



BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

RESIDENTIAL PROJECTS

APPLICATION REQUIREMENTS – Along with your approved development permit from your municipality, ensure the listed supporting documentation is included with the completed building permit application, or delays may occur with regards to issuing the building permit.

NEW HOME BUYERS PROTECTION ACT – When constructing a new home, cabin, cottage, garage with living quarters, moving in a new manufactured home, etc. you must provide the New Home Warranty Certificate at time of application, your permit will not be approved without it.

NATIONAL ENERGY CODE (NEC) – The NEC came into effect November 1, 2016. Ensure the required energy documents are submitted with the building permit application and documentation.

BUILDER LICENSE – As of December 1st, 2017, all residential home builders are required to have a builder license, all owner builders required to have Owner Authorization.

NATIONAL BUILDING CODE – 2019 ALBERTA EDITION – As of December 1, 2019, the NBC (AE) came into effect. All required documents must reflect the new NBC (AE).

CONSTRUCTION OF NEW HOMES & ADDITIONS

- site plan
- floor plan(s)
- foundation plan
- elevation views
- building cross sections
- roof truss layouts
- manufactured floor joist layouts (Layouts can be on site at the framing stage)

Engineered stamped drawings required for:

- screw piles supporting other than uncovered decks
- building systems not included in Part 9, 2019 NBC (AE)
- PWF foundations unless with Can/CSA S406-92 R 2003
- Hydronic Heating design information and designer certification if primary heat source

MANUFACTURED, MODULAR, MOBILE HOMES

- site plan
- floor plan
- foundation plan
- CSA, QAI or Intertek #
- Serial #
- AMA # (earlier models)
- square footage
- year of manufacture
- elevation drawings
- Engineer's specifications for screw piles

ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS

- site plan
- floor plan
- foundation plan
- cross section view
- if manufactured sunroom, supplier's full product information is required or an engineer's approval

STORAGE BUILDINGS / GARAGES/SHEDS

- site plan
- floor plan
- elevation views
- building cross sections
- roof truss and beam design information
- Hydronic Heating design information and designer certification (if applicable)
- pole buildings **require** engineered stamped plans

Foundation Requirements:

- 4 foot frost wall and footing
- concrete slab is acceptable; 12" x 12" thickened edges
- concrete slab over 67.64 m² (728 ft²) must be engineered
- engineered grade beam and pile
- any other foundation will require a structural engineered stamped plan

Wall Requirements:

- walls up to 11' 9" feet (3.6m) in height are acceptable
- walls over 11' 9" feet require an **engineered** stamped plan

BASEMENT DEVELOPMENTS AND MINOR RENOVATIONS

- floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors

HOT TUBS / PRIVATE SWIMMING POOLS

- site plan with dimensions of tub / pool
- structural & pool details
- fence information

DECKS

- site plan
- floor layout
- cross section view or example plan with dimensions filled in

WOOD STOVES (including fireplaces, pellet and coal stoves)

- floor plan
- manufacturers installation instructions
- references to certification listing

COMMERCIAL PROJECTS

New Major Commercial Projects (some projects may vary)

- site plan
- elevation views
- NEC Documents
- A & B Schedules from the professionals involved (structural, architectural, electrical, mechanical, geotechnical)
- complete set of professional construction drawings (structural, architectural, electrical, mechanical)

Minor Commercial Projects (Tenant Improvements, renovations, accessory buildings etc. some projects may vary)

- site plan
- NEC Documents
- elevation views
- building cross sections
- floor plan (all projects)

NOTE: A Fire Safety Plan must be submitted for all new construction.