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PLANNING DISTRICT
Guiding Development • Building Community

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COMMERCIAL USER GUIDE

This is a guide, detailing what is required for commercial permit applications. Please ensure to submit information that is applicable to your proposed construction, as this is for reference only.

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Introduction

All permits related to building construction are issued by the Red River Planning District (RRPD). An application for a building permit can be made at the RRPD office located at 2978 Birds Hill Road within the RM of East St. Paul.

This guide is intended to outline the permit application process and plan submission for an application to build.

Building Permit and Approvals

A permit is required whenever work regulated by the Manitoba Building Code or applicable Building and Zoning By-law is to be undertaken.

As application to build will result in the issuance of a building permit when two (2) conditions are a satisfied:
1. A review for Code compliance, and
2. The approval of all other applicable by-laws or regulations that apply to the work undertaken by the building permit.

Compliance to the code is mandatory

Plan approval and the issuance of a building permit by the RRPD should not be construed to mean that the plans and the documents submitted and accepted for permit are in full compliance with the applicable codes. Code compliance remains the responsibility of the owner.

Compliance with the code is mandatory and a waiver of a code requirement is not permitted. However, alternatives that meet the intent or level of performance required by the code, may be permitted, provided that sufficient evidence is submitted to demonstrate the intent or level of performance required by the Code has been achieved and requirements of the Code Section 2.3., Division C. Alternative Solutions, are satisfied.

Plan Submission

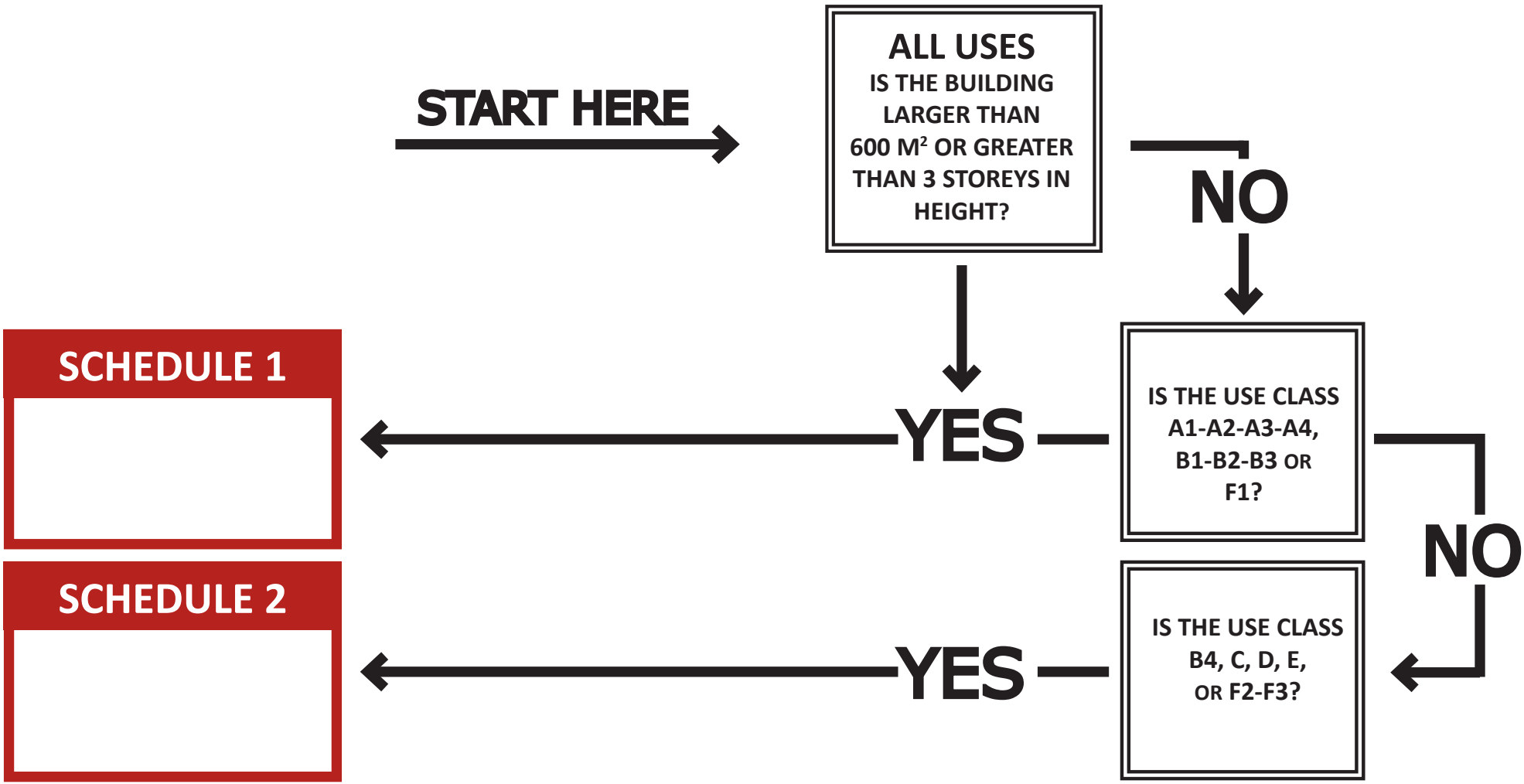
Sufficient information shall be provided to show that the proposed work will conform to the Code and whether or not it may affect adjacent property. Plans shall be drawn to scale and shall indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that, when completed, the work and proposed occupancy will conform to the Code.

In order for the RRPD to issue a permit in a timely manner, it is important that proper information and documents be submitted at the time of the application. If information is missing or code deficiencies are noted, these issues should be addressed as quickly as possible so that the issuance of the permit is not unduly delayed.

An application for a permit does not mean that you are entitles to a permit or that a permit will be issued. Only through a demonstrated compliance with the building code and to all other by-laws and applicable regulations will a permit be issued.

Meetings

The RRPD office is prepared to meet with designers and contractors to discuss code and zoning issues that may be either project specific or non-project specific and at both pre-application stage and the permit stage.


START HERE
ALL USES
IS THE BUILDING LARGER THAN 600 M² OR GREATER THAN 3 STOREYS IN HEIGHT?
NO
YES
IS THE USE CLASS A1-A2-A3-A4, B1-B2-B3 OR F1?
NO
YES
IS THE USE CLASS B4, C, D, E, OR F2-F3?
SCHEDULE 1
SCHEDULE 2

SCHEDULE 1

TO BE USED FOR ALL PART 3 BUILDINGS

This user guide applies to all buildings with major occupancy classifications of **A1,A2,A3,A4,B1,B2,B3** and **F1**. This user guide also applies to buildings containing a major occupancy of **B4,C,D,E,F2** and **F3** if over 600 sq. m. in building area[1] or over 3 storeys in height.

[1]*Building Area means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of firewalls.*

The following information is required in addition to the requirements found in the permit application form. See permit application form for possible additional requirements (Municipal /Provincial approvals etc.).

1. A registered design professional is required to design the architectural aspects (A professional Engineer is permitted to design the architectural aspects if permitted by MBC 2.2.2.3.). Professional engineers are required to design the structural, mechanical and electrical aspects, and fire suppression systems if applicable. A professional designer is also required to take responsibility for the energy code aspects of the building.

2. Letters of Assurance are required from the professional designers for all aspects of the project.

See Letter of assurance template at www.redriverplanning.com.

The designer or a suitably qualified person reporting to the designer is also responsible for field reviews.
This includes:

- → Architectural
- → Structural
- → Mechanical
- → Electrical
- → Fire suppression (if applicable)
- → Energy code

The design professional is responsible for the final certification of work.

3. A site plan is required.
SEE INFORMATION SHEET 1.

4. Drawings sealed by a professional designer are required for architectural, structural, mechanical and electrical aspects.
SEE INFORMATION SHEET 2.

5. An architectural building code analysis is required.
SEE INFORMATION SHEET 3.

6. A mechanical building code analysis is required.
SEE INFORMATION SHEET 4.

7. An electrical building code analysis is required.
SEE INFORMATION SHEET 5.

8. An energy code analysis is required.
SEE INFORMATION SHEET 6.

During the review process further information may be required.

SCHEDULE 2

TO BE USED FOR ALL PART 9 BUILDINGS

This user guide applies to all buildings with major occupancy classifications of **B4,C,D,E,F2,F3** if under 600 sq. m. in building area[1] or under 4 storeys in height.

[1]*Building Area means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of firewalls.*

The following information is required in addition to the requirements found in the permit application form. See permit application form for possible additional requirements (Municipal /Provincial approvals etc.).

1. A professional engineer is required to design the structural aspects.

2. A professional engineer is required to design the fire suppression systems if applicable.

3. A professional designer is required to take responsibility for the energy code aspects of the building for all **F2** major occupancies, and for **D, E** and **F3** occupancies over 300 sq. m..

