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## Building Permit Checklist for a Hot Tub

### Tips!

- If the hot tub is on a deck or other structure, a building permit for the structure is required due to the excessive weight.
- A final site inspection for the hot tub building permit is not required if photos confirming an approved cover and locking device are submitted.

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## Essential Items to Include

### 1. Contractor Information ☐

- Provide **complete details** for all contractors, including:
  - Their **contact information** (name, phone number, and email).
  - Certification details for all **sub-trade permits** (e.g., electrical, plumbing, gas).
- If you are doing the work yourself as a homeowner, check the appropriate box on your online portal application to indicate this.

### 2. Property Owner Information ☐

- Ensure that the owner information matches the **official land title records**.
- If the property has been **recently purchased**, include the **purchase agreement** showing the transfer of ownership.

### 3. Digital Document Requirements ☐

- All submitted documents must meet these standards:
  - **Flattened PDFs:** Ensure all PDFs are flattened to allow for digital markup and review.
  - **Unrestricted PDFs:** Documents must not have security restrictions that prevent editing or commenting.

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## Plans and Documentation

### 4. Site Plan ☐

- Include these details in your site plan:
  - Municipal address, and legal address.



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- Show **easements** and **utility rights-of-way**.
- Show Hot Tub Location

## 5. Building Plans ☐

- Submit professionally prepared plans that include:
  - **Hot Tub Cover Requirements (ASTM F1346-91)**
    - Provide photos or documentation of the hot tub cover, including:
    - **Product Label:** Verifying ASTM F1346 certification.
    - **Locking Clips:** Clear evidence of locking mechanisms.

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## Required Forms & Permits

(Forms are available on the Rocky View County website:  
<https://www.rockyview.ca/building-forms-documents>).

## 6. Sub-Trade Permits (Must submit with the building permit application, if applicable) ☐

- Submit separate permits for:
  - Electrical work.

## 7. Engineering Stamped Designs ☐

- Provide **Structural Engineered Construction Details (If Applicable):**
  - Footing and foundation specifications
  - Framing plans (joists, beams, and posts)
  - Connection details (anchors, fasteners, and brackets)
  - Guardrail and handrail details
  - Load calculations and material specifications
  - Stairs and landing dimensions
  - **Deck framing details** (if applicable):
    - Specify pile and pad footing sizes.
    - Ensure pad footings are at least **4 feet below ground level** (or follow the developer's grade slip).

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## **Additional Requirements (if applicable) ☐**

### **Solar, Geothermal, or Hydronic Heating Systems:**

Refer to specific checklists and guidelines for these systems  
(<https://www.rockyview.ca/building-forms-documents>).

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## **Key Notes ☐**

- Always check your local land use bylaws, area structure plans, or direct control bylaws for additional requirements. <https://www.rockyview.ca/land-use-bylaw>
- Visit [www.rockyview.ca/building](http://www.rockyview.ca/building) for forms, guidelines, and resources.

Following this checklist ensures a complete, efficient application process and prevents delays for your project and others.