

# CONTACT

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City of  
**Prince Albert**

This brochure has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Community Development Dept. for assistance, as the City of Prince Albert accepts no responsibility to persons relying solely on this information.

# Residential Drawing Regulations

What you need to know before you plan on building a house, addition or renovation

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## Application Process

Depending on your building project, different steps and processes will be required. Your project must comply with all zoning and National Building Code requirements.

A building permit is required for the construction of a new home, an addition, and most renovations. The information in this brochure is to provide you with information on the building permit application process, the information required on building plans and the inspection process. The application process can take 10-14 days. For further information, please contact the department directly.

### New Home Application Process:

- Building Permit Application and plans submitted. All general drawing, inspection and energy code requirements apply.
- Applicant directed to Public Works once application and plans received.
- Public Works has applicant fill out other required applications such as Grade Certificate, Sewer/Water application, and Crossing application.
- Building Permit Application review completed by Building Division.
- Public Works applications are completed and provided to the Community Development Dept.
- Building Permit is ready to be issued to applicant once Building Permit is completed and all Public Works forms have been received.

### Additions Application Process:

- Building Permit Application and plans submitted. All general drawing, inspection and energy code requirements apply. A Real Property Report may be required.
- Building Permit Application review completed by Building Division.
- Building Permit issued to applicant once Building Permit is completed.

### Renovations/Alterations Application Process:

- Building Permit Application submitted along with floor plan and building section, and may require structural drawings.
- Building Permit Application review completed by Building Division.
- Building Permit issued to applicant once Building Permit is completed.
- Inspection requirements may including framing, poly, insulation and final.

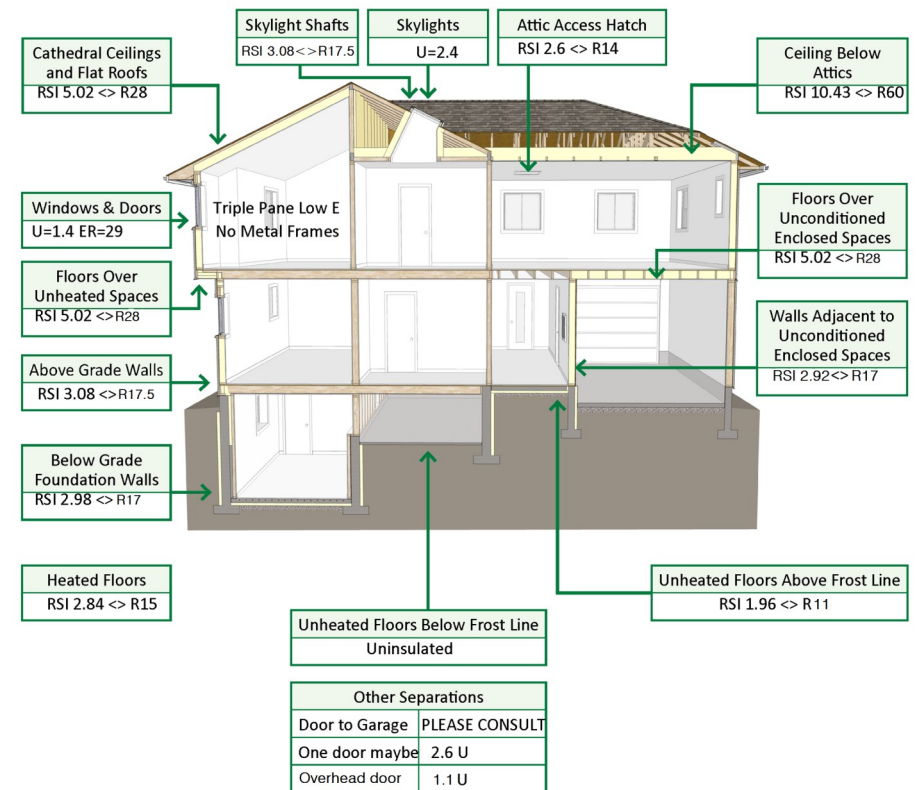
## Energy Efficiency Requirements

### Effective January 1, 2019 Section 9.36 Energy Efficiency will be in force.

Section 9.36 of the National Building Code provides regulations for all dwellings defined under Part 9 of the NBC and all office, retail and low hazard industrial buildings under 300m<sup>2</sup> (3,230 ft<sup>2</sup>). These requirements will vary across the province and are based on Appendix C Table C-2 Climatic Design Data from the NBC. From Appendix C, Table C-2 Climatic Design Data, Prince Albert's Degree days below 18°C is 6100. Based on Appendix C, Prince Albert will fall under Zone 7B.

