

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C09-029

<b>POLICY TITLE</b> <i>The Plan Review and Building Inspection Program</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>November 19, 2001</i>
		<b>UPDATED TO</b> <i>October 12, 2010</i>
<b>ORIGIN/AUTHORITY</b> <i>Item 6g) of Unfinished Business; Clause 12, Report No. 9-2010 of the Planning and Operations Committee; and Clause A2, Administrative Report No. 16-2010</i>	<b>CITY FILE NO.</b> <i>CK. 530-1</i>	<b>PAGE NUMBER</b> <i>1 of 5</i>

## 1. PURPOSE

The purpose of this policy is to:

- a) define the City's role with respect to the administration and enforcement of *The Uniform Building and Accessibility Standards Act*;
- b) adopt the list of building code items that will be reviewed and inspected for each of the building types covered by this policy under the City's Building Permit Inspection and Plan Review Programs;
- c) establish mandatory inspection stages for building types covered by this policy; and
- d) outline the powers of inspectors to confirm compliance with the Building Code where work to be inspected at a mandatory inspection stage or follow-up inspection has been covered up.

## 2. APPLICATION

This policy applies to:

- a) new one-unit dwellings;
- b) new one-unit dwellings with secondary suites;
- c) new secondary suites in existing one-unit dwellings;
- d) new two-unit dwellings;

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- e) new ground-oriented residential buildings;
- f) new residential garages and other accessory buildings serving the above-noted occupancies; and
- g) additions and alterations to, and relocation or demolition of existing buildings indicated in Section 2 a) to f) above.

### 3. POLICY

#### 3.1 General

The City will administer and enforce *The Uniform Building and Accessibility Standards Act* by:

- a) reviewing the building plans for Code items listed in this policy for each respective building type;
- b) inspecting a representative sample of each of the Code items listed in this policy for each respective building type;
- c) enforcing compliance with the Code respecting items listed in this policy for each respective building type; and
- d) inspecting each respective building type at the stages of construction provided in this policy.

#### 3.2 Background

- a) *The Uniform Building and Accessibility Standards Act* provides that every owner of a building in Saskatchewan shall ensure that the building is designed, constructed, erected, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the standards of that Act. Nothing in this policy will limit the obligation of a building owner to meet those standards.

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- b) The Building Permit Inspection and Plan Review Program is not intended to inspect for compliance with all aspects of *The Uniform Building and Accessibility Standards Act*, but rather is designed to provide for inspection of only those Code items listed in this policy.
- c) In determining the Code items that the City will review and inspect and the scope of building inspections, City Council has balanced the City's financial and human resources with its obligation to provide an adequate level of assurance to the public that buildings in the City will meet the following objectives: structural sufficiency, health safety, life safety, fire safety and barrier free access.

### 3.3 Mandatory Inspection Stages

#### a) General

Mandatory inspections stages are identified as the following:

1. Footing;
2. Pre-Backfill;
3. Framing;
4. Vapour Barrier; and
5. Ready for Occupancy, Before Use, or Final.

#### b) Applicable Mandatory Inspection Stages

Due to the nature of individual projects, some mandatory inspection stages may not be applicable to every building or project.

- i) Mandatory inspection stages applicable to each specific project will be identified at the Plan Review Stage; and
- ii) The building or project will be inspected at each mandatory inspection stage as identified at the Plan Review Stage.

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## 3.4 Building Plan Review

Building plans will be reviewed for the Code items outlined in Appendix A.

## 3.5 Building Inspections

- a) Buildings and projects will be inspected for the Code items outlined in Appendix B.
- b) Where, at the time of a mandatory inspection stage or a follow-up inspection, work required to be inspected has been covered, the owner may be ordered to:
  - i) uncover any or all of the work to permit a visual inspection;
  - ii) provide acceptable evidence to provide assurance that the construction meets the requirements of the Code, including but not limited to letters from the builder or engineer associated with the project, CSA labels, and testing reports.
- c) Buildings and projects may be inspected for the building code items outlined in Appendix C where, during the course of a mandatory or follow-up inspection, the inspector has concerns with on site conditions or it is apparent that construction pertaining to one of these items is, or may be, in contravention of the Code.