4. Letters of Assurance are required from the professional designers for all aspects of the project as above.

See Letter of assurance template at www.redriverplanning.com.

The designer or a suitably qualified person reporting to the designer is also responsible for field reviews and final certification of work. This includes:

- → Structural
- → Fire suppression (if applicable)
- → Energy code (if applicable)

5. A site plan is required.
SEE INFORMATION SHEET 1.

6. Drawings demonstrating code compliance are required for architectural, structural, mechanical and electrical aspects.
SEE INFORMATION SHEET 7.

7. An architectural building code analysis is required.
SEE INFORMATION SHEET 8.

8. A mechanical building code analysis is required.
SEE INFORMATION SHEET 9.

9. An electrical building code analysis is required.
SEE INFORMATION SHEET 10.

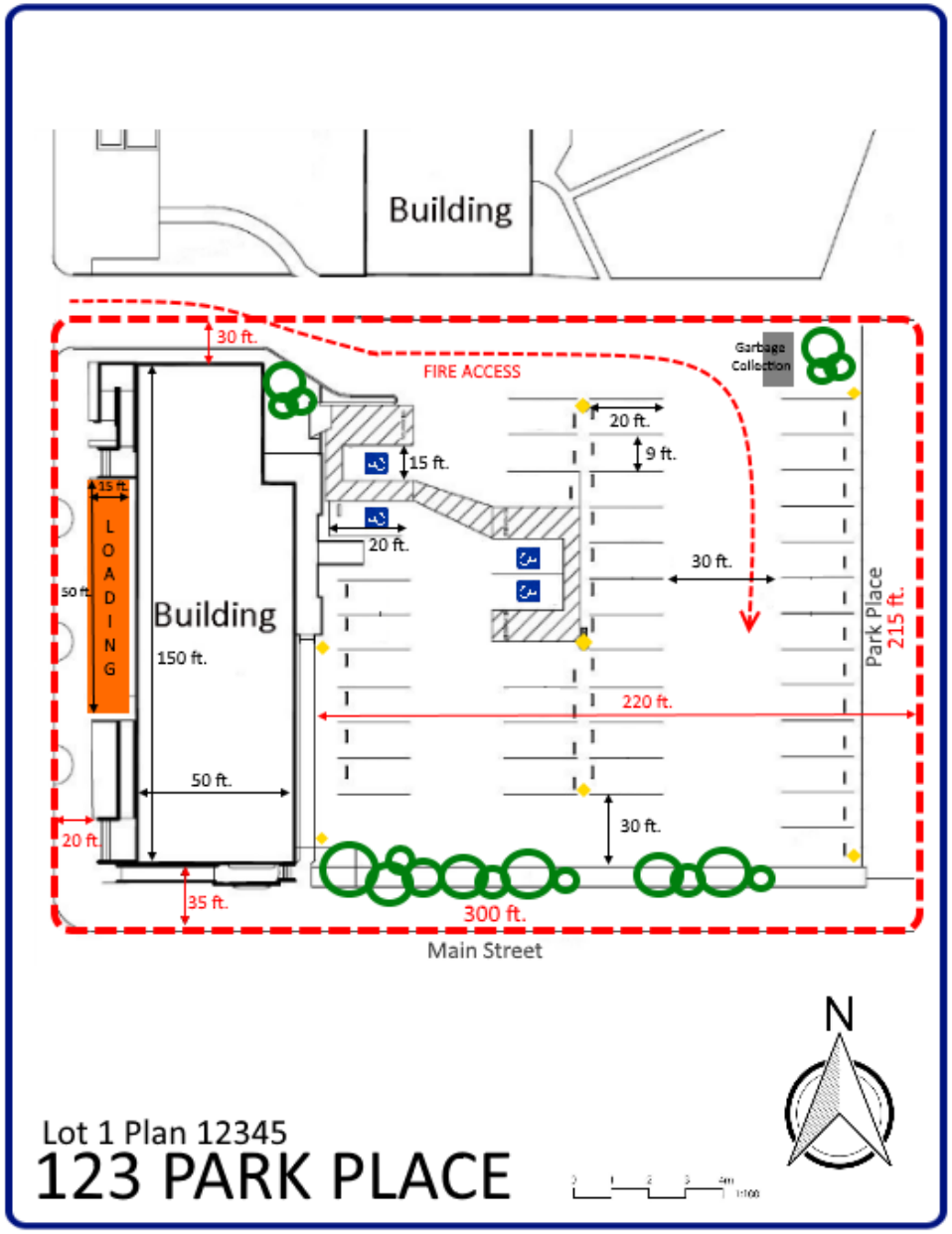
10. An energy code analysis is required as defined in **#3** above.
SEE INFORMATION SHEET 6.

During the review process further information may be required in exceptional circumstances.

INFORMATION SHEET 1

SITE PLAN REQUIREMENTS

- ❒ DRAWINGS (FULLY DIMENSIONED) SEALED, SIGNED AND DATED BY DESIGN PROFESSIONALS
- ❒ NORTH ARROW
- ❒ DRAWLING SCALE (METRIC AND NOT LESS THAN 1:500)
- ❒ CIVIC ADDRESS (IF ASSIGNED)
- ❒ LEGAL DESCRIPTION
- ❒ STREET NAMES
- ❒ PROPERTY LINES, LOT LINES AND ALL ADJACENT PUBLIC RIGHT-OF-WAYS
- ❒ LOT DIMENSIONS
- ❒ EXISTING STRUCTURES WITH DIMENSIONS AND SETBACKS
- ❒ PROPOSED STRUCTURES WITH DIMENSIONS AND SETBACKS FROM PROPERTY LINES
- ❒ ACCESS ROUTES / LANES FOR FIRE FIGHTING
- ❒ LIGHTING ON SITE LOCATION AND SPECIFICATIONS
- ❒ EACH PARKING SPACE AND DIMENSIONS
- ❒ ACCESSIBLE PARKING SPACES AND DIMENSIONS
- ❒ TYPE OF PARKING LOT AND LOADING AREA SURFACING
- ❒ LOADING SPACE LOCATION AND DIMENSIONS
- ❒ LANDSCAPING ON SITE
- ❒ AISLE LOCATION AND WIDTH TO ACCESS PARKING SPACES
- ❒ EXTERIOR STORAGE LOCATION AND ENCLOSURE
- ❒ INGRESS AND EGRESS LOCATION AND WIDTH
- ❒ SIGNAGE LOCATION AND INFORMATION
- ❒ FENCING LOCATION AND INFORMATION
- ❒ FIRE HYDRANT LOCATION
- ❒ FIRE DEPARTMENT CONNECTION, IF REQUIRED



EXAMPLE SITE PLAN

INFORMATION SHEET 2

INFORMATION REQUIRED ON DRAWINGS - PART 3

ARCHITECTURAL DRAWINGS:

PART 3 COMPONENT DETAILS, BUT NOT LIMITED TO:

- ❒ Drawings (fully dimensioned) sealed, signed and dated by the design professional
- ❒ Floor layout(s) – all room uses identified
- ❒ Building elevations
- ❒ Building section details (wall(s), floor(s), roof)
- ❒ Firewall location(s)
- ❒ Wall construction type/schedule
- ❒ Wall fire test assembly reference(s)
- ❒ Floor fire test assembly reference(s)
- ❒ Safety within floor area(s)
- ❒ Flame-spread rating reference(s)
- ❒ Door schedule, including door size, rating, hardware, etc.
- ❒ Stair, guard and handrail details
- ❒ Exit, exit enclosures and elevator and service shafts/spaces
- ❒ Fire detection, suppression and alarm systems
- ❒ Barrier free design, accessibility
- ❒ Plumbing and health requirements

ENVIRONMENTAL SEPARATION (PART 5) DETAILS:

- ❒ Drawings (fully dimensioned) sealed, signed and dated by the design professional
- ❒ Building section details
- ❒ Envelope/ connection details

STRUCTURAL (PART 4) DRAWINGS:

- ❒ Drawings (fully dimensioned) sealed, signed and dated by a professional engineer
- ❒ Foundation, floor(s), roof plans and related structural details
- ❒ Design loads, including snow, live, dead & wind loads,
- ❒ Soil conditions (soils report, if applicable)
- ❒ Material standard references for concrete, steel, wood, etc.
- ❒ Structural section details, as applicable

HVAC AND OTHER MECHANICAL (PART 6) DRAWINGS:

- ❒ Drawings sealed, signed and dated by a professional engineer
- ❒ HVAC systems design summary
- ❒ Cooking exhaust equipment
- ❒ Fire dampers/fire stop flaps
- ❒ Fire stop materials (test reference)
- ❒ Fire suppression systems (sprinkler, standpipe, others)
- ❒ Manufacturing processes and/or systems (MFC)
- ❒ Plumbing drawings

ELECTRICAL DRAWINGS:

- ❒ Drawings sealed, signed and dated by a professional engineer
- ❒ Fire alarm and detection system
- ❒ Exit signs
- ❒ Emergency lighting - Part 9 only

