type="checkbox"/>	<input type="checkbox"/>

For questions and/or additional information contact: **Water and Waste Department
 Customer Technical Services Branch
 110-1199 Pacific Avenue
 Winnipeg, Manitoba R3E 3S8
 Phone: (204) 986-3484
 Fax – (204) 222-2168**

Signed: _____ Dated: _____
(Applicant)

Applicant Phone number: _____ Email: _____

Office Use Only:
 Modifications made to this Section must be initialed by the Applicant, and signed and dated below:

Modified by: _____ **Date:** _____

Section II - Site Plan Checklists cont'd

C. Site Service Plan *(This checklist MUST be completed and attached to the submission)*

Note: Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans

<i>The City will not begin processing the permit application until the following information is provided</i>		Yes	NA
1.	Site Servicing Plan(s) prepared and sealed by a Professional Engineer <u>experienced in municipal design works (Municipal Engineer preferred)</u> .	<input type="checkbox"/>	
2.	Size and location of sewer (waste water/sanitary and/or land drainage / storm water) and water (domestic/fire) service connections, fire hydrants, and siamese connections, including percent slope and connection details (i.e. – connection type, invert elevations, etc.) to the common mains. Wastewater/sanitary and land drainage/storm water connections shall be separate connections to the common sewer mains. NOTE: Before any large diameter water services (i.e. > 50 mm) can be turned on by the Water and Waste Department, the applicant is responsible to submit pressure testing and chlorination test results in accordance with the City of Winnipeg Standard Construction Specification CW 2125 R3 3.2, 3.4. Send test results to the Water and waste Department, 110-1199 Pacific Avenue, Attention: Customer Technical Services Branch.	<input type="checkbox"/>	
3.	Size and location of all existing services (sewer and water) not planned for re-use and to be abandoned.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Size, location (alignment), and material type of common sewer and water mains and other underground utilities in the street or easements.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Isolation details of water meter (including location(s) proposed for multiple metering) and meter bypass c/w backflow prevention, inter-connections, location and layout. Include <u>fixture count</u> on the drawing indicating the total number of fixtures by type and quantity. NOTE: If you are providing the fixture count with your initial plan submission, you must send that information directly to the Water and Waste Department, 100- 1199 Pacific Avenue, Attention: Customer Technical Services Branch. Allow a minimum of ten (10) business days in advance of requiring a meter installation	<input type="checkbox"/>	<input type="checkbox"/>
6.	Size, location, and configuration of storm water control devices including overflow locations. Sites greater than 1,000 m ² shall be serviced with an internal land drainage system including catch basin(s). (Normally, sites less than or equal to 1,000 m ² with no potential for future expansion may be drained via private approaches). Drainage is not permitted across sidewalks and boulevards.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Site design criteria (storm water runoff must be controlled in accordance with the Sewer By-law. Runoff rates to be restricted to the 5 year City of Winnipeg design storm using a “c” value coefficient supplied by the Water and Waste Department. Site must be able to store, up to and including, a 1 in 25 year design storm event. In areas where gravel parking lots are permitted, the same storm water control conditions shall apply. Storm water management design/calculations must be stamped by a professional engineer. Refer to MacLaren Manual (1974) http://winnipeg.ca/waterandwaste/pdfs/drainageFlooding/MaclarenDrainageCriteriaManual.pdf)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Maximum depth and extent of ponding (not to exceed 0.3 metres of depth on paved surfaces) for a 1:25 year City of Winnipeg design storm. 25 year ponding limit to be indicated on the drawings.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Size, location and type of roof drains where roof storage is used to restrict peak discharge rates or where roofs exceed 1,000 m ² in area	<input type="checkbox"/>	<input type="checkbox"/>
10.	Projected peak wet/dry weather wastewater flows and calculations (in designated areas of the City) shall be prepared by a professional engineer.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Size and location of grit interceptors. Grit interceptors shall be constructed for all indoor parking and loading area applications. Interceptors installed in indoor areas shall be connected to the building's internal wastewater sewer system	<input type="checkbox"/>	<input type="checkbox"/>
12.	Size, location, and configuration of drainage safety features must be constructed in accordance with City of Winnipeg Culvert and Drainage Inlet/Outlet Safety Guidelines	<input type="checkbox"/>	<input type="checkbox"/>

Section II - Site Plan Checklists cont'd

C. Site Service Plan

13. Construction note (recommended) indicating services are to be installed in accordance with latest revision of the City of Winnipeg Standard Construction Specifications.