## 4. RESPONSIBILITIES

### 4.1 Community Services Department, Building Standards Branch

- a) Review the building plans for the Code items listed in this policy for each respective building type or project;
- b) Inspect the Code items listed in this policy for each respective building type or project;

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- c) Inspect each respective building type or project at the construction stages outlined in this policy; and
- d) Administer the Plan Review and Building Permit Inspection Program.

## 4.2 City Council

- a) Consider and, where appropriate, approve amendments to this policy.

**APPENDIX A – POLICY C09-029**

**CODE ITEMS CHECKED AT PLAN REVIEW STAGE**

<b>ITEM</b>	<b>PLAN REVIEW</b>
Site Security	Fencing as per Administrative Procedures
Design Criteria	Snow Loads for Using Tables in Code
	Professional Structural Alternative
	Sulphate Resistant Concrete
	Compressive Strength of Concrete
Services	Decay Protection for Structural Wood Elements
	Provision of Water Supply, Plumbing Fixtures, Sewage Disposal, Electrical, Heating, Fire Department Access
Footings	Located as Required
	Minimum Depth (frost protection)
	Size (Width, Area, Thickness)
	Footing Projection beyond Supported Element
	Reinforcing
	Step Footings
Grade Beam and Piles	Anchorage of Smaller Buildings
	Location, Size, Spacing, Reinforcing, Void Form
Foundation Wall	Thickness and Height
	Reinforcing
	Lateral Support of Masonry Wall
	Exterior Parging of Masonry (Provision Only)
	Exterior Dampproofing (Provision Only)
	Interior Dampproofing
	Wood Foundations
	Support for Joists and Beams on Masonry
Masonry	Support of Masonry, Lateral Support
	Protection of Interior Finish in Above Grade Masonry Construction
Exterior Concrete Stairs	Support, Thickness of Foundation wall for Cantilevered Steps
	Design of Cantilevered Pre-Cast Concrete Steps
Drainage	Foundation Wall Drainage, Surface Drainage, Sump Pit, Deck
Columns and Teleposts	Location of Columns
	Column Bracing
	Size/Rating
Beams/ Lintels	Size, Spans
Lumber or Engineered [Floor, Roof & Ceiling Joists and Rafters]	Size, Spans, Spacing, Support, Blocking, Cantilevered
Beams & Ceilings	Height (Clearance)
Sheathing [Floor, Exterior Wall and Roof]	Provision if Required, Thickness or Rating, Edge Support, Material Standards
Walls	Size, Spacing, Orientation, Lateral Support
Roof	Trusses
	Venting, Slope, Eave Protection
	Provision of Roofing and Type
	Provision of Attic Access
Concrete Floors on Ground	Structural Engineer if Required, Provision if Required, Thickness, Granular Material Beneath, Dampproofing
Crawl Space	Access, Drainage, Ground Cover, Ventilation, Warm Air Plenum