INFORMATION SHEET 3

ARCHITECTURAL DESIGN SUMMARY

1. BUILDING DATA

Building Area in m^2 (1.4.1.2. Div A): _____

Major occupancy group(s) - include all:
☐A-1 ☐A-2 ☐A-3 ☐A-4 ☐B-1 ☐B-2 ☐B-3 ☐C ☐D ☐E ☐F-1 ☐F-2 ☐F-3

Facing number of streets: _____ Grade (m) _____
Building Height: (Number of storeys) _____

Construction Type: ☐ Combustible ☐ Non-combustible
☐ Encapsulated Mass Timber
Construction Articles (3.2.2.): _____

☐ 3.2.1.2. Storage Garage ☐ 3.2.2.51. or 3.2.2.60. Six Storey Comb.
☐ 3.2.2.48. or 3.2.2.57. or 3.2.2.93. Encapsulated Mass Timber

Firewall 3.1.10.	☐ N/A	☐ 2hr	☐ 4hr
Sprinklered	☐ Yes	☐ No	
☐ NFPA 13	☐ NFPA 13R	☐ NFPA 13D	
High Building 3.2.6.	☐ Yes	☐ No	
Single Exit 3.2.10.	☐ Yes	☐ No	
Standpipe System	☐ Yes	☐ No	
Fire Alarm	☐ Yes	☐ No	

Fire Resistance Rating per 3.2.2.
Floor_____ hr Mezzanine_____ hr
Roof_____ hr Loadbearing walls and columns_____ hr

2. SPATIAL SEPARATION

WALL								
	Area Exposing Building Face m^2	*Ratio L/H, if not sprinklered*	*Limiting Distance (m)*	*% Opening Allowed*	*% Opening Actual*	*Fire Resistance Rating*	*Type of Construc-tion*	*Type of Cladding*
NORTH								
SOUTH								
EAST								
WEST								

* For 3.2.2.48., 3.2.2.51., 3.2.2.57., and 3.2.2.60. or more complex building configurations, attach additional sheet(s).

- ❒ Protection of openings when limiting distance <1.2m (3.2.3.5.)
- ❒ Combustible projections within 1.2m of the property line (3.2.3.6.(1))
- ❒ Projection roof soffits (3.2.3.6.)
- ❒ Maximum size opening where limiting distance ≤ 2.0m (3.2.3.1.(5))
- ❒ Spacing of unprotected 2m (3.2.3.1.(6))
- ❒ Protection of exit facilities (3.2.3.13.)
- ❒ Wall exposed to another wall (3.2.3.14.)
- ❒ Protection of exposed soffit (if permitted by 3.2.3.6.) (3.2.3.16 & 3.2.3.6.)
- ❒ Wall exposed to adjoining roof (3.2.3.15)
- ❒ Class A, B or C roof covering (3.1.15.2.)
- ❒ Self-service storage building (3.9.1.1. & 3.9.1.2.)
- ❒ Self-service storage building spatial separation (3.9.2.2.)

3. PROVISION FOR FIRE FIGHTING

- ❒ Access above grade (3.2.5.1.)
- ❒ Access below grade (3.2.5.2.)
- ❒ Access route location and design (3.2.5.4. to 3.2.5.6.)
- ❒ Location of fire hydrant (3.2.5.5.)
- ❒ Access to roof for buildings > 3 storeys (3.2.5.3.)
- ❒ Location of fire department connection (3.2.5.15.)
- ❒ Sprinklers required (3.2.2.18. & 3.2.5.14.)
- ❒ Sprinkler standards (3.2.5.12.)
- ❒ Single Exit (3.2.10.) sprinklers required (3.2.10.2.(1))
- ❒ Standpipes and hose connections (3.2.5.8. to 3.2.5.11.)
- ❒ Fire pump - NFPA 20 (3.2.5.18.)
- ❒ Water supply for fire fighting (3.2.5.7.)

4. REQUIREMENTS FOR HIGH BUILDINGS

- ❒ Application of high building requirements (3.2.6.1.)
- ❒ Requirements for limiting smoke movement (3.2.6.2.)
- ❒ Emergency operations of elevators (3.2.6.4.)
- ❒ Requirement for fire fighter elevator (3.2.6.5.)
- ❒ Venting to aid fire fighting (3.2.6.6.)
- ❒ Central alarm and control facility (CFAC) (3.2.6.7.)
- ❒ Voice communication system (3.2.6.8.)

5. FIRE SEPARATION BETWEEN OCCUPANCIES, SUITES, FLOOR AREAS AND SHAFTS

- ❒ Separation of major occupancies (3.1.3.1.& Table 3.1.3.1.)
- ❒ Prohibited combination of occupancies (3.1.3.2.)
- ❒ Fire separation between suites (3.3.1.1.)
- ❒ Fire separation for public corridor (3.3.1.4.)
- ❒ Fire separation for corridors serving an assembly occupancy (3.3.2.6.)
- ❒ Fire separation for residential occupancy (3.3.4.2.)
- ❒ Fire separation of Group A, Division 1 occupancy (occupant load > 200 persons) (3.3.2.2.)
- ❒ Fire separation of roof supporting occupancy (3.2.2.13.)
- ❒ Walkway between buildings (3.2.3.19.)
- ❒ Underground walkways (3.2.3.20.)
- ❒ Fire separation of repair garages and storage garages (3.3.5.5. & 3.3.5.6.)
- ❒ Vestible requirements for storage garages (3.3.5.4.(1) & 3.3.5.7.)
- ❒ Hazardous substances (3.3.1.2. & MFC)

6. CONSTRUCTION OF FIRE SEPARATIONS AND CLOSURES

- ❒ Basis for fire separations (ULC/cUL/WH listings, or Appendix D) (3.1.7. & Appendix D)
- ❒ Protection of openings (3.1.8.1.)
- ❒ Support of fire separations (3.1.8.2.)
- ❒ Continuity of separations (3.1.8.3.)
- ❒ Fire-protection rating requirements for closures (3.1.8.4. & 3.1.8.12.)
- ❒ Maximum openings in firewalls (3.1.10.5.)
- ❒ Combustible projections beyond firewalls (3.1.10.7.)

- ❒ Maximum dimensions of openings in fire separation (3.1.8.6.)
- ❒ Self-closing devices (3.1.8.13.)
- ❒ Hold open devices (3.1.8.14.)
- ❒ Latches required on swing doors (3.1.8.15.)
- ❒ Wired glass, glass block and safety glazing in exit closures (3.1.8.18. & 3.8.8.19. & Table 3.1.8.17.)
- ❒ Wired glass and glass block in fire separations (3.1.8.16.)
- ❒ Temperature rise limit for doors (3.1.8.17. & 3.1.8.19. & Table 3.1.8.17.)
- ❒ Fire and smoke dampers (3.1.8.7. to 3.1.8.11.)
- ❒ Single Exit (3.2.10.) Limits to smoke movement (3.2.10.3.)

7. EXITS

TABLE 3.1.17.1. OCCUPANT LOAD

Type of Use	*Area of floor area m²*	*Area per person m²*	*Total number of persons*

** Additional table of how this summary was derived can be added.

- ❒ Types of exits (3.4.1.4.)
- ❒ Minimum number of exits (3.4.2.1.)
- ❒ Distance between exits (3.4.2.3.)
- ❒ Travel distance (3.4.2.4.)
- ❒ Location of exits (3.4.2.5.)
- ❒ Travel distance to exit in service space maximum 50m (3.4.2.4.(3) & 3.2.1.1.(8))
- ❒ Clear width of exit, corridor, stair, ramp, and door (3.4.3.2. & Table 3.4.3.2.-A & Table 3.4.3.2.-B)

Exit Capacity 3.4.3.2.

- ❒ 6.1 mm/person for: ramps ≤ 1 in 8, doorways, corridors and passagways
- ❒ 9.2 mm/person for: ramps > 1 in 8, stairs (rise > 180 mm or run < 280 mm)
- ❒ 8 mm/person for stairs ≤ 180 mm, and run ≤ 280 mm
- ❒ Exit width reduction (3.4.3.3.)
- ❒ Headroom clearance (3.4.3.4.)
- ❒ Flame spread rating for exits (Tables 3.1.13.2. & 3.1.13.7.) *Exception 3.1.13.7.(2)*
- ❒ Fire separation of exits (3.4.4.1. & 3.4.4.2. & 3.4.4.3.)
- ❒ Integrity of exits (3.4.4.4.)
- ❒ Minimum 3 risers (3.4.6.2.) *Exception 3.3.2.15.*
- ❒ Treads and risers (3.4.6.8.)
- ❒ Maximum of 3.7 m per flight, except Group B Division 2 (3.4.6.3.)
- ❒ Length and width of landing (3.4.6.4.)
- ❒ Handrails - number / height / graspable / continuity / horizontal extensions (3.4.6.5.)
- ❒ Number of handrails for stairs > 1100 mm (3.4.6.5.(1))
- ❒ Guards - height / climability / openings (3.4.6.6.)
- ❒ Exit signs (3.4.5.1.)

