

BUILDING PERMIT APPLICATION CHECKLIST FOR RESIDENTIAL PROJECTS

PLEASE NOTE

Failure to submit required documents will impede the permit process

Single Family Dwellings and Additions

- ✓ New Home Warranty Certificate (large additions may require NHW)
- ✓ National Energy Code- Performance Compliance Calculation Report (9.36 Project Summary)
- ✓ Copy of Development Permit
- ✓ Site plan
- ✓ Floor plan(s)
- ✓ Foundation requirements:
 - A full basement or frost wall foundation is acceptable
 - Pile and grade beam or any other foundation will/may require a structural engineered stamped plan
- ✓ Elevation views
- ✓ Roof truss layouts
- ✓ Manufactured floor joist layouts
- ✓ Engineered stamped drawing for attached garage foundation if it is pile and grade beam

One Room Additions and Sunrooms

- ✓ Site plan
- ✓ Floor plan
- ✓ Foundation plan
- ✓ Elevation views
- ✓ Cross section view
- ✓ If it is a manufactured sunroom supplier's full product information is required

Garages/Sheds/Storage Buildings

- ✓ Site plan
- ✓ 4 elevation views (north, south, east and west)
- ✓ Building cross section or completed *Accessory Building* form
- ✓ Roof truss information (optional could be submitted later)
- ✓ Foundation requirements:
 - Frost wall foundation or 596 Ft² concrete slab are acceptable
 - Any other foundation will require a structural engineered stamped plan

- ✓ Wall requirements:
 - Walls up to 12 feet in height are acceptable
 - Walls over 12 feet will require an engineered stamped plan

Decks

- ✓ Site plan
- ✓ Plan View
- ✓ Cross section view including all dimensions or completed *Deck Form*.

Woodstoves (includes Fireplaces, Pellet and Coal Stoves)

- ✓ Floor plan indicating room dimensions and clearances of stove.
- ✓ Manufacturer's installation instructions.
- ✓ References to certification listing.

Basement Developments and Minor Renovations

- ✓ Floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors.

Manufactured Homes (mobiles)

- ✓ Site plan
- ✓ Foundation requirements:
 - Wood blocking is acceptable (must be pressure-treated wood within 6" of grade)
 - Any other foundation may/will require a structural engineered stamped plan.
- ✓ Floor plan
- ✓ 4 elevation views (north, south, east and west)
- ✓ C.S.A. number
- ✓ Alberta Municipal Affairs number
- ✓ Serial number
- ✓ Proof of deformation resistant building (built on steel frame)

Modular Homes, RTM or Relocated Building

- ✓ Site plan
- ✓ Floor plan
- ✓ Foundation requirements:
 - A full basement or frost wall foundation is acceptable
 - Any other foundation may/will require a structural engineered stamped plan
- ✓ 4 elevation views (north, south, east and west)
- ✓ C.S.A. number
- ✓ Alberta Municipal Affairs number
- ✓ Serial number

Secondary Suite

- ✓ Mechanical plan – indicating separate heat system and ductwork installations.
- ✓ Floor plan
 - Separate egress/exit facility from primary residence
 - Window sizes of bedrooms
 - Kitchen range ventilation to the exterior
 - Drywall separation between secondary and primary suites

Duplex/Row-Housing – up to 4 units per building

- ✓ Site plan
- ✓ Foundation plan
- ✓ Floor plan
 - Any decks or front porch construction details
 - Window sizes
 - Location of smoke/carbon monoxide alarms
- ✓ 4 elevation views (north, south, east and west)
- ✓ Firewall/party wall construction details
- ✓ Presence of any secondary suites (see secondary suites notes above)
- ✓ Roof truss layouts
- ✓ Manufactured floor joist layouts
- ✓ Engineered stamped drawing for attached garage foundation if it is pile and grade beam

Demolition

- ✓ Site plan
- ✓ Completed *Asbestos Disclosure* form