ITEM	PLAN REVIEW
Radon Gas	Soil Gas Control
Exterior Wall Finish	Provision of Cladding
	Provision of Wall Sheathing Membrane
Fire Exposure	Spatial Separation
	Skylights, Exterior Wall meeting at an angle, Protection of Soffits
Fire Stopping	Attic, Roof Spaces, Crawl Spaces
Insulation	Location, Type, Protection
Air Barrier	Location, Type, Material Standards
Vapour Barrier	Location, Type, Material Standards
Fume Barrier	Separation of Storage Garages from other Occupancies, Doors
Interior Finish	Drywall thickness, Spacing of Supports
	Flame Spread Rating on Walls and Ceilings
Sound Control	Location, Rating
Floors	Wood Floors On Ground
	Sleepers under Wood Floor on Concrete Slab
	Water resistance requirements for interior floors
Stairs	Run, Rise, Nosing, Tread, Headroom, Width, Mixed Flights
Landings	Location, Dimension, Height Over
Lighting	For Stairways
Handrails	Location, Ergonomic Design
Guardrails	Location, Height, Openings, Climability, Wired or Safety Glass
Doors/ Bedroom Window as exit including Window Well	Location, Size, Clearances, Quick Opening Mechanism, Sill Height (Guard or Door Secured)
	Safety Glass in Doors and Sidelights
	Mirrored Glass Doors
Smoke Alarms	Provision when Required, Location, Power Supply, Interconnection
CO Alarms	Provision when Required, Location, Interconnection when hard-wired
Fire Resistance	Method of Rating (design basis), Supporting Structure
Fire Separations	Floors, Roof, Suite, Public Corridors, Storage Garage, Service Rooms, Party Wall
	Closures (Fire Rating, Solid Core Doors, Wired Glass, Glass Block, Maximum Size, Door Closers, Swing of Service Room Doors, Fire Dampers, Fire Stop Flaps)
Exits or Means of Egress	Width, Height, Location, Openings
	Fire Separation
	Fuel Fired Appliances
	Ancillary Rooms
	Doors (Obstruction, Swing, Opening/Locking Mechanism)
	Emergency Lighting
Ventilation	Floor Rating of Exterior Passageway
	Ventilation Design Sheet
	Conditioning of roof or attic space below spray foam insulation
Masonry Fireplace	Storage Garage more than 5 vehicles
Chimney Flue	Hearth Extensions, Combustible Material Clearances (Exposed to interior), Firebrick Liners, Thickness of Fireplace Walls
	Connection to Appliances
Solid Fuel Factory- Built Fireplaces & Chimneys	Size, Lining, Spaces, Thickness, Height, Separation of Flue Liners
	Confirm unit is certified to CAN/ULC-S610
Solid Fuel Burning Stoves, Ranges, and Space Heaters	Confirm unit is certified to CAN/CSA-B365
Factory-Built Chimney	Confirm chimney is certified to CAN/ULC-S629

**NOTES:**Incorrect Information

If information is not provided on the drawings or it is incorrect, the plan examiner may request revised drawings or make a note on the drawings advising as to the requirement of the Code.

Professional Structural Alternatives

Professional Structural Alternatives include drawings sealed by a Professional Engineer or Registered Architect Licensed to practice in Saskatchewan, Shop Drawings provided by an Engineering Program, designs that may have been authorized by a recognized testing or evaluation agency, or based on internal procedures that have been accepted by the City of Saskatoon through past performance or engineered analysis. The plan examiner will ensure drawings sealed by a Professional Engineer or Registered Architect are provided when required and request a “Commitment for Field Review and Compliance” letter from the engineer or architect sealing the drawing for site inspections when required.

Factory-Built and Mobile Homes

Factory-Built houses and Mobile Homes are acceptable under the Code, provided they have been constructed to CAN/CSA-A277 and CSA Z240 respectively. The review of Mobile Homes is limited to placement of the unit on the site and the foundation unless the plan examiner observes an apparent Code or bylaw contravention or may require additional information to be satisfied that construction meets Code and bylaw requirements. Verification of CSA certification is required.

Engineer and Architect Drawings

Where construction is required to be designed by and the drawings are required to be sealed by an Engineer or an Architect licensed to practise in Saskatchewan, the plan examiner will not review items covered by the Engineer or Architect’s seal unless there is an apparent Code or bylaw contravention with the proposed design or the plan examiner requires additional information to be satisfied that the design meets Code and safety standards, notwithstanding the drawings are sealed by an Engineer or Architect.

Scope of Plan Review Limited for Building Relocation or Post-fire Repair

When buildings are relocated, or repaired after a fire, review of the drawings will focus on the requirements determined by a pre-inspection by a building inspector and any new construction associated with the relocation and/or repair.

Shop Drawings

Shop Drawings are required to be submitted at the Framing Inspection for engineered products. Shop drawings are not required for detached accessory buildings unless the inspector or plan examiner observes an apparent Code or bylaw contravention or requires additional information to be satisfied that the proposed construction meets Code and safety standards.

Insulation, Air Barrier and Vapour Barrier on Detached Garages

Insulation, Air Barrier and Vapour Barrier will only be reviewed on detached garages where it is shown on the drawings.

Flame Spread Rating

Flame spread rating will only be checked if finishes are shown on the drawings.

Attic and Crawl Space Access Dimensions

Dimensions will only be checked if there is a significant Code or bylaw contravention.



