

Apply for your Building and Subtrade Permits online through [myBuild | Rocky View County](#)

Building Permit Checklist for Residential Accessory Buildings (Detached Garages, Sheds, Shops, Etc.)

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.

Plans and Documentation

4. Site Plan ☐

- Include these details in your site plan:
 - Use **metric dimensions** (preferred scale: 1:200).
 - Add a **north arrow**, municipal address, and legal address.
 - Include a **title block** with the designer's name and contact information.
 - Show **easements** and **utility rights-of-way**.
 - Indicate setback dimensions (front, side, and rear).
 - Provide existing and proposed **grade elevations** at:
 - Property corners.
 - Building corners.
 - Within **15 meters** of the building.

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- For slopes greater than **15%**, show setbacks of at least **20m** from the top of the bank.
- Specify the **total site area** and **lot coverage** (refer to your land use bylaw for limits).
- **Include the developer's grade slip, if applicable** ☐

5. Building Plans ☐

- Submit professionally prepared plans that include:
 - **Floor plans:** Include room layouts, square footage, building area, door and window details, fireplace type and specific measurements for garages, decks, and basements.
 - **Structural cross-sections:** Provide views showing materials and construction methods.
 - **Elevations:** Show the building height with calculations and details for glazed openings (e.g., windows and doors).
 - **Construction details:**
 - Foundations, walls, roof and floor assemblies, and energy efficiency specifications.
 - **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).
 - Use these **minimum sizes for footings where the span between columns does not exceed 3 meters:**
 - **Uncovered decks:** 24" x 24"
 - **Covered decks:** 36" x 36"
 - Ensure the footing thickness matches its projection beyond the foundation edge to meet the required dimensions.
 - Where the span between columns exceeds 3 meters, calculations are required to determine the new size, or engineering design can be provided.
 - For engineered designs, follow the specifications provided by your engineer.
 - **Electrical layouts:** Indicate locations of fixtures and switch controls.
 - **Roof trusses & floor joist layouts, individual profiles**

Required Forms & Permits

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

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6. Mechanical Ventilation and HVAC Design ☐

- Submit professional HVAC design for buildings with an interior swimming pool, hot tub, or engineered part-6 design for garages accommodating more than four vehicles.

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

- Submit separate permits for:
 - Electrical work.
 - Gas installations.
 - Plumbing systems.
 - Gas fireplaces (if required).
 - Temporary gas services (if required).
 - Private sewage treatment or sewer connections.

8. Engineering Stamped Designs ☐

- Provide engineer-stamped documents for:
 - Lateral support details for window openings in foundation wall greater than 1.2m or 25% of the wall length.
 - Lateral support design for stairway openings in foundation wall.
 - Tall wall designs.
 - Screw pile designs (Including layouts and specifications)
 - Structural components that fall outside of Part-9
 - Projects over **600m²** (these require full professional involvement, including geotechnical, architectural, structural, mechanical, and electrical plans).
 - Roof trusses & floor joist layouts, individual profiles (if design mentions Part 4 of the Building Code).
 - Geothermal system designs.
 - Part-6 ventilation design (Garage with more than four vehicles).

9. Stone/Brick Veneer, Modified EIFS, or Stucco Cladding Systems ☐

- Include an **Exterior Wall Cladding Form**, if applicable.

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 for forms, guidelines, and resources.

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