- ❒ Sign for stair & ramp at exit level (3.4.5.3.)
- ❒ Gradients for ramps (3.4.6.7. & 3.8.3.5. & 3.4.6.1.)
- ❒ Curved flights in exits (3.4.6.9.)
- ❒ Horizontal exits (3.4.6.10.)
- ❒ Exterior passageways (3.4.1.5. & 3.4.4.3.)
- ❒ Exit at interconnected floor spaces (3.4.3.2.(6))
- ❒ Landings 300 mm wider and longer than door (3.4.6.11.)
- ❒ Doors and direction of door swing (3.4.6.11. & 3.4.6.12.)
- ❒ Sliding doors in exits (3.4.6.14.)
- ❒ Exit doors to be self-closing (3.4.6.13.)
- ❒ Door release hardware, openable from inside without key (3.4.6.16. & 3.3.2.7.)
- ❒ Electromagnetic locks (3.4.6.16.(5) & (6))
- ❒ Emergency crossover access > 3 storeys above grade and > 2 storeys below grade (3.4.6.18.)
- ❒ Floor numbering and identification of stair shafts (3.4.6.19.)

8. SAFETY REQUIREMENTS WITHIN FLOOR AREAS

- ❒ Means of egress from roof and terraces (3.3.1.3.(3) & (4))
- ❒ Doors into public corridor, exit in opposite direction (3.3.1.3.(12))
- ❒ Roof top enclosures > 200m^2, 2 means of egress (3.3.1.3.(6))
- ❒ Means of egress for service spaces (3.3.1.3.(10))
- ❒ 2 egress doorways; min. 1/3 diagonal separation (3.3.1.5.)
- ❒ Travel distance (3.3.1.6.)

Doors in access to exit 3.3.1.13. / 3.3.3.4.

- ❒ Minimum 850 mm for single leaf clean opening (3.3.1.13.(1)(a))
- ❒ Minimum 850 mm for active leaf in double door (3.3.1.13.(1)(b))
- ❒ Door hardware (3.3.1.13.(3) and (4))
- ❒ Minimum 850 mm for care facilities (3.3.3.4.(1))
- ❒ Minimum 1050 mm to move patients in beds (3.3.3.4.(2))
- ❒ Readily openable without use of keys (3.3.1.13.(2))
- ❒ Not open onto a step (3.3.1.13.(1)(c))
- ❒ Threshold height and configuration (3.3.1.13.(1)(d))

- ❒ Door swing: occupant load > 60 or F1 occupancy must swing in direction of exit travel (3.3.1.11.)
- ❒ Minimum width of corridor (3.3.1.9.)
- ❒ Minimum width of corridor in care, treatment or detention (3.3.1.9. / 3.3.3.3.(3))
- ❒ Hazardous substances, equipment, and processes (3.3.1.2. & MFC)
- ❒ Design of hazardous areas (3.3.6. & MFC)
- ❒ Guards at raised floors, roof, shaft, balcony (3.3.1.18.)
- ❒ Tapered treads in curved stair (3.3.1.16.)
- ❒ Tactile walking surface indicators (3.3.1.19.)
- ❒ Protection of openable windows in residential occupancy (3.3.4.8.)
- ❒ Explosion venting (3.3.1.21.)
- ❒ Flame spread rating (3.1.13.2. & Table 3.1.13.2)
- ❒ Flame spread rating in elevator cars (3.1.13.11.)
- ❒ Ventilation for commercial cooking equipment (3.3.1.2.(2))
- ❒ Protected zones in accessible floor areas (3.3.1.7.)
- ❒ Foam plastics protection - combustible construction (3.1.4.2.)

- ❒ Foam plastics protection - noncombustible construction (3.1.5.15.)

Additional requirements related to occupancy classification:

- ❒ Group A requirements (3.3.2.)
- ❒ Group B requirements (3.3.3.)
- ❒ Group C requirements (3.3.4.)
- ❒ Group F requirements (3.3.5.)

- ❒ Self-service storage building safety within floor areas

9. FIRE ALARM SYSTEMS

- ❒ Buildings requiring a fire alram system (3.2.4.1.)
- ❒ Continuity of fire alarm systems (3.2.4.2.)
- ❒ Types of systems (3.2.4.3. & 3.2.4.4.)
- ❒ Signals to fire department (3.2.4.7.)
- ❒ Zoning of fire alarm systems (3.2.4.8.)
- ❒ Fire detectors (3.2.4.10.)
- ❒ Smoke detectors (3.2.4.11.)
- ❒ Sprinkler system monitoring (3.2.4.15.)
- ❒ Manual pull stations (3.2.4.16.)
- ❒ Visible signal devices and visible warning systems (3.2.4.19.)
- ❒ Smoke alarms (3.2.4.20.)
- ❒ Residential fire warning systems (3.2.4.21.)
- ❒ Voice communication systems (3.2.4.22. & 3.2.4.23.)
- ❒ Integrated fire protection and life safety systems testing (3.2.9.1. & CAN/ULC-S1001)

10. LIGHTING AND EMERGENCY POWER

- ❒ Lighting for exits, public corridors and rooms (3.2.7.1.)
- ❒ Emergency lighting (3.2.7.3.)
- ❒ Emergency power for lighting (3.2.7.4.)
- ❒ Emergency power for fire alarm system (3.2.7.8.)
- ❒ Emergency power for Group B Division 2 occupancies (3.2.7.6.)
- ❒ Emergency power for building services (3.2.7.9.)
- ❒ Emergency conductor protection (3.2.7.10.)

11. REQUIREMENTS FOR MEZZANINES AND INTERCONNECTED FLOOR SPACES

- ❒ Exception in building height; mezzanine / rooftop enclosure / space under tiers of seats (3.2.1.1.)
- ❒ Termination at vertical fire separation (3.2.8.1.(1))
- ❒ Mezzanine egress (3.4.2.2.)
- ❒ Interconnected floor space not permitting in B-2 occupancy with sleeping rooms (3.2.8.1.(3))
- ❒ Openings through horizontal fire separation for vehicular ramps in storage garage (3.2.8.2.(2))
- ❒ Openings in fire separation for manufacturing process (3.2.8.2.(3))
- ❒ Openings for stairways, escalators, moving walkways (3.2.8.2.(5)&(6))
- ❒ Interconnected first floor and floor below or above (3.2.8.2.(6))
- ❒ Exit width for stairs serving interconnected floors (3.4.3.2.(6))
- ❒ Elevator openings (3.2.8.4.(6))
- ❒ Sprinkler system (3.2.8.3.)
- ❒ Draft stops (3.2.8.6.)
- ❒ Mechanical exhaust system (3.2.8.7.)

12. SERVICES FACILITIES

- ❒ No storage in service spaces (3.6.1.4.)
- ❒ Fire separation of service rooms (3.6.2.1.)
- ❒ Fire separation for service room with fire safety system (3.6.2.1.(8))
- ❒ No boiler under exit (3.6.2.2.)
- ❒ Door swing for service rooms (3.6.2.6.)
- ❒ Fire separation of janitor rooms (3.3.1.22.)
- ❒ Fire separation of laundry rooms (3.3.1.23.)
- ❒ Fire separation & sprinklers for residential storage room (3.3.4.3.)
- ❒ Recall and alternate floor recall (3.5.2.1.(1))
- ❒ Fire separation for elevator shafts (3.5.3.1. & Table 3.5.3.1.)
- ❒ Fire separation for combustible refuge storage rooms (3.6.2.5.)
- ❒ Fire separation of electrical equipment vaults (3.6.2.7.)
- ❒ Fire separation for vertical services spaces (3.6.3.1. & Table 3.6.3.1.)
- ❒ Prohibition on combustible vent pipes in verticle service spaces (3.1.9.4.(4)(c) & 3.1.5.19.(3)(b))
- ❒ Fire separation at top/bottom of verticle service space (3.6.3.1.)
- ❒ Fire separation of horizontal service spaces (3.6.4.2.)
- ❒ Fire separation of fuel fired service (3.6.2.1.)
- ❒ Fire separation and sprinklers for garbage rooms (3.6.2.5.)
- ❒ Linen and garbage chutes and rooms (3.6.3.3.)
- ❒ Negative pressure required for vertical service space (3.6.3.4.)
- ❒ Grease duct enclosures (3.6.3.5.)
- ❒ Plenums, fire stop flaps (3.6.4.3.)
- ❒ Access to attic or roof space (3.6.4.4.)
- ❒ Access to horizontal service space (3.6.4.5.)
- ❒ Access to crawl space (3.6.4.6.)

