



Repeat Model Plans for single detached houses and duplexes

Checklist for pre-approval submissions

Note: This list is in a general format and indicates the items the City is reviewing to ensure NBC compliance. It is understood that some items may not apply to your current project. Complete applications reduce turnaround time for review and help reduce requests for further information to ensure compliance. This list is not meant to suggest how or where in the submission information is provided.

Please submit the following details for a pre-approval review of your proposed plans.

Foundation plan

- Foundation type (PWF, ICF, concrete, etc.)
- Footing details (thickness, width, and support of footings) with all point load locations shown (if not frost-protected, engineering will be required for building permit)
- Foundation wall details (if PWF must show compliance with CSA S-406 or engineering will be required for building permit)
- Foundation drainage details (drainage layer and drained earth backfill)
- Concrete slab details (dimensions including thickness and construction details)
- Crawl space details (dimensions, access)
- HVAC, HWT, furnace and other equipment locations where applicable
- Radon mitigation

Elevation plans (all sides)

- Finished grade height at foundation
- Exterior finishes and flashing details at openings
- Door and window sizes with sill height above floor and finished grade shown
- Total m² or sf of glazed area or unprotected openings (specify) and area of exposing building face(s)
The City can pre-calculate minimum spatial separation requirements for the building based on this information, for buildings to be located within the required 10-minute fire department response time.
- Roof slope and materials and any snow stop devices

Framing Systems

- Location of all walls and point loads
- Sizing and layout of all framing members:
Joists, rafters, beams, trusses, columns, studs, sheathing, attachments
(nailed/screwed/glued/stapled etc.)

- For manufactured/engineered components, only layout and point load locations need to be shown
 **The engineer-sealed specifications for TJIs, trusses, and engineered beams shall be submitted prior to request for framing inspection

Floor plans (all floors)

- Outside dimensions and area of entire building
- Inside room dimensions including hallways
- All materials and finishing materials (walls, floors etc.)
- Door/window sizes, label new/existing and egress
- Purpose of all rooms (kitchen, bedroom, living room etc.)
- Venting/exhaust in kitchen, bathroom, laundry etc.
- HRV drawings and sizes if available.
- Location of all plumbing fixtures, hot water tank and size, HVAC equipment etc.
- Location of smoke and carbon monoxide detectors
- Crawlspace access
- Radon mitigation where applicable for rough-in that continue through the roof or wall system above grade
- Construction and dimensions of exterior decks and porches including stairs and guards
- Location and fire resistance and sound rating for any required separations between dwelling units

Cross-sections and details

- Footing design
- Foundation wall construction including wall height, framing materials, spacing, sheathing, fastening/attachments, backfill height, drained earth details, dam proofing etc. (non-drained earth, surcharged, overheight and PWF walls that do not comply with CSA S-406 may required engineering and Letters of Assurance)
- Floor slab, ground cover, insulation, radon protection and subgrade details
- Crawlspace (ground cover details, insulation, coverings if required (i.e. foam)
- Floor construction (beams, lintels, headers, joists, spacing, , fastening/attachments, subfloor, blocking/bridging, materials etc.)
- Wall construction (framing, insulation, air/vapour barriers, wall finishes, fire blocking where double wall with foam between/drop ceilings/bulkheads
- Wall assembly details for any required sound and fire separations, including continuity details at assembly intersections
- Roof construction (beams, rafters, soffits, trusses, heal heights, strapping material/spacing, roof venting, roof material, etc.)
- Fully dimensioned stair section at min. ½" per ft (1:25 metric)
- Ceiling and roof heights, headroom over stairs

Notes re submissions for pre-approval

- Plans must demonstrate compliance with the National Building Code (NBC), current version. Incomplete plans will not be accepted.
- Any works that are not fully compliant with the prescriptive requirements of Part 9 NBC may require professional oversight by a Professional Engineer or Architect.
- All plans must be legible in digital form and full size at the intended scale (1/8 inch per foot for site plans, ¼ inch per foot for other plans, and ½ or 1 inch per foot for details or the metric equivalent)

Notes for Building Permit applications with pre-approved plans

The as-built construction must match the pre-approved plans including the foundation type, window sizes, and materials used. Any changes will require a re-review and will likely delay approvals.

The following site-specific documents will be required for the subsequent Building Permit application(s):

- Development Permit – can apply at the same time as Building Permit.
- Geotechnical engineer's Letter of Assurance – unless a signed and sealed letter from a geotechnical engineer states that the frost depth and/or soil conditions do not require mitigation.
- Site plan:
 - The submitted site plan **must** be the same as approved by the Development Officer
 - Address, street name(s) and north arrow
 - Property lines and lot dimensions
 - Setbacks of ALL buildings to property lines (existing and proposed) and between buildings – include decks, sheds, carports, cantilevers etc.
 - Parking Stalls, driveway dimensions and grades
 - Indicate floor area of the house and any other buildings on the property
 - Show easements, rights-of-way etc.
 - Location of utilities – new and proposed
 - WCB compliant excavation footprint
 - Toe and top of slopes over 30%
 - Location of any proposed retaining walls
 - Site grading and drainage
- Site-specific elevation drawings (or include on the site plan):
 - Finished grade at foundation
 - Existing grade and finished grade from property line to property line and indicate any surcharges (parking areas, retaining walls, steep slopes other building foundations etc.)
 - Spatial separation calculations for any other buildings located on the same property (per 9.10.14 or 9.10.15 as applicable)