



Building Bulletin

519-741-2312

building@kitchener.ca

www.kitchener.ca/building

High Building Design Checklist OBC Subsection 3.2.6. / Supplementary Standards SB-4

July 11, 2025
BB 2025-04

The City of Kitchener Building Division is pleased to announce the release of a **High Building Design Checklist** to assist with the design and review of buildings subject to the Ontario Building Code (OBC) **Subsection 3.2.6.** and **Supplementary Standards SB-4** requirements.

This checklist is intended and encouraged **for use by industry professionals**, including **Architects and Engineers**, involved in the design of high-rise buildings. It offers a straightforward, check box and fill-in-the-blank format to help ensure that all applicable Code requirements have been addressed. Prior to permit submissions the **project consultants complete the checklist collaboratively**, which can improve coordination and ensure critical fire protection and life safety measures are clearly communicated among the design team.

The checklist also serves as an effective tool for **communicating design intent** to the Building Division, particularly for items that may not be able to be clearly represented in the construction drawings.

At this time, **use of the checklist is strongly encouraged** as a means to expedite the plan review process **but not mandatory**. However, projects submitted without a clear articulation of the full 3.2.6. and SB-4 design (i.e. a comprehensive code report specific to the design choices of the subject building) will be asked to complete the checklist during the review process to support clearer communication and faster resolution to outstanding design questions.

The [High Building \(OBC 3.2.6. and SB-4\) Design Checklist for New Buildings](https://www.kitchener.ca/building) can be found on our website, www.kitchener.ca/building.

Regards,

Matt Ruetz, C.E.T. CBCO

Municipal Building Official - Technical Specialist

519-783-8250

Matt.Ruetz@Kitchener.ca