13. HEALTH REQUIREMENTS

PLUMBING FACILITIES 3.7.2.					
Occupancy classification	*# of Persons of each sex*	*# of water closets required*		*# of water closets provided*	
		Male	*Female*	*Male*	*Female*

- ❒ Room and space height (3.7.1.1. & 9.5.3.)
- ❒ Room ventilation (6.3.1.1. & 6.3.1.3.)
- ❒ Medical gas piping systems (3.7.3.1. & CSA Z7396.1)

14. ACCESIBILITY

- ❒ Accessible design standard option Section 3.8. or CSA B651 (3.8.3.1.)
- ❒ Application and exemptions to buildings (3.8.2.1.)
- ❒ Areas requiring access (3.8.2.3.)
- ❒ Accessible path of travel (3.8.2.5. & 3.8.3.2.)
- ❒ Entrances (3.8.2.2.)
- ❒ Exterior walks (3.8.3.3.)
- ❒ Wheelchair spaces (3.8.2.3.(3) & 3.8.3.22.)
- ❒ Access to parking areas (3.8.2.5.)
- ❒ Where accessible washroom required (3.8.2.1. & 3.8.2.8.(5))
- ❒ Accessible signs (3.8.3.9.)
- ❒ Drinking fountains (3.8.3.10.)
- ❒ Water-bottle filling stations (3.8.3.11.)
- ❒ Water closet stalls (3.8.3.12.)

- ❒ Water closets (3.8.3.14. & 3.8.3.15.)
- ❒ Limited mobility urinals (3.8.2.8. & 3.8.3.15.)
- ❒ Lavatories and mirrors (3.8.2.8. & 3.8.3.16.)
- ❒ Universal washrooms (3.8.2.8. & 3.8.3.13.)
- ❒ Showers (3.8.3.17.)
- ❒ Bathtubs (3.8.3.18.)
- ❒ Doorways and doors providing access (3.8.3.6.)
- ❒ Power door operators (3.8.2.7.)
- ❒ Ramp minimum width / maximum slope / handrails / guards (3.8.3.5. & 1.4.1.2. of Div A (ramp definition))
- ❒ Elevating devices (elevators CSA B44 and lifts CSA B355) (3.5.2.1. & 3.8.3.7.)
- ❒ Passenger elevator dimensions (3.5.4.1. & 3.8.3.7.)

15. ALTERNATIVE SOLUTIONS

- ❒ List of alternative solution(s)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

16. 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 GROUND WATER

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

_____

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

_____

c. Penetration of service elements _____

_____

d. Methods used to accommodate penetrations by windows, doors, electrical services, mechanical services, etc. (Describe) _____

_____

_____

MBC SECTION 5.8 – SOUND TRANSMISSION

a. Walls _____

_____

b. Floors _____

_____

INFORMATION SHEET 4

MECHANICAL DESIGN SUMMARY

1. HEATING, VENTILATING AND AIR-CONDITIONING (MBC PART 6) MBC SECTION 6.3. DESIGN AND INSTALLATION

MBC Subsection 6.3.1. Ventilation ASHRAE 62

☐ Other _____ (specify)

a. Use(s): _____ ☐ Yes

b. Rate(s): _____ ☐ Yes

c. Occupant Load(s): _____ ☐ Yes

d. Ventilation capacity required = _____ ☐ Yes

e. Ventilation capacity provided = _____ ☐ Yes

MECHANICAL HVAC DESIGN FOR MBC PART 5 – ENVIRONMENTAL SEPARATION

a. Operating temperature _____

b. Operating relative humidity range
Summer: _____ Winter: _____

c. Operating static pressure _____

d. Specified leakage rate for building _____

OTHER SPACE VENTILATION

a. Storage garage - 6.3.1.3. ☐ Yes ☐ N/A

b. Air contaminant exhaust - 6.3.1.5. ☐ Yes ☐ N/A

c. Dust collection system - 6.9.1.2. ☐ Yes ☐ N/A

d. Welding and cutting operations (NFPA 51) - 6.9.1.2. ☐ Yes ☐ N/A

e. Crawl Space/Attic or Roof Spaces - 6.3.1.2. ☐ Yes ☐ N/A

f. Other conditions /features:
(specify)_____

MBC SUBSECTION 6.3.2. AIR DUCT SYSTEMS

a. Fire Dampers (See Article 3.1.8.10.) - 6.9.2.1. ☐ Yes ☐ N/A

b. Smoke or combination fire/smoke dampers - ☐ Yes ☐ N/A
(See Article 3.1.8.7. & 3.1.8.1.)

c. Smoke Detector Control (see Article 3.2.4.13.) - 6.9.2.2. ☐ Yes ☐ N/A

d. Smoke Detector - ☐ Yes ☐ N/A

e. Exhaust Ducts and Outlets - 6.9.2.3. ☐ Yes ☐ N/A

f. Interconnection of Systems - 6.3.2.7. ☐ Yes ☐ N/A

g. Make-up Air - 6.3.2.8. ☐ Yes ☐ N/A

MBC SUBSECTION 6.2.4. CARBON MONOXIDE ALARMS

Note : The building does not contain a fuel-burning appliance, storage garage or other sources of carbon monoxide ☐ (Check)

a. Carbon Monoxide Alarms - 6.9.3.1. & MB Amendment ☐ Yes

b. Carbon Monoxide Alarms – (NFPA 720) 6.9.3.2. ☐ Yes

c. Carbon Monoxide Alarms shown
☐ on Electrical drawings.
☐ on Mechanical drawings.
Note: Carbon Monoxide Alarm locations required by 6.9.3. have been coordinated with the Electrical Engineer. ☐ Check

2. MBC SUBSECTION 3.3.6. /MFC DANGEROUS GOODS

Check if not applicable ☐
a. Dangerous Goods - 3.3.6.2. ☐ Yes ☐ N/A

b. Compressed gases – 3.3.6.3. ☐ Yes ☐ N/A

c. Flammable and Combustible Liquids – 3.3.6.4. Refer to Clause 4.1.2.1. (in NFC for classification) ☐ Yes ☐ N/A

d. Other hazardous Processes and Operations ☐ Yes ☐ N/A

3. REPAIR GARAGE/SPRAY BOOTHS

Check if not applicable ☐
a. Auto-body repair shop - 6.3.1.5. ☐ Yes

b. Service/repair garage (NFPA 30A) - 6.9.1.2. ☐ Yes

c. Spray Booth (NFPA 33) - 6.3.1.5. & 6.9.1.2. ☐ Yes

4. COOKING EQUIPMENT

Check if not applicable ☐
a. Ventilation of cooking equipment (NFPA 96) - 6.3.1.6. ☐ Yes ☐ No

b. Fire protection of cooking equipment (ANSI/UL 300 or ULC/ ORD-C1254.6)- 6.9.1.3. ☐ Yes

5. FIRE SUPPRESSION SYSTEMS

Note: 1.Sprinkler system and/or standpipe drawings, including hydraulic calculations ☐(check)

6. SPRINKLER SYSTEMS

Check if not applicable ☐
a. Sprinkler Systems (3.2.5.12.) -
NFPA 13 ☐ 13R ☐ 13D ☐ (check applicable standard)

b. NFPA Hazard occupancy (check type): Light ☐, Ordinary (group1) ☐, Ordinary (group2) ☐, Extra (group1) ☐, Extra (group2) ☐

c. Type of system (check type):
Wet ____ Dry ____ Other (specify) _____

d. Building, (for additions: existing building and addition) to be fully sprinklered ☐ Yes

STANDPIPE SYSTEMS

Check if not applicable ☐
a. Standpipe and Hose System (3.2.5.8. to 3.2.5.11.) - NFPA 14 ☐ Yes

Other Fire Suppression Features
a. Fire Pump (see 3.2.5.18.) - NFPA 20 ☐ Yes ☐ N/A

b. Individual rooms or areas required to be sprinklered or Alternative Solutions using sprinklering ☐ Yes ☐ No

INFORMATION SHEET 5

ELECTRICAL DESIGN SUMMARY

1. EXIT SIGNAGE (SEE MBC SUBSECTION 3.4.5.)

Check if not applicable ☐

a. Exit signs provided ☐ Yes

b. Exit sign locations shown ☐ Yes

c. Dedicated exit light cct./emergency lighting cct. ☐ Yes

d. Type of signs provided ☐ red EXIT (to match existing) **or**
☐ green pictogram

2. EMERGENCY LIGHTING (SEE MBC SUBSECTION 3.2.7.)

Check if not applicable ☐

a. Emergency lighting provided ☐ Yes

b. Emergency lighting locations shown ☐ Yes

c. Emergency power supply ☐ Battery or ☐ Generator

d. Emergency power duration ☐ ½ hr. ☐ 1 hr. ☐ 2hr.