For questions and/or additional information contact: **Water and Waste Department
Customer Technical Services Branch
110-1199 Pacific Ave
Winnipeg, Manitoba R3E 3S8
Phone: (204) 986-3484
Fax (204) 222-2168**

Responsibilities of the Designer:

Engineer completing this form (include seal)

Affix Seal with signature and date

Phone number: _____ Email: _____

D. Appendix "A" – Site Plans SUPPLEMENTARY INFORMATION

1. The Private Approaches By-law No. 6546/95 regulates the location, dimensions, and material types. An approval is required for new private walks and approaches or for relocating or widening existing private walks and approaches. A construction permit is required prior to the construction of private walks and approaches.
2. The City of Winnipeg Standard Construction Specifications which are available in Adobe Acrobat (pdf) format @ <http://www.winnipeg.ca/matmgt>, are applicable to work in the public right-of-way including private walks and approaches.
3. Permission to construct and maintain an encroachment must be obtained independently from the Building Permit Approval. Encroachment applications are received at the following office:

Planning, Property and Development Department
Zoning and Permits Branch
31 – 30 Fort Street
Winnipeg, MB R3C 4X7

For further information, call 986-5140
4. A 'Use of Streets' permit will be required where any portion of a street (public right-of way) is encumbered, obstructed or occupied. See sections 4.06, 4.07,4.08,4.09 & 4.10 of the Streets By-law No 1481/77.
5. Cutting, breaking, tearing or removing of a road surface, or excavating within the right-of-way requires the City's permission, an excavation permit and the payment of street cut repair fees prior to commencing any work. Only Contractors licensed by the City are permitted to work within the City's right-of-way. See sections 4.06, 4.07,4.08,4.09 & 4.10 of the Streets By-law No 1481/77, Sewer By-law 7070/97 and Waterworks By-law 540/73
6. For any work within the street right-of-way (not including private sewer and/or water service connections) drawings must be submitted to the City of Winnipeg, Underground Structures Branch to obtain approval for construction.

Section III – Zoning Branch Submission

DEVELOPMENT DESIGN SUMMARY

PROJECT: _____

(This form **MUST** be fully completed and attached to the submission.)

1. Legal Description _____

2. Zoning By-law No. 200/2006 Zoning By-law No. 100/2004

3. Existing or previous use(s): _____

4. Proposed use(s): (specify) _____

(Note: The existing and proposed uses are needed to determine if more or less parking spaces are required.)

Parking and Loading

5. Parking - number of stalls: Required _____ Provided _____

6. Parking surface: (specify) _____

7. Loading spaces required Required _____ Provided _____

8. Loading space dimensions: _____

Approvals

9. Zoning Agreements: (specify) _____

10. Conditional Use _____

11. Variance _____

12. Other approvals: _____

Site Coverage

14. Total Main Floor _____ square metres

15. Lot Area _____ square metres

16. Maximum allowed site coverage _____ square metres

17. Lot Coverage Provided
 $\frac{\text{Main floor area}}{\text{Lot area}} = \frac{\text{Lot Coverage}}{\text{Lot Coverage}} \%$

Floor Area Ratio

18. Total area of building (all floors) _____ square metres

19. Lot Area _____ square metres

20. Maximum allowed floor area ratio
 $\frac{\text{Total building area}}{\text{Lot area}} = \frac{\text{Floor area ratio}}{\text{Floor area ratio}}$

21. **Building Height (feet/metres)** Required _____ m Provided _____ m

Yard Setbacks

22. Front Required _____ m Provided _____ m

23. Sides Required _____ m Provided _____ m

24. Rear Required _____ m Provided _____ m

25. Encroachments: (specify) Yes No

26. Encroachments: (specify type) _____

Signed: _____ Dated: _____
(Applicant, Architect, Landscape Architect, Surveyor, Other Qualified Professional)

Office Use Only:

Modifications made to this Section must be initialed by the Applicant, and signed and dated below:

Modified by: _____ Date: _____

Section IV – Plan Examination/Fire Prevention Branches SHELL ONLY Submission

BUILDING DESIGN SUMMARY PROJECT: _____

General Information:

1. This form **MUST** be fully completed, including the seals of the respective design professionals, and attached to the submission. When necessary, additional analyses shall be provided and included with this Submission.
2. All references in Building Design Summary refer to the Manitoba Building Code
3. Please indicate all items that are not applicable
4. This Shell Only version is intended for **1-Storey Group D, E, or F Buildings.(with NO BASEMENT)**
5. For partial (foundation) permit, for Part 3 section of form, only boxed areas must be completed with the initial submission

The City will not begin processing the permit application until the following information is provided:

1. ARCHITECTURAL DESIGN SUMMARY

1.1 Fire Protection, Occupant Safety and Accessibility (MBC Part 3 – Division B)

MBC Section 3.1 – General

a.	Major occupancy classification (3.1.2): _____ <i>(Note: for multi-use building more than one major occupancy classification may be necessary)</i>
b.	Other intended occupancy group(s): _____ _____
c.	Building Area(s): (square metres) <i>(note: for additions, both new and existing areas must be included):</i> _____
d.	Building Height: (Number of storeys) _____ Facing number of streets: _____
e.	Building is sprinklered <input type="checkbox"/> Yes <input type="checkbox"/> No
f.	Firewall(s): _____ hr Fire Separation Location grid line(s) _____
i.	Design Occupant Load(s) (3.1.17): _____

MBC Section 3.2 – Building Fire Safety

3.2.2 – Building Size and Construction Relative to Occupancy

a.	Construction article(s) <i>(select from articles 3.2.2.20 to 3.2.2.88)</i> _____
b.	Construction: Non-combustible <input type="checkbox"/> OR Non-combustible or combustible construction, used singly or in combination <input type="checkbox"/>
c.	Crawl space (see 3.2.2.9) _____
d.	Mezzanine assemblies _____ (hr) fire-resistance rating (FRR)
e.	Roof assembly _____ (hr) FRR
f.	Roof assembly (see 3.1.14.2) _____
g.	Load bearing beams and columns _____ (hr) FRR
h.	Fire block (attic - 3.1.11.5 , crawl space - 3.1.11.6) _____

3.2.3 – Spatial Separation [Note: See Tables 3.2.3.1. A to E and Sentences 3.2.3.7.(1) & (2)]

North Wall

- a. Limiting distance (LD) = _____ metres; Exposing building face (EBF) = _____ sq m (area)
- b. Unprotected openings (allowable) _____ % (specify) > unprotected openings (actual) _____ % (specify)
- c. FRR = _____ (hr) Construction: non-combustible combustible Cladding: non-combustible combustible

South Wall

- a. Limiting distance (LD) = _____ metres; Exposing building face (EBF) = _____ sq m (area)
- b. Unprotected openings (allowable) _____ % (specify) > unprotected openings (actual) _____ % (specify)
- c. FRR = _____ (hr) Construction: non-combustible combustible Cladding: non-combustible combustible

1. ARCHITECTURAL DESIGN SUMMARY cont'd.

East Wall

- a. Limiting distance (LD) = _____ metres; Exposing building face (EBF) = _____ sq m (area)
- b. Unprotected openings (allowable) _____ % (specify) > unprotected openings (actual) _____ % (specify)
- c. FRR = _____ (hr) Construction: non-combustible combustible Cladding: non-combustible combustible

West Wall

- a. Limiting distance (LD) = _____ metres; Exposing building face = _____ sq m (area)
- b. Unprotected openings (allowable) _____ % (specify) > unprotected openings (actual) _____ % (specify)
- c. FRR = _____ (hr) Construction: non-combustible combustible Cladding: non-combustible combustible

Supplementary calculations attached Yes

3.2.8 – Mezzanines and Opening through Floor Assemblies

(Note : Mezzanine(s) – Sentence 3.2.8.2.(1) and see also Sentences 3.2.1.1.(3) to (7)

- | | Yes | N/A |
|-----------------------------------|--------------------------|--------------------------|
| a. Open mezzanine (max. 40%). | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Enclosed mezzanine (max. 10%). | <input type="checkbox"/> | <input type="checkbox"/> |

MBC Section 3.3 – Safety within Floor Areas

- a. Suite separation (3.3.1.1) _____ (hr) FS
- b. Major occupancy separation (Table 3.1.3.1) _____ (hr) FS
- c. Other conditions : _____

MBC Section 3.4 – Exits

- a. Minimum two exits [3.4.2.1.(1)] required. Number of exits provided _____ (specify number)
- b. Mezzanine exits/egress stairs (3.4.2.2) _____
- c. Distance between exits (3.4.2.3) = _____ m > 1/2 Diagonal _____ m Travel distance (3.4.2.5) = _____
- d. Exit (3.4.4.1) _____ (hr) FS
- e. Exit capacity (3.4.3.2) – stair (width) _____ mm Number of persons/exit: _____
- f. Exit capacity (3.4.3.2) – door (width) _____ mm Number of persons/exit: _____

MBC Section 3.6 – Vertical Service Space

- a. Service (furnace) room (3.6.2.1) _____ (hr) FS
- b. Service (other) room(s) (3.6.2.1) _____ (hr) FS

MBC Section 3.7 – Washrooms Fixtures (See 3.7.2.2 and Tables 3.7.2.2 A to C)

