

### **Building Permit Application Checklist**

*Note: All applications must provide sufficient information to show that the proposed work will conform to the Alberta Building Code and whether it may affect adjacent properties.*

#### **New Construction**

- ✓ Complete application including applicant signature and payment method
- ✓ Permit Application
  - Signature
  - Mailing Address
  - Contact Number
  - Email Address
  - Blue sign/fire number, civic address, legal description and/or land location
- ✓ Site Plan showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, north arrow, etc.
- ✓ New Home Warranty (if applicable)
- ✓ Floor Plan(s) drawn to scale of all levels showing walls, doors, windows, room names, dimensions, smoke alarms, CO detectors, etc.
- ✓ Truss & Joist layouts (can be obtained upon framing stage)
- ✓ Elevations
- ✓ Foundation Details
- ✓ Professional Involvement documentation (if applicable)
- ✓ Energy Code documentation (if applicable)
- ✓ Additional information as required.

#### **Move on Building**

- ✓ Permit Application
  - Signature
  - Mailing Address
  - Contact Number
  - Email Address
  - Blue sign/fire number, civic address, legal description and/or land location
- ✓ Site Plan showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, north arrow, etc.
- ✓ New Home Warranty (for new RTM homes, provided by manufacturer)
- ✓ Floor Plan(s) drawn to scale of all levels showing walls, doors, windows, room names, dimensions, smoke alarms, CO detectors, etc.

- ✓ Foundation Detail
  - Piling or Block layout
- ✓ CSA Sticker or photo of label if available (older RTM's may not have)
- ✓ Professional Involvement documentation (if applicable)
- ✓ Energy Code documentation (if applicable)
- ✓ Additional information as required.

## **Deck**

- ✓ Permit Application
  - Signature
  - Mailing Address
  - Contact Number
  - Email Address
  - Blue sign/fire number, civic address, legal description and/or land location
- ✓ Site Plan showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, north arrow, etc.
- ✓ Plan drawing(s) drawn to scale showing the deck, existing house, dimensions, stairs, railings, etc.
- ✓ Foundation Details (pilings/blocks)
- ✓ Structural Details (beams, joists, blocking, attachment to home, etc.)
- ✓ How high off ground, dimensions & railing information
- ✓ Professional Involvement documentation (if applicable)
- ✓ Additional information as required.

## **Basement Development**

- ✓ Permit Application
  - Signature
  - Mailing Address
  - Contact Number
  - Email Address
  - Blue sign/fire number, civic address, legal description and/or land location
- ✓ Floor Plan(s) with dimensions and drawn to scale of all levels being developed showing walls, doors, size and location of windows, window-wells, room names, smoke alarms and CO detectors, stairs, furnace room, etc.
- ✓ Structural Details if structural modifications are being done
- ✓ Professional Involvement documentation (if applicable)
- ✓ Additional information as required.