**APPENDIX B – POLICY C09-029**

**CODE ITEMS TO BE INSPECTED**  
**AT ONE OF THE MANDATORY INSPECTION STAGES**

<b>ITEM</b>	<b>INSPECT</b>
Site Security	Fencing as per Administrative Procedures
Services	Provision of Water, Plumbing, Electrical, and Heating
Fire Fighting	Vehicle Access by street, roadway, or yard
Footings	Located as Required
	Size (Width and Area)
	Projection beyond supported element
	Step Footings
	Provision for Lateral Support at Footing
Mobile Home	Anchorage
Grade Beam	Location and Width
Granular Fill	Depth and type
Foundation Wall	Thickness and Height
	Lateral Support and Anchorage
	Support for Joists and Beams on Masonry
	Exterior Parging of Masonry (Provision only)
	Form Tie Holes
	Exterior Dampproofing
	PWF material
	Inspection from Engineer where required
Foundation Wall Drainage	Location and Type
	Size
	Granular Cover
Drainage	Sump Provision, Surface, Deck
Columns and Teleposts	Position over footing
	Lateral Bracing
	Steel – Size/Label/Bearing Plate
	Wood – Size/Construction/Grading
	Masonry – Size
	Concrete – Size
Steel, Lumber or Engineered [Beams and Lintels]	Built-Up – Construction, Grading, Size and Span
	Steel – Size and Span
	LVL – Construction, Size and Span
	Support on Masonry (The provision of concrete fill in concrete blocks)
Lumber or Engineered (Floor, Roof & Ceiling Joists And Rafters)	Material and Grading
	Size, Slope, Framing, and Span
	Restraint
	Bearing or Support
	Holes, notches, damage
	Support on Masonry (The provision of concrete fill in concrete blocks)

ITEM	INSPECT
Sheathing	Floors, Roof & Walls (Material and Grading)
	Floors (Thickness, Staggering of Joints, Orientation)
	Roof (Thickness, Orientation, Edge Support)
	Wall (Thickness)
Walls	Material and Grading
	Size, Length, Spacing, Orientation, Continuity, Notching
	Bracing
	Double Studs at sides of Openings
	Wall Plates (Size, Number, Continuity, Grading, Notching)
	Air Barrier Continuity
	Support of Walls
Fire Exposure	Window Openings, Cladding Type, Skylights, Exterior Walls, Exits
Roof	Trusses - Grading, Bracing, Notched or Damaged
	Attic Access: Provision, Size
	Slope
	Venting - At Peak and Soffits, Cross Purlins, Insulation Stops
	Provision of Roofing
Floor on Ground	Provision, Sleepers on Concrete Floor
Crawl Space	Insulation (Provision only), Foundation, Access, Ventilation, Ground Cover, Drainage, Warm Air Plenum
Exterior Finish	Wall and Soffits (Provision of Cladding Only)
	Weep Holes in Masonry Walls
Wall & Floor Insulation	Coverage (as visible at the time of the Vapour Barrier inspection)
Attic/Roof Insulation	Coverage (as visible at the time of the Vapour Barrier inspection)
Air Barrier - Exterior Walls, Roof/Ceilings, & Floors over unheated space	Coverage, Type, Continuity, Attic Hatch
Vapour Barrier Exterior Walls, Roof/Ceilings, & Floors over unheated space	Coverage, Type, Location
Fume Barrier	Garage (Wall, Door)
Interior Finish	Walls and Ceilings (Provision)
	Foamed Plastics (Covering)
	Above Tub & Shower (Waterproof)
	Safety Glass for Tub/Shower Enclosure
Stairs	Finish, Lighting
Stairs & Landing	Provision, Structure, Support, Dimensions, Safety, Finish, Lighting, Mixed Flights
Stairs, Landings, & Ramps	Handrails
Stairs, Landings, Ramps, Decks, and Balconies	Guardrails
Windows & Doors	Location, Size, Type, Safety Glass
Doors	(Provision of Entrance Door, Keying, Resistance to Forced Entry, Mirrored Bi-fold Doors, Securing Vertical Drop)

