

THE FOLLOWING DOCUMENTS ARE REQUIRED TO COMPLETE YOUR RESIDENTIAL BUILDING PERMIT APPLICATION

NEW HOME / ADDITION / MAJOR RENOVATION

- Site plan indicating property lines, access/driveways, structures, distances to property lines, distances between structures, distances to fire hydrants/overhead power, etc.
- Approved development permit (check with your municipality to determine if a development permit is required).
- New Home Warranty (NHW) or NHW exemption letter (not required for additions unless 75% of the building is being renovated).
- Foundation plan.

An engineered foundation plan is required for:

- Thickened slab greater than 592 square feet.
 - Screw pile foundation (torque ratings for installed piles to be provided at the time of final inspection).
 - Pile and grade beam foundation.
 - Preserved wood foundation.
- Elevation and cross-section view drawings.
 - Floor plan(s) for all levels.
 - Engineered drawings for tall walls (walls exceeding 3.66m [12ft] in height).
 - Documents to support energy efficiency compliance.
 - Proof of professional engagement where required.
 - Engineered roof truss layout.
 - Engineered floor joist layout.
 - Hydronic heating system details.

PRE-MANUFACTURED HOMES

- Site plan indicating property lines, access/driveways, structures, distances to property lines, distances between structures, distances to fire hydrants/overhead power, etc.
 - Approved development permit.
 - New Home Warranty (NHW) or NHW exemption letter.
 - Floor plan(s).
 - Elevation plan.
 - Foundation plan.
- An engineered foundation plan is required for:**
- Thickened slab greater than 592 square feet.
 - Screw pile foundation (torque ratings for installed piles to be provided at the time of final inspection).
 - Pile and grade beam foundation. - Preserved wood foundation.
- CSA, QAI, Intertek label number (and Alberta Municipal Affairs number if the pre-manufactured home was built before December 16, 2019).

BASEMENT DEVELOPMENT / MINOR RENOVATIONS

- Floor plan(s) showing the proposed name of the intended use of rooms.

- Bedroom window sizes.
- Location of smoke alarms, carbon monoxide alarms, and bathroom fans.
- Engineered drawings if removing a load-bearing wall.
- Elevation/plan view drawing if window wells are to be added or altered.

DETACHED ACCESSORY STRUCTURES

- Site plan indicating property lines, access/driveways, structures, distances to property lines, distances between structures, distances to fire hydrants/overhead power, etc.
- Approved development permit.
- Floor plan(s).
- Elevation and cross-section view drawings.
- Foundation plan.
 - An engineered foundation plan is required for:**
 - Thickened slab greater than 592 square feet.
 - Screw pile foundation (torque ratings for installed piles to be provided at the time of final inspection).
 - Pile and grade beam foundation.
 - Preserved wood foundation.
- Engineered roof truss layout.
- Floor/beam drawings if mezzanine or second floor is included in the design.
- Engineered drawings for tall walls (walls exceeding 3.66m [12ft] in height).
- Engineer-stamped design that includes engineered truss design if pole building**
- Hydronic heating system details.

DECK (COVERED/UNCOVERED)

- Site plan indicating property lines, access/driveways, structures, distances to property lines, distances between structures, distances to fire hydrants/overhead power, etc.
- Plan view drawing of the structure.
- Structural cross-section view drawing.
- Foundation type. (If screw piles are used and deck supports roof load, engineer drawing is required).

HOT TUBS/SWIMMING POOLS

- Site plan with the location and dimensions of tub/swimming pool.
- Manufacturer's installation instructions.
- Hot tub/swimming pool cover certification (conforming to ASTM F1346-91), if applicable.
- Identification of protection around the outdoor pool (e.g., fence, wall, etc.), if applicable.

SOLID FUEL BURNING APPLIANCES

- Floor plan including clearance to combustible construction and location of carbon monoxide alarm.
- Drawing showing proposed chimney installation.
- Manufacturer's installation instructions including clearances to combustible material.
- Reference to certification listing.

DEMOLITION

- Site plan indicating property lines, access/driveways, structures, distances to property lines, distances between structures, distances to fire hydrants/overhead power, topographical, wells, etc.
- Identification of building being removed on the site plan.

Identification of services, confirmation of disconnect, and terminations.

If applicable, confirmation of asbestos, where it was found (e.g., insulation, asbestos board, flooring, etc.), and how it will be removed.

OTHER INFORMATION

The Safety Codes Officer may require additional information in order to proceed.