3. FIRE ALARM SYSTEM (SEE MBC SUBSECTION 3.2.4.)

Check if not applicable ☐

a. Fire alarm system required ☐ Yes ☐ No

b. Fire alarm system: ☐ Existing ☐ New

c. Fire alarm system specifications provided ☐ Yes

d. Fire alarm riser diagram relevant to this project provided ☐ Yes ☐ N/A

e. Zone schedule provided ☐ Yes ☐ N/A

f. Type of fire alarm: ☐ 1 stage or ☐ 2 stage and
☐ addressable or ☐ conventional

g. Annunciator location(s) shown ☐ Yes

h. Manual pull stations shown ☐ Yes

i. Fire alarm detectors shown ☐ Yes ☐ N/A

j. Sprinkler system supervision provided ☐ Yes ☐ N/A

k. Standpipe supervision provided ☐ Yes ☐ N/A

l. Latching supervisory zones provided ☐ Yes ☐ N/A

m. Elevator control/alternate floor homing provided ☐ Yes ☐ N/A

n. Smoke detector(s) provided for air handling shutdown ☐ Yes ☐ N/A

o. Central vacuum shutdown required/provided ☐ Yes ☐ N/A

p. Cooking exhaust hood extinguisher connection to fire alarm provided
☐ Yes ☐ N/A

q. Audible signals shown ☐ Yes

r. Visual signals shown ☐ Yes ☐ N/A

s. Central reporting required ☐ Yes ☐ N/A

t. Emergency power supply ☐ DC or ☐ Generator

u. Lock-on breaker painted red and c/w red lamicoid label ☐ Yes

4. CO ALARM/DETECTION SYSTEM (SEE MBC 6.9.3.1. & 6.9.3.2.)
Note: The building does not contain a fuel-burning appliance, storage garage or other sources of carbon monoxide ☐ (Check)

a. CO alarms to MBC 6.9.3.1. or 6.9.3.2. required/provided ☐ Yes ☐ N/A

b. CO alarm/detector locations required in items a. or b. have been coordinated with the mechanical engineer ☐ (Check)

c. CO alarm or detector locations shown
☐ on Electrical drawings. ☐ on Mechanical drawings.

5. DOOR HARDWARE/CONTROL
Check if not applicable ☐

a. Door holders provided ☐ Yes ☐ No

b. Door holder FA release provided ☐ Yes ☐ N/A

c. Smoke detection for door holders located per CAN/ULC-S524
☐ Yes ☐ N/A

d. Electromagnetic door locks provided ☐ Yes ☐ No

6. EMERGENCY GENERATOR
Check if not applicable ☐

a. Emergency generator location shown ☐ Yes

b. Compliance with ☐ CAN/CSA C-282 or ☐ CSA Z32 or ☐ 3.6.2.8.(1)

c. Trouble supervision ☐ Local ☐ Remote

d. Emergency lighting c/w TVSS provided in generator room ☐ Yes ☐ N/A

e. Emergency lighting c/w TVSS provided in transfer switch room
☐ Yes ☐ N/A

f. Dedicated transfer switches for life safety and non-life safety loads
☐ Yes ☐ N/A

g. Manual bypass switch provided for Group B or Group C occupancies
☐ Yes ☐ N/A

7. FIRE PUMP
Check if not applicable ☐

a. Shown on single line diagram ☐ Yes

b. Required emergency generator provided ☐ Yes

c. Remote trouble supervision provided ☐ Yes

d. Fire alarm supervision provided ☐ Yes

e. Dedicated transfer switch approved for fire pump service ☐ Yes

f. Overcurrent protection for normal & emergency sources provided
☐ Yes

8. OTHER ELECTRICAL DESIGN CONSIDERATIONS
a. High-rise requirements (see MBC Subsection 3.2.6.) ☐ Yes ☐ No

b. Hazardous locations If yes, locations/classifications specified on drawings ☐ (Check) ☐ Yes ☐ No

c. Patient care areas
If yes, locations/classifications specified on drawings ☐ (Check)
or provided by facility administrator ☐ (Check) ☐ Yes ☐ No

d. Wet and/or corrosive environments
If yes, locations specified on drawings ☐ (Check) ☐ Yes ☐ No

9. BARRIER-FREE REQUIREMENTS

Check if not applicable ☐

a. Fire-resistance for elevator conductors required/provided –
MBC 3.3.1.7.(1)(a) ☐ Yes ☐ No

b. Assistive listening system required/provided –
MBC 3.8.3.19. ☐ Yes ☐ No

10. RESIDENTIAL UNITS

Check if not applicable ☐

a. Smoke alarms – locations / circuiting / interconnection ☐ Yes

b. Carbon monoxide alarms – locations / circuiting ☐ Yes ☐ N/A

c. Heat detector provided / shown ☐ Yes ☐ N/A

d. Fire alarm audible device(s) provided / shown ☐ Yes

e. Fire alarm visible devices provided / shown ☐ Yes ☐ N/A

INFORMATION SHEET 6

ENERGY CODE DESIGN SUMMARY

Applies to all **PART 3**, and all **F2** major occupancy buildings.
Also applies major occupancy **D, E** and **F3** buildings over 300 sq. m.
Compliance Documents checklist

PROJECT

- ☐ New building
- ☐ Addition to an existing building
- ☐ Base building only
- ☐ First tenant improvement (new building, addition or tenant space)
- ☐ Alterations to an existing building
  - ☐ constructed in conformance with 2011 MECB
  - ☐ constructed in conformance with 2024 MECB

MECB APPLIES ☐ MECB N/A ☐

- ☐ Perscriptive Path
- ☐ Trade-off Path
- ☐ Performance Path (select Tier)
  - ☐ Tier 1 (≤100% Base MECB)
  - ☐ Tier 2 (≤75% of Base)
  - ☐ Tier 3 (≤50% of Base)
  - ☐ Tier 4 (≤40% of Base)

MBC SECTION 9.36. APPLIES ☐ 9.36. N/A ☐

- ☐ Perscriptive Path
- ☐ Trade-off Path
- ☐ Performance Path (select Tier)
  - ☐ Tier 1 (≤100% Base)
  - ☐ Tier 2 (≤90%)
  - ☐ Tier 3 (≤80%)
  - ☐ Tier 4 (≤60%)
  - ☐ Tier 5 (≤30%)

MECB ☐

INFORMATION SHEET 7

INFORMATION REQUIRED ON DRAWINGS - PART 9

ARCHITECTURAL DRAWINGS:

FIRE PROTECTION DETAILS:

- ☐ Drawings (fully dimensioned)
- ☐ Floor layout(s) – all room uses identified
- ☐ Building elevations
- ☐ Building section details:
  - ☐ wall(s)
  - ☐ floor(s)
  - ☐ roof
- ☐ Wall construction details
- ☐ Wall fire test assembly references
- ☐ Floor fire test assembly references
- ☐ Door schedule, including door size, rating, hardware, etc.
- ☐ Stair, guard and handrail details
- ☐ Exit, exit enclosures and elevator and service shafts
- ☐ Fire detection, suppression and alarm systems
- ☐ Barrier free design accessibility
- ☐ Plumbing and heating requirements

BUILDING ENVELOPE DETAILS (MBC 9.36.2.) OR MECB AS APPLICABLE:

- ☐ Insulation and vapour barrier details
- ☐ Envelope/ connection details

STRUCTURAL (MBC PART 4) DRAWINGS:

- ☐ Drawings (fully dimensioned) sealed, signed and dated by a professional engineer
- ☐ Foundation, floor(s), roof plans and related structural details
- ☐ Design loads, including snow, live, dead & wind loads,
- ☐ Soil conditions (soils report, if applicable)
- ☐ Material standard references for concrete, steel, wood, etc.
- ☐ Structural section details, as applicable

HVAC AND OTHER MECHANICAL DRAWINGS DEMONSTRATING COMPLIANCE WITH:

- ☐ Ventilation requirements in MBC Part 6
- ☐ Heating and Air-conditioning requirements of MBC 6.3.2.
- ☐ Fire dampers/fire stop flaps
- ☐ Fire stop materials (test reference)
- ☐ Fire suppression systems (sprinkler, standpipe, others)
- ☐ Manufacturing processes and/or systems (MFC)
- ☐ Cooking exhaust equipment (if applicable)

ELECTRICAL DRAWINGS:

- ☐ Fire alarm and detection system
- ☐ Exit signs (may be shown and specified on Architectural drawings)
- ☐ Emergency lighting (may be shown and specified on Architectural drawings)

INFORMATION SHEET 8

ARCHITECTURAL CODE ANALYSIS SUMMARY – PART 9

1. GENERAL

Occupancy classification _____
Area of Building _____
Number of Storeys _____
Number of Streets _____
Basement Yes ☐ No ☐

Table 9.10.8.1.
Floor assemblies _____FRR. Test Ref. _____NA ☐
Mezzanine floors _____ FRR. Test Ref. _____ NA☐
Roof assembly _____ FRR. Test Ref. _____ NA ☐
Loadbearing members supporting an assembly
required to have a FRR _____ FRR. Test Ref. _____NA ☐

2. OTHER SEPARATION REQUIREMENTS

Separation between Major Occupancies (9.10.9.):
_____ FRR. Test Ref. _____ NA ☐

Separation of suites _____ FRR (9.10.9.13. to 9.10.9.18.)
Test Ref. _____ NA ☐

Separation of Public Corridors _____ FRR (9.10.9.17.)
Test Ref. _____ NA ☐

Separation of Repair Garage 2 hr. FRR (9.10.9.19.)
Test ref. _____NA ☐

Separation of Storage Garage 1.5 hr. FRR (9.10.9.18.)
Test Ref. _____ NA ☐

Separation of Exits _____FRR (9.9.4.2.) Test Ref. _____ NA ☐

Continuity of fire separation in attic space _____ (9.10.9.12.)