ITEM	INSPECT
Smoke Alarms	Location, Power Supply
Carbon Monoxide Detector	Location
Fire Resistance	Supporting Structure, Spatial Separations (Provision of drywall or other covering to provide rating)
Fire Separations	Floors, Roof, Suite, Public Corridors, Storage Garage, Service Rooms, Party Wall, Exits (Provision of drywall or other covering to provide separation)
	Penetrations (Electrical and Duct location )
	Penetrations (Tight fitting and/or fire stopped)
	Closures (doors, frames, hardware, glazing, fire shutter)
Exits or Means of Egress	Provision, Width, Height, Location, Openings
	Fuel Fired Appliances within Exits, Equipment under an exit
	Ancillary Rooms opening directly into an Exit
	Doors (Obstruction, Swing, Opening/Locking Mechanism)
	Headroom (Obstructions)
	Emergency Lighting
	Floor Rating of Exterior Passageway
	Window Well (Clearance)
Mechanical Ventilation	Provision of Principal and Supplemental Exhaust Fans (Including the verification from the installer)
	Central Switch
	Location of Exhaust Air Intakes
	Provision of Air Intakes and Exhausts
	Separation of Air Intake from potential source of contamination
	Storage garage with more than 5 Vehicles
Heating System	Air is not to be circulated from one suite to another
Kitchen Cabinets	Clearances to Range
Chimney Flue	Connection to more than one appliance, Degree off vertical
Masonry Fireplace	Steel or fire-brick liner
	Hearth Extensions
	Combustible Material Clearances (Exposed to interior)
Masonry Chimney	Height of Chimney
	Cleanout
Factory-Built Fireplace and Chimney	Certified Appliance and Chimney, Hearth extensions, Combustible Material Clearances (Exposed to interior), Chimney Height
Solid-Fuel Burning Stoves, Ranges and Space Heaters	Certification (Review appliance against installation manual for clearances)
Factory-Built Chimneys for Solid-Fuel Burning Appliances	Certification (Review chimney if visible for type and clearances)

**Owner Obligated to Arrange for Inspection of All Applicable Listed Code Items**

**It is the owner’s obligation to arrange for inspections at the mandatory inspection stages and follow-up inspections such that all of the above-listed items applicable to the project can be inspected.**

**NOTES:**Engineer and Architect Drawings

Certain construction is required to be designed by and the drawings are required to be sealed by an Engineer or an Architect licensed to practise in Saskatchewan. If the Engineer or Architect is required to inspect the installation, the inspector will not inspect items covered by the Engineer or Architect's "Commitment for Field Review and Compliance" letter unless the inspector has a concern with or observes construction that is not in accordance with the approved plans, Code, or bylaws notwithstanding the "Commitment for Field Review and Compliance" letter.

Engineered Products

Engineered products will be reviewed against shop drawings. Shop drawings are not mandatory for small accessory buildings, however, if the inspector observes or suspects a violation of the Code or bylaws, they may be required.

Factory-Built and Mobile Homes

Factory-Built houses and Mobile Homes are acceptable under the Code, provided they have been constructed to CAN/CSA-A277 and CSA Z240, respectively. Inspection of these types of buildings will be limited to construction on site and will not include the inspection of the pre-built structure other than verifying the unit is certified, unless the inspector observes or suspects a violation of the Code or bylaws. The inspector may then require additional information to be satisfied that construction meets Code, bylaw and safety standards.

Scope of Inspection Limited for Building Relocation and Post-fire Repair

When buildings are relocated, or repaired after a fire, the inspection will pertain to the requirements determined by a pre-inspection by a building inspector and any new construction associated with the relocation and/or repair.

**LIMITATIONS:**

A number of items included in this Appendix may not be accessible or visible at a mandatory inspection stage or follow-up inspection as the result of normal construction practice. Primary inspection of these items will be limited to what is visible and accessible. If, in the course of inspection, the inspector notes an apparent Code or bylaw contravention, these items will be inspected in accordance with Appendix C. Items falling in this category are more fully described below:

Nailing Patterns and Nailing

Nailing patterns will be inspected if they are visible at the time of the inspection. Nailing samples readily visible to the inspector will be inspected.

Steel Beams and Columns

The thickness of steel columns and steel beams cannot always be confirmed.

Fire Separations

The inspector will check for the installation of drywall, taping, and filling joints where fire rating is required. Once installed, the type and thickness of drywall cannot always be confirmed, however, if the inspector observes an apparent Code contravention, these items will be inspected as well.

