

# 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)
- ✓ 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
- ✓ Fire Safety Plan

### 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
- ✓ Fire Safety Plan

### 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 concrete slab up to 592 Ft<sup>2</sup> 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.
- ✓ Fire Safety Plan

### **Manufactured Homes (mobiles)**

- ✓ New Home Warranty for homes built after Jan 28, 2014
- ✓ Site plan
- ✓ Copy of Development Permit
- ✓ 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)
- ✓ CSA, QAI or Intertek #
- ✓ Serial number
- ✓ Proof of deformation resistant building (built on steel frame)
- ✓ Fire Safety Plan

### **Modular Homes, RTM or Relocated Building**

- ✓ New Home Warranty for homes built after Jan 28, 2014
- ✓ Copy of Development Permit
- ✓ 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)
- ✓ CSA, QAI or Intertek #
- ✓ Alberta Municipal Affairs number
- ✓ Serial number
- ✓ Fire Safety Plan

### **Secondary Suite**

- ✓ Mechanical plan – indicating separate heat system and ductwork installations.
- ✓ Copy of Development Permit
- ✓ 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
- ✓ Copy of Development Permit
- ✓ Energy Code- Performance Compliance Calculation Report (9.36 Project Summary)
- ✓ 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
- ✓ Fire Safety Plan

**Demolition**

- ✓ Site plan
- ✓ Completed *Asbestos Disclosure* form
- ✓ Fire Safety Plan



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