RESIDENTIAL BUILDING PERMIT APPLICATION DOCUMENT CHECKLIST

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 room
- 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

SOLAR INSTALLATIONS

- Layout of the solar array and building roof.
- Structural engineer's review, to verify the structural capacity of the roof.
- Structural engineer's review/design of the mounting system that supports and anchors the solar array to the roof.
- Manufacturers documentation for the racking and solar panels to be installed.
- If an ESS (energy storage system (batteries)) will be provided,
  - Provide Electrical code requirements that impact building code for the location of the ESS (consult with your electrician), The electrical code has requirements that fall under the scope of the building code such as and not limited to, finished rooms, ventilation requirements, and installation locations.
  - Floor plan showing location of the ESS

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

SHIPPING CONTAINERS

- The use of shipping containers (sea cans) for storage of materials may not require a Building Permit where the use of the shipping container fits within the interpretation of STANDATA 23-BCI-001/23-FCI-001.
- When planning for or permitting the use of sea-cans for storage, consideration should be given to the following but not limited to:
  - 1. Location of the building: • Urban or remote site • Construction site or commercial site • Residential or commercial site • Public or private site
  - 2. Shipping container use: • Inert materials or hazardous materials • Public or private use/access
  - 3. Compliance with zoning/land use bylaws: • Spatial separation from other structures • Spatial separation from other shipping containers (sea cans) • Limiting distance from property lines
  - 4. The relevant Occupational Health and Safety legislation as it relates to: • Hazard assessments • Confined spaces • Working alone
- Shipping containers intended for authorized personnel only and used for temporary storage for the following purpose are not required to comply with the NBC(AE) if the containers:
  - are unmodified • contain inert material storage
  - intended for storage of items to be moved or storage for a short time**. Short time/temporary use is at the discretion of the AHJ/Fire SCO**, (i.e., portable on demand storage)
  - are used as construction site tool crib, for access by authorized personnel only (no repair, workspace) or
  - file storage