Wall & Floor Insulation

Insulation is usually inspected with all vapour barrier up. In these cases, the inspector cannot confirm proper full depth installation. Where vapour barrier is incomplete at the time of inspection, depth of insulation will be inspected.

Attic Insulation

Attics are not insulated until the drywall ceiling has been installed and may be very difficult to access after this. These types of concealed spaces are not part of the mandatory inspection described in this Appendix, however, if it becomes evident that insulation has not been installed prior to the permit being closed, this item will be inspected.

Air Barrier

Penetrations of the air barrier are required to be sealed. Inspection usually cannot confirm sealing of penetrations because they are covered by insulation and vapour barrier. Should these penetrations not be covered at the time of inspection, sealing will be inspected.

Attic and Crawl Space Access

While access is required to all crawl and attic spaces, it is sometimes not possible for a person to enter through the access point because of limited dimensions. The size of the access openings will only be checked if it is reasonable to do so and the inspector has reason to believe there is a significant Code contravention.

Concrete Fill

The depth of concrete fill cannot be verified since the fill is within the concrete block and, therefore, is not visible.

**APPENDIX C - POLICY C09-029**

**ADDITIONAL CODE ITEMS INSPECTED, IF THE INSPECTOR OBSERVES  
AN APPARENT CODE OR BYLAW CONTRAVENTION AT A  
MANDATORY INSPECTION STAGE OR FOLLOW-UP INSPECTION**

<b>Item</b>	<b>Inspect</b>
Footings	Soil Bearing Capacity
	Cold Weather Protection of Concrete
	High Water Table
	Minimum Depth of Footings (frost protection)
	Thickness
	Reinforcing
	Piles
Grade Beam	Cold Weather Protection of Concrete
	Depth
	Reinforcing
Foundation Wall	Cold Weather Protection of Concrete
	Reinforcing
	Interior Dampproofing
Columns and Teleposts	Anchorage, Nailing
Structural and Wood Framing Members	Decay Protection
Steel, Lumber or Engineered [Beams and Lintels]	Nailing
	Bearing
Lumber or Engineered (Floor, Roof & Ceiling Joists And Rafters)	Nailing
Sheathing	Nailing
Walls	Fire Rated Drywall, Nailing
Fire Stopping	Walls, Attic, Roof Spaces, Floors, Crawl Spaces
Fire Exposure	Protection of Soffits
	Fire Rated Drywall
	Installation of exterior drywall behind exterior vinyl siding if required
Roof	Trusses - Nailing
	Roof used as a Deck - Drainage
	Type of Roofing
	Roof Flashing
	Eave Protection
Floor on Ground	Radon Protection
Exterior Finish	Attachment of Cladding and Stucco Lath
	Wall Sheathing Membrane (Building Paper)
	Wall flashing and caulking
	Window Sill Drip Edge
	Masonry Veneer Support

ITEM	INSPECT
Wall & Floor Insulation	Type, Coverage in areas that will be hidden at the Vapour Barrier stage
Attic/Roof Insulation	Type, Coverage
Air Barrier	Penetrations
Interior Finish	Flame Spread Rating on Walls and Ceilings
Sound Control	Construction
Smoke Alarms	Certified Units and Interconnected
Fire Resistance	Supporting Structure – Fire Rated Drywall
Fire Separations	Closures (fire damper, fire stop flap)
	Fire Rated Drywall
Mechanical Ventilation	Tempering of Air to Room
	Interconnection with furnace and other supply fan
	Conditioning of air in attic or roof joists (Spray foam on roof sheathing)
Masonry Fireplace	Clearances From Combustible Framing
Masonry Chimney	Clearance from Combustible Framing

Appendix C is intended to provide notice of the Code items which, although not required to be kept open for inspection at a mandatory inspection stage, may be subject to inspection. These items will be inspected if, in the course of an inspection at a mandatory inspection stage or follow-up inspection, the inspector notes an apparent Code or bylaw contravention. **It is the owner's obligation to arrange for follow-up inspections such that all items noted by the inspector can be inspected.**

**NOTES:**

Appendix B Notes and Limitations Applicable to Appendix C

All Appendix B Notes and Limitations are applicable to Appendix C.