



## BUILDING PERMIT CHECKLIST FOR AN ACCESSORY BUILDING

Please complete and attach this checklist to your permit application.

All boxes shall be "CHECKED" and all required supplementary documents included with your application. Documents must be clear, legible, accurate, printed to scale, and drawn to professional drafting standards.

The forms and documents referenced in this checklist are available at [www.rockyview.ca/building](http://www.rockyview.ca/building).

Applicant's Checklist	For Office Use Only	Required Items
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1) <b>Building Permit Application</b> – (note: estimated value of work includes materials, labour, contractor's fees, architectural and engineers fees; excludes the cost of land).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2) <b>Certificate of Title</b> – Issued from registry within the last 30 days, including copies of caveats and covenants registered on the title by Rocky View County. It is the responsibility of the applicant / owner to ensure the work being carried out does not contravene the requirements of any restrictive covenants, caveats or any other restrictions registered against the property.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3) <b>Developers Approval</b> – (if applicable - please reference the Land Use Bylaw, any Direct Control Bylaws, Area Structure Plans or Conceptual Schemes applicable to your area).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4) <b>Utility Form</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5) <b>Sub Trade Permits</b> – Complete applications must be applied for with the building permit application
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Electrical Permit <input type="checkbox"/> Gas Permit <input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Sewer Service Connection Permit <input type="checkbox"/> Private Sewage Treatment System
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6) <b>Site Plans</b> - Two sets (see Resources – Site Plan Information Sheet on website) including:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a) All dimensions in metric (preferred scale – 1:200)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b) All active or abandoned oil and gas wells, pipelines and facilities must be shown with Rights of Ways – setbacks to proposed building
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c) All major and minor water courses
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d) Front, side and rear yard setback dimensions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	e) Easements, utility Right of Ways
<input type="checkbox"/>	<input checked="" type="checkbox"/>	f) Grades, geodetic or local (Alberta Land Surveyor)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i) Accessory buildings less than 592 sf, provide photographs for site grades
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ii) Corners of building, existing and proposed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	iii) Maximum 1.0m increase from existing grade (unless approved by DP)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	iv) <b>Slopes 15% or greater and greater than 2m in vertical height</b> – submit a Slope Stability Assessment by Geotechnical Engineer.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	v) <b>Slopes 30% or greater and greater than 3m in vertical height</b> – a Slope Stability Analysis by Geotechnical Engineer.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	g) Area of the site and lot coverage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	h) Foundation outline of all accessory buildings
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7) <b>Accessory Building Detail Sheet</b> - (see Forms – Accessory Building Detail Sheet on website) <b>or</b> three sets of dimensioned building plans (preferred scale is imperial 1/4"=1'0" or metric 1:50 and the minimum acceptable scale is 3/16"=1'0"), including:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a) Foundation plan
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i) Buildings less than 592 sf, may be placed on a slab or mudsill
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ii) Strip footing sizes, minimum 4' below grade. For structural slab or, concrete and screw piles, P Eng design and seal required
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b) Floor plans
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c) Building elevations, including
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i) Grade line – measurement up to the highest roof peak



- d) Structural cross sections
- e) Wall, floor, and roof construction details
- f) Dimensional lumber floors and roof – show size and spacing
- g) Indicate sizing of all lintels and headers, if dimensional lumber
- h) Structural details not covered in Part 9 may require P Eng seal
- i) Tall wall details (designed by P Eng)
- j) Size of doors and windows
- 8) **Engineered Roof Truss and Floor Joist Layouts** – Two sets – point loads, column types and garage door headers **must** be shown (if applicable).
- 9) **Pole Buildings** – Drawings require a P Eng seal including the trusses, if they are more than 2' o/c, require a P Eng seal on the truss drawing.
- 10) **Sea Containers** – P Eng review/approval letter required.
- 11) **Move On Accessory Buildings** – Submit 2 pictures, side & front view of building.
- 12) **Exterior Wall Cladding Materials**– (see Forms – Exterior Wall Cladding Materials Form on website) P Eng seal required for Stone/Brick Vaneer, Modified EIFS, Modified Stucco
- 13) **Hydronic - Heating Systems** - (primary/secondary) shall be designed by a Professional Engineer - (see Guidelines – Hydronic Heating Systems for Garage or Accessory Building on website)
  - a) Loop layouts
- 14) **Ventilation of Storage Garages** - A storage garage for 5 or more motor vehicles shall have a ventilation system that is designed by a Professional Engineer registered in Alberta that conforms to Part 6 of the Current Building Code.

**FOR OFFICE USE ONLY**

Checked by SCT \_\_\_\_\_ Date: \_\_\_\_\_ Checked by SCO \_\_\_\_\_ Date: \_\_\_\_\_

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