- a. Occupant load/sex = _____ /2 = _____ /sex
- b. Female Water closet No. required = _____ No. provided = _____
- c. Lavatory No. required = _____ No. provided = _____
- d. Male Water closet No. required = _____ No. provided = _____
- e. Lavatory No. required = _____ No. provided = _____

MBC Section 3.8 – Barrier- Free Design

- a. Barrier-free path of travel provided throughout the building (3.8.2.1) Yes
- b. Barrier-free washrooms are provided (3.8.2.3) Yes
- c. Public entrance doors equipped with power door operators [3.8.3.3.(5)] Yes N/A

1. ARCHITECTURAL DESIGN SUMMARY cont'd.

Building Code Electrical Life Safety Systems

- a. 3.2.4 – Fire Alarm and Detection Systems: Fire alarm is required Yes No
- b. 3.2.7 – Emergency Lighting: Emergency lighting is required Yes No
- c. 3.4.5 – Exit Signs: Exit signage is required. Yes No

Fire Paramedic Service – Fire Prevention Branch – MBC/MFC

MBC 3.2.5 – Provisions for Fire Fighting

- a. Access routes provided for firefighters vehicles, including turnaround Yes No
- b. Location of hydrants indicated. Yes No
- c. Standpipe system is required (3.2.5.8, Table 3.2.5.8.) Yes No
- d. Sprinkler system fire department connections indicated Yes No
- e. Standpipe system fire department connection indicated. Yes No
- f. Dangerous goods, etc. Yes No
- g. Flammable and Combustible Liquids Yes No
- h. Hazardous Processes and Operation, e.g. spray booths, laboratories. Yes No
- i. Other conditions/features. (specify) _____

1. 2 Environmental Separation (MBC Part 5)

MBC Section 5.3 – Heat Transfer

- a. Placement and types of primary insulation layers in environmental separations (Describe) _____

MBC Section 5.4 – Air Leakage

- a. Air-barrier systems utilized (Describe) _____

MBC Section 5.5 – Vapour Diffusion

- a. Vapour barrier materials used and location (Describe) _____

MBC Section 5.6 – Precipitation

- a. Roofing and flashing systems (Describe) _____
- b. Drainage and disposal systems (Describe) _____

MBC Section 5.7 – Surface Water

- a. Methods used to control surface water (Describe) _____

1. ARCHITECTURAL DESIGN SUMMARY cont'd

MBC Section 5.8 – Moisture in the Ground

- a. Methods used to control moisture in the ground (describe) _____

- b. Penetration of service elements _____

- c. Methods used to accommodate penetrations by windows, doors, electrical services, mechanical services, etc. (describe)

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Responsibilities of the Designer:

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2. STRUCTURAL DESIGN SUMMARY **PROJECT:** _____

Structural (MBC Part 4) – For all permits and permit stages, this page MUST be FULLY completed.

MBC Section 4.1 – Structural Loads and Procedures

- a. Design loads indicated on drawings, snow, live, wind, etc. (Note: see Subsection 5.2.2) Yes
- b. Other effects/loads indicated on drawings Yes

MBC Section 4.2 – Foundations

- a. Subsurface investigation (soils) report included Yes No

MBC Section 4.3 – Design Requirements for Structural Materials

Material reference standards indicated: (check **all** applicable references)

- a. Wood: CSA 086, "Engineering Design in Wood"
- b. Masonry: CSA S304.1, "Design of Masonry Structures"
- c. Concrete: CSA A23.3, "Design of Concrete Structures"
- d. Steel: CAN/CSA S16, "Limit States Design of Steel Structure"
- e. CSA S136, "Cold Formed Steel Structural Members"
- f. Others – if applicable

Shop Drawings (Div.C-2.2.7.3.)

Note: Documents listed below will be submitted prior to installation, if applicable

	Yes	N/A
a. Rigid steel frame, including design summary sheet	<input type="checkbox"/>	<input type="checkbox"/>
b. Open web steel joists	<input type="checkbox"/>	<input type="checkbox"/>
c. Structural connections	<input type="checkbox"/>	<input type="checkbox"/>
d. I-Joists, open-web wood joists, etc.	<input type="checkbox"/>	<input type="checkbox"/>
e. Roof trusses, including girder trusses	<input type="checkbox"/>	<input type="checkbox"/>
f. Glulam/Structural Composite Lumber (SCL) beams	<input type="checkbox"/>	<input type="checkbox"/>
g. Hollow-core slabs	<input type="checkbox"/>	<input type="checkbox"/>
h. Pre-cast structural members	<input type="checkbox"/>	<input type="checkbox"/>
i. Stairs, handrails and guards	<input type="checkbox"/>	<input type="checkbox"/>
j. Others – if applicable	<input type="checkbox"/>	<input type="checkbox"/>