Separation of Service room _____ FRR (9.10.10.3.)
Test Ref. _____ NA ☐

Comments: _____

3. OCCUPANT LOAD (9.9.1.3. AND 3.1.17.)

Location	Area per person Table 3.1.17.1.	Number of People

Total Occupant Load: _____

4. EXIT REQUIREMENTS (9.9.)

a. Minimum number required (9.9.8.2.) _____
Number of exits provided _____

If single exit: (1 & 2 storey only)
Floor area = _____
Travel distance = _____
Occupant Load = _____
(less than or equal to 60 people)

b. Distance between exits (9.9.8.4.) _____

c. Maximum travel distance to exit (9.9.8.2.) _____

d. Every exit door shall open in the direction of exit travel and shall swing on a vertical axis (9.9.6.5.) ☐

e. Mezzanine means of egress (9.9.8.6.)
Number of egress routes provided _____
If single stair: Floor area = _____ Travel Distance = _____
☐ To top of stair if 2 egress doorways in space below
☐ To egress doorway below if single egress doorway in space

Occupant Load = _____ (less than or equal to 60 people)

f. Means of egress from tenant spaces (9.9.7.4.): Yes ☐ NA ☐

g. Egress from bedrooms (9.9.10.) Yes ☐ NA ☐

h. Home type care occupancy (9.10.2.2) Yes ☐ NA ☐

Comments: _____

5. SPATIAL SEPARATION (9.10.14.)

Wall	Limiting Distance	Area of exposing building face	% Openings Allowed	Actual % of unprotected Openings	FRR (9.10.14.5.) incl. Test Ref.
North					
South					
East					
West					

6. FIRE ALARM SYSTEM (9.10.18.2.)
Required ☐ Not required ☐
Flame spread limits addressed (9.10.17.) Yes ☐ NA ☐

7. FIRE BLOCKS IN ATTICS (9.10.16.1.(5))
Maximum 300 m^2 in area for Combustible construction. Yes ☐ NA ☐
Protection of foam plastic (9.10.17.10.) Yes ☐ NA ☐

8. HEALTH REQUIREMENTS (3.7. VIA 9.31.1.1.)
Water Closets (3.7.2.2.(13) and (16)) M _____ F _____
Single Water Closet allowed? 3.7.2.2.(4) Yes ☐ No ☐

Comments: _____

9. BARRIER-FREE DESIGN (3.8. VIA 9.5.2.)
Accessibility to the entrance 3.8.2.2. & 3.8.2.3. (MB)

_____
Accessibility within the building 3.8.2.5. & 3.8.3.2. (MB).

_____

Washroom facilities 3.8.2.8. & 3.8.3.13._____

Accessible sign 3.8.3.9. _____

Water closet stall 3.8.3.12. _____

Lavatory 3.8.2.8. & 3.8.3.16. _____

Shower / Bathtubs 3.8.3.17. & 3.8.3.18. _____

Power door operator 3.8.2.7. _____

Ramp 3.8.3.5. & Ramp definition _____

Comments: _____

10. EMERGENCY LIGHTING, EXIT SIGNS
Emergency lighting - exits and access routes (9.9.12.3)

_____

Exit signs (9.9.11.3.) Occupant load greater than 150 or building greater than 2 storeys. Yes ☐ NA ☐

Comments: _____
_____
_____
_____
_____
_____

INFORMATION SHEET 9

MECHANICAL DESIGN SUMMARY

1. VENTILATION (9.32.)

Non-heating season ventilation:
Natural (9.32.2.2.) ☐ or Mechanical (9.32.2.3.) ☐

Heating season ventilation: (9.32.1.2.) Self-contained serving a single dwelling unit (9.32.3.) ☐, otherwise Part 6 ☐.

MBC SECTION 6.3. DESIGN AND INSTALLATION

MBC Subsection 6.3.1. Ventilation ASHRAE 62

a. Use(s): _____

b. Rate(s): _____

c. Occupant Load(s): _____

d. Ventilation capacity required = _____

e. Ventilation capacity provided = _____

OTHER SPACE VENTILATION

a. Storage garage - 6.3.1.3. ☐ Yes ☐ N/A

b. Crawl Space/Attic or Roof Spaces - 6.3.1.2. ☐ Yes ☐ N/A

MBC SUBSECTION 6.2.3 AIR DUCT SYSTEMS

a. Fire Dampers (See Article 9.10.13.3.) - 6.9.2.1. ☐ Yes ☐ N/A

b. Smoke Detector Control (see Article 9.10.18.) - 6.9.2.2. ☐ Yes ☐ N/A

c. Exhaust Ducts and Outlets - 6.9.2.3. ☐ Yes ☐ N/A

d. Interconnection of Systems - 6.3.2.7. ☐ Yes ☐ N/A

e. Make-up Air - 6.3.2.8. ☐ Yes ☐ N/A

MBC SUBSECTION 6.9.3. CARBON MONOXIDE ALARMS (SEE MB AMENDMENTS 6.9.3. AND 9.10.19.8.)

a. Carbon Monoxide Alarms - 6.9.3.1. ☐ Yes OR

b. Carbon Monoxide Alarms – (NFPA 720) 6.9.3.2. ☐ Yes

c. Carbon Monoxide Alarms shown
☐ on Electrical drawings. ☐ on Mechanical drawings.

Note: Carbon Monoxide Alarm locations required by 6.9.3.1. or 6.9.3.2. have been coordinated with the Electrical Engineer. ☐ Check

2. MBC SUBSECTION 3.3.6. / MFC DANGEROUS GOODS

Check if not applicable ☐

a. Dangerous Goods - 3.3.6.2. ☐ Yes ☐ NA

b. Compressed gases – 3.3.6.3. ☐ Yes ☐ NA

c. Flammable and Combustible Liquids – 3.3.6.4. Refer to Clause 4.1.2.1.2. (in NFC for classification) ☐ Yes ☐ NA

d. Other hazardous Processes and Operations ☐ Yes ☐ NA

3. OTHER SYSTEMS
REPAIR GARAGE/SPRAY BOOTHS

Check if not applicable ☐

a. Auto-body repair shop - 6.3.1.5. ☐ Yes

b. Service/repair garage (NFPA 30A) - 6.9.1.2. ☐ Yes

c. Spray Booth (NFPA 33) - 6.3.1.5. & 6.9.1.2. ☐ Yes

COOKING EQUIPMENT

Check if not applicable ☐
a. Ventilation of cooking equipment (NFPA 96) - 6.3.1.6. ☐ Yes ☐ No

b. Fire protection of cooking equipment (ANSI/UL 300 or ULC/ ORD-C1254.6)- 6.9.1.3. ☐ Yes

4. FIRE SUPPRESSION SYSTEMS

SPRINKLER SYSTEMS

Check if not applicable ☐
a. Sprinkler Systems (3.2.5.15. & 9.10.1.3.) - NFPA 13 ☐ 13R ☐ 13D ☐ (check applicable standard)

b. NFPA Hazard occupancy (check type): Light ☐, Ordinary (group1) ☐, Ordinary (group2) ☐, Extra (group1) ☐, Extra (group2) ☐

c. Type of system (check type):
Wet _____ Dry _____ Other (specify) _____

d. Building, (for additions: existing building and addition) to be fully sprinklered ☐ Yes

STANDPIPE SYSTEMS

Check if not applicable ☐
a. Standpipe and Hose System (3.2.5.8. to 3.2.5.11. & 9.10.1.3.) - NFPA 14 ☐ Yes

OTHER FIRE SUPPRESSION FEATURES

a. Fire Pump (see 3.2.5.18. & 9.10.1.3.) - NFPA 20 ☐ Yes ☐ NA

b. Individual rooms or areas required to be sprinklered or Alternative Solutions using sprinklering ☐ Yes ☐ No

INFORMATION SHEET 10

ELECTRICAL DESIGN SUMMARY

1. EXIT SIGNAGE (SEE MBC 9.9.11.3.)

Check if not applicable ☐

a. Exit signs provided ☐ Yes

b. Exit sign locations shown ☐ Yes

c. Dedicated exit light cct./emergency lighting cct. ☐ Yes

2. EMERGENCY LIGHTING (SEE MBC 9.9.12.3.)

Check if not applicable ☐

a. Emergency lighting provided ☐ Yes

b. Emergency lighting locations shown ☐ Yes

c. Emergency power supply ☐ Battery or ☐ Generator

d. Emergency power duration ☐ ½ hr. ☐ 1 hr.