### Thermal Characteristics of Building Assemblies

The graphic below illustrates the various common building envelope assemblies that must each meet the minimum effective thermal performance values as given in Section 9.36.



THE ABOVE AND BELOW GRADE FOUNDATION WALLS LISTED ABOVE ARE BASED ON 2X6 CONSTRUCTION SPACED 24" O.C. WITH A HRV (HEAT RECOVERY VENTILATION)



## Drawing Requirements

### Building Elevation Drawings

A building elevation drawing shows the exterior views of the building for each building face, and 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:

- Height dimensions
- Wall Area's from finished grade to soffits
- Exterior finishes and materials
- Exterior building components (walls, roof, doors, windows, etc.)
- Window types
- Roof slope/pitch
- Roof venting
- Top of floor elevation(s)
- Top of finished grade
- Attachment/ relationship to existing buildings (where applicable)
- Subfloor Depressurization System, materials and location

### Building Section Drawings

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

### Structural Drawings

Structural drawings show the structural support components and details of the proposed project, from the foundation to the rooftop. Minimum information requirements for structural drawings include, but are not limited to, the following:

- Foundation plans, details, sections and all applicable schedules (ex. pile schedules)
- Slab-on-grade and slab plans, section and details
- Floor framing plans, sections and details
- Roof framing plans, sections and details
- Loadbearing walls, pads, columns, beams and joists

## Inspections

### Inspections

Each project requires a certain amount of inspections at different stages of the project. Below is the required inspections when building permits are issued. Depending on your specific project some of these inspections might not be required:

- **Footing Inspection**  
This is to be completed prior to pouring any concrete for footings, slabs and grade beams to ensure proper sizes, soil conditions, rebar, locations.
- **Backfill**  
This is to be completed prior to backfilling any excavation to ensure the proper damp proofing, drainage tile, crushed rock, insulation is in place.
- **Real Property Report**  
This is to be provided to our office once the foundation has been installed. You will have to hire a legal land surveyor to complete the real property report. The real property report provides legal proof were the foundation is situated on the lot in relation to the property lines.
- **Soil Gas Depressurization**  
This inspection is required prior to pouring any basement slabs, to ensure the rough in has been completed and that the perimeter and any penetrations are all sealed up.
- **Framing Inspection**  
This is completed once the framing has been done, windows, and doors installed, the electrical, and plumbing may have started to be installed.
- **Poly & Insulation**  
This is completed once the house has been insulated and poly installed. Prior to installing any drywall.
- **Final Inspection**  
This is completed once all aspects of the project is completed, if no deficiencies, letter of assurance and RPR has been submitted with no issues the building permit will be closed.



## General Building Plan Requirements

### Quality of Plans

All drawings are to be prepared to professional drafting standards. Plans must be scalable and have dimensions, with titles and the scale clearly indicated. Single line drawings or drawings on graph paper will not be accepted. Drawings marked “preliminary only” or “not for construction” will not be accepted.

### Number of Drawing Sets

One (1) complete set of drawings is to be submitted with a building permit application.

### Professional Design Required

In general, the use of screw piles, grade beam and pile foundation over one (1) storey and pressure treated wood foundations (PWF) are required to bear the seal and signature of a professional engineer licensed to practice in the province of Saskatchewan. A professional engineer may be required for structural changes or repairs, tall walls or any non-typical construction.

### Required Plans

Not every project will require the same type of plans, however, it is required that all pertinent information be on the drawings received for review. Plans must show all of the intended work and have enough detail so that a person unfamiliar with the project could follow them for construction. The time required to process or review the building permit application is likely to increase if information is missing from the plans or plans are incomplete or inaccurate.

## Site Plans & Floor Plans

### Site Plan

A site plan identifies buildings and other features in relation to property lines. It must identify existing buildings, structures, and features on the property, and the changes to the property created by the proposed project. Minimum information requirements for site plans include, but are not limited to, the following:

- North Arrow, Legal Description, Civic Address
- Abutting street names and lane
- Property lines and dimensions
- All existing building and structures (indicate shape and dimensions)
- 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
- Building elevation (top of main floor slab)

### Floor Plans

Floor plans provide a “bird’s eye view” of the different floor levels. 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 (single line wall and partition drawings are not acceptable). This information is required for new construction and any existing buildings. Minimum information requirements for floor plans include, but are not limited to, the following:

- Exterior, interior and partition wall layouts
- Exterior and interior dimensions
- Door and window sizes, locations
- Stair plans and details, including cross-sections, handrail and guard details
- Plumbing fixtures
- Minor structural elements (lintel sizes, materials, lengths)
- Location of smoke detectors, and carbon monoxide alarms
- Indicate what materials will be used if soffits project within 1.2m of a property line