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3 Schedule A Electrical *This MUST be completed and attached to the submission* **Note:** Seal applies to those initialed

1. Site Work Responsibility for:

- | | | |
|--|------------------------------|-----------------------------|
| a. Transformer/CSTE / Utility Coordination | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Service Conduit to building(s) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Service conductors to building(s) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Site Lighting (conduit / conductors) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Communications Pedestals, Conduits | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Related Mechanical Site-works (pumping stations etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Building(s) Shell Responsibility for:

- | | | |
|---|------------------------------|-----------------------------|
| a. Utility / Site Services | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Service Entrance Conductors | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Service Entrance Equipment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Metering / Meter Centre | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Communications Service Conduit | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Code Review related to Occupancy | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Fire Alarm System and FA panel location – local /central reporting | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Exits/Emergency Lighting (Battery backup) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. Site Lighting (conduit / conductors) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| j. Building (exterior) outlet rough-in | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- k. Building (interior) outside wall rough-in Yes No
- l. Vapour Barrier Integrity Yes No

3. Electrical Design

- a. Service Size _____ V _____ A _____ phase _____ wire _____ KAIC
Service Conductor: underground overhead _____ CU AL
Ampacity _____ Detail / Table _____
Conductor routing details: (Describe) _____
 - b. Connected Load (est) _____ kVA
 - c. Demand Load (est) _____ kVA; based on WEB Rule 8-2 _____ (fill in applicable rule)
 - d. Grounding conductor size: (specify) _____
 - e. Grounding electrode: Metallic water pipe Artificial
 - f. Metering (circle): single meter OR multiple meters (circle one)
 - g. For multiple metering, service includes for the following sub-services with meters:
_____ x 60A _____ x 100A _____ x 200A _____ x 400 A _____ x 600 A _____ x 800 A
 - h. Block Heaters Number _____ (circle): controlled / uncontrolled
 - i. Building is intended for Group _____ occupancy
 - j. Fire Alarm system required Yes No
 - k. Central Reporting Yes No
 - l. Sprinkler System installed Yes No
 - m. Sprinkler shielding provided Yes No
 - n. Flood plain requirement details _____ or N/A
 - o. Landfill requirement details _____ or N/A
-

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3. Schedule A (This MUST be completed and attached to the submission)

Mechanical **Note:** Engineer completing this form, indicate all that apply

1. Building(s) Shell Responsibility for:

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| a. Roof Drainage and run-off / control flow | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| b. Oil Interceptors | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| c. HVAC: Roof Top Unit(s), furnace, boiler, ventilation assumptions and equipment capacities | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| d. Provincial Inspections Required (gas / boiler) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| e. Dampers / Fire Separations | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| f. Vapour Barriers – Roof Penetrations | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| g. Code Review –Occupancy considerations | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| h. Sprinklering of building | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| i. Fire Fighters (Siamese) connections – location(s) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| j. Back-flow prevention | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| k. Commercial Kitchen requirements | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| l. Other _____ | | | | |

2. Mechanical Design Assumptions

- | | | | | |
|-----------------------|--------------------------|-------|--------------------------|------------------------------|
| a. Heat Transfer | Ceiling | _____ | | |
| b. (Heat Gain / Loss) | Walls | _____ | | |
| c. | Floor | _____ | | |
| d. | Dew Point Acceptable | | <input type="checkbox"/> | Yes <input type="checkbox"/> |
| e. | Air Barrier Type | _____ | | |
| f. | From site: | _____ | | |
| g. Ventilation: | Use 1 (per ASHRAE 62) | _____ | Based on _____ | occupants |
| h. | Use 2 (per ASHRAE 62) | _____ | Based on _____ | occupants |
| i. | Use 3 (per ASHRAE 62) | _____ | Based on _____ | occupants |
| j. | Additional Uses attached | | <input type="checkbox"/> | Yes <input type="checkbox"/> |
| k. Commercial Kitchen | | | <input type="checkbox"/> | Yes <input type="checkbox"/> |

Failure to fully complete submission will delay processing your permit application

- l. Interlock Exhaust / MUA Yes No
- m. Fire Alarm System Interface? Yes No
- n. Sprinkler System required? Yes No Fire Suppression included? Yes No
- If yes: Separate pipe size _____ Based on NPFA _____
- Plumbing Fixtures (fill in numbers) w.c.: _____ sinks: _____ other: _____
-

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