3. FIRE ALARM SYSTEM (SEE MBC 9.10.18.2.)

Check if not applicable ☐

a. Fire alarm system required ☐ Yes ☐ No

b. Fire alarm system : ☐ Existing ☐ New

c. Fire alarm system specifications provided ☐ Yes

d. Fire alarm riser diagram relevant to this project provided ☐ Yes ☐ N/A

e. Zone schedule provided ☐ Yes ☐ N/A

f. Type of fire alarm: ☐ 1 stage or ☐ 2 stage and
☐ addressable or ☐ conventional

g. Annunciator location(s) shown ☐ Yes

h. Manual pull stations shown ☐ Yes

i. Fire alarm detectors shown ☐ Yes ☐ N/A

j. Sprinkler system supervision provided ☐ Yes ☐ N/A

k. Standpipe supervision provided ☐ Yes ☐ N/A

l. Latching supervisory zones provided ☐ Yes ☐ N/A

m. Elevator control/alternate floor homing provided ☐ Yes ☐ N/A

n. Air-handling detector(s) provided for shutdown ☐ Yes ☐ N/A

o. Central vacuum shutdown required/provided ☐ Yes ☐ N/A

p. Cooking exhaust hood extinguisher connection provided ☐ Yes ☐ N/A

q. Audible signals shown ☐ Yes

r. Visual signals provided ☐ Yes ☐ N/A

s. Separate signal circuit for residential units provided ☐ Yes ☐ N/A

t. Central reporting required ☐ Yes ☐ N/A

u. Emergency power supply ☐ DC or ☐ Generator

v. Lock-on breaker painted red and c/w red lamicoid label ☐ Yes

4. CO ALARM/DETECTION SYSTEM (SEE MB AMENDMENTS 6.9.3.2.)

a. CO alarms to MBC 6.9.3. required/provided ☐ Yes ☐ N/A

b. CO alarms or detection systems to MBC 6.9.3.
required/provided ☐ Yes ☐ N/A

c. CO alarm/detector locations req'd in items a. or b. have been coordinated with the mechanical engineer ☐ (Check)

d. CO alarm or detector locations shown
☐ on Electrical drawings. ☐ on Mechanical drawings.

5. DOOR HARDWARE/CONTROL

Check if not applicable ☐

a. Door holders provided ☐ Yes ☐ No

b. Door holder FA release provided ☐ Yes ☐ N/A

c. Smoke detection for door holders located per CAN/ULC-S524
☐ Yes ☐ N/A

d. Electromagnetic door locks provided ☐ Yes ☐ No

6. EMERGENCY GENERATOR

Check if not applicable ☐

a. Emergency generator location shown ☐ Yes

b. Compliance with ☐ CAN/CSA C-282 or ☐ CSA Z32

c. Trouble supervision ☐ Local ☐ Remote

d. Emergency lighting c/w TVSS provided in generator room ☐ Yes ☐ N/A

e. Emergency lighting c/w TVSS provided in transfer switch room
☐ Yes ☐ N/A

f. Dedicated transfer switches for life safety and non-life safety loads
☐ Yes ☐ N/A

g. Manual bypass switch provided for Detention or Residential occupancies ☐ Yes ☐ N/A

7. FIRE PUMP

Check if not applicable ☐
a. Shown on single line diagram ☐ Yes

b. Required emergency generator provided ☐ Yes

c. Remote trouble supervision provided ☐ Yes

d. Fire alarm supervision provided ☐ Yes

e. Dedicated transfer switch approved for fire pump service ☐ Yes

f. Overcurrent protection for normal & emergency sources provided
☐ Yes

8. OTHER ELECTRICAL DESIGN CONSIDERATIONS

a. Hazardous locations If yes, locations/classifications specified on drawings ☐ (Check) ☐ Yes ☐ No

b. Wet and/or corrosive environments
If yes, locations specified on drawings ☐ (Check) ☐ Yes ☐ No

9. RESIDENTIAL UNITS

Check if not applicable ☐
a. Smoke alarms – locations / circuiting / interconnection ☐ Yes

b. Carbon monoxide alarms – locations / circuiting ☐ Yes ☐ N/A

c. Heat detector provided / shown ☐ Yes ☐ N/A

d. Fire alarm audible device(s) provided / shown ☐ Yes

e. Fire alarm visible devices provided / shown ☐ Yes ☐ N/A

MAJOR OCCUPANCY BUILDING CLASSIFICATIONS

Occupancy Use	Group / Division
Aircraft Hangars	F2
Amusement Park Structures (not elsewhere classified)	A4
Apartments	C
Arenas	A3
Art Galleries	A2
Assisted / Supportive Living Facilities	B3
Auditoria	A2
Banks	D
Barber and hairdressing shops	D
Beauty parlours	D
Bleachers	A4
Boarding Houses	C
Bowling Alleys	A2
Box Factories	F2
Brewery	F2
Brewery	F3
Bulk plants for flammable liquids	F1
Bulk storage warehouses for hazardous substances	F1
Candy Plants	F2
Care facilities with treatment	B2
Care facilities without treatment	B3
Cereal Mills	F1
Chemical manufacturing or processing plants	F1
Children's custodial homes	B3
Churches and similar places of worship	A2

Occupancy Use	Group / Division
Clubs, nonresidential	A2
Clubs, residential	C
Cold storage plants	F2
Colleges, residential	C
Community Halls	A2
Convalescent/recovery/rehabilitation centres with treatment	B2
Convalescent/recovery/rehabilitation centres no treatment	B3
Convents	C
Courtrooms	A2
Creameries	F3
Dance Halls	A2
Daycare (children 2 years old and up)	A2
Daycare (infants under 2 years old)	B3
Dental Offices	D
Departments Stores	E
Distilleries	F1
Dormitories	C
Dry cleaning - no flammable or explosive solvents	F2
Dry cleaning - self serve - no flammable or explosive solvents	D
Dry cleaning plants	F1
Electrical substations	F2
Exhibition Halls	E
Exhibition Halls (other than classified in Group E)	A2
Factories	F2
Factories	F3

Occupancy Use	Group / Division
Feed Mills	F1
Flour Mills	F1
Freight depots	F2
Grain Elevators	F1
Grandstands	A4
Group Homes	B3
Gymnasia	A2
Helicopter landing area on roofs	F2
Hospices with treatment	B2
Hospices without treatment	B2
Hospitals	B2
Hotels	C
Houses	C
Indoor swimming pools, with or without spectator seating	A3
Infirmaries	B2
Jails	B1
Laboratories	F2
Laboratories	F3
Lacquer Factories	F1
Laundries, except self-service	F2
Laundries, self-service	D
Lecture halls	A2
Libraries	A2
Licensed beverage establishments	A2
Light-aircraft hangars (storage only)	F3
Lodging houses	C
Markets	E
Mattress factories	F1

Occupancy Use	Group / Division
Mattress factories	F2
Medical offices	D
Monasteries	C
Motels	C
Motion picture theatres	A1
Museums	A2
Nursing Homes with treatment	B2
Nursing Homes without treatment	B3
Offices	D
Opera houses	A1
Paint, varnish and pyroxylin product factories	F1
Passenger stations and depots	A2
Penitentiaries	B1
Planing mills	F2
Police station with detention quarters	B1
Police station without detention quarters	D
Power plants	F3
Printing plants	F2
Prisons	B1
Psychiatric hospitals with detention quarters	B1
Psychiatric hospitals without detention quarters	B2
Radio stations	D
Recreational piers	A2
Reformatories with detention quarters	B2
Reformatories without detention quarters	B3
Repair garages	F2
Respite centres with treatment	B2
Respite centres without treatment	B3

Occupancy Use	Group / Division
Restaurants	A2
Reviewing stands	A4
Rinks	A3
Rubber processing plants	F1
Sales rooms	F2
Sales rooms	F3
Sample display rooms	F3
Schools and colleges, nonresidential	A2
Schools, residential	C
Service stations	F2
Shops	E
Small tool and appliance rental and service establishment	D
Spray painting operations	F1
Stadiums	A4
Storage garages, including open air parking	F3
Storage rooms	F2
Storage rooms	F3
Stores	E
Supermarkets	E
Television studios admitting a viewing audience	A1
Television studios not admitting a viewing audience	F2
Theatres, including experimental theatres	A1
Undertaking premises	A2
Warehouses	F2
Warehouses	F3
Waste paper processing plants	F1
Wholesale rooms	F2
Woodworking factories	F2

Occupancy Use	Group / Division
Workshops	F2
Workshops	F3

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Every effort has been made to ensure the accuracy of information contained in this booklet. However in the event of a discrepancy between this booklet and the governing Municipal or Building By-law and the Manitoba Building Code, the governing By-law or the Manitoba Building Code will take precedence.

Date revised: NOVEMBER 20, 2025