



BUILDING PERMIT CHECKLIST FOR AN ACCESSORY DWELLING UNIT

Accessory Dwelling Units are dwelling units that are located on the same parcel as a principle dwelling and are considered accessory and subordinate to that principle dwelling. They may share servicing arrangements with the principle dwelling unit, such as road approaches, water and wastewater services, and should be designed to reflect similar architectural character of the principle dwelling.

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.

Note: Some requirements on the checklist may not apply.

The forms and documents referenced in this checklist are available at www.rockyview.ca/building.

Applicant's Checklist	For Office Use Only	Required Items
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1) Alberta New Home Warranty – required if the ADU is 75% of the total area above foundation level. A Garden Suite requires a warranty unless an exemption letter is submitted. Warranty is not required for a basement ADU.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2) There are Three Types of ADU's a) A Secondary Suite is a subordinate dwelling unit located within or attached to a single detached dwelling. b) A Suite within a Building is a subordinate dwelling unit within or attached to a building other than the single detached dwelling, such as a garage. c) A Garden Suite is a detached dwelling unit that is smaller than the principle dwelling, located on the same lot and constitutes part of the total accessory building requirements, and must be at least 5 m (16.4 ft.) in width.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3) Building Permit Application – (note: estimated value of work includes materials, labour, contractor's fees, architectural and engineers fees; exclude cost of land).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4) Certificate of Title – (NOT REQUIRED FOR EXISTING BUILDINGS) 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"/>	5) Utility Form (NOT REQUIRED FOR EXISTING BUILDINGS) if applicable.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6) Sub Trade Permits – Complete applications must be applied for with the building permit application. <input type="checkbox"/> Electrical Permit <input type="checkbox"/> Gas Permit <input type="checkbox"/> Temporary Gas Permit <input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Gas Fireplace <input type="checkbox"/> Private Sewage Treatment System <input type="checkbox"/> Sewer Service Connection Permit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7) Developers Approval – (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"/>	8) Site Plans – two sets, (see Resources – Site Plan Information Sheet on website) including: (NOT REQUIRED FOR EXISTING BUILDINGS) a) All dimensions in metric (preferred scale - 1:200) b) All active and/or abandoned oil and gas wells, pipelines, and facilities must be shown with right of ways - setbacks to proposed dwelling c) All major and minor water courses d) Front, side and rear yard setback dimensions e) Easements, utility Right of Ways f) Grades, geodetic or local (Alberta Land Surveyor) i) Corners of building, existing and proposed within 15m of the building ii) Maximum 1.0m increase from existing grade (unless approved by DP) iii) Slopes 15% or greater and greater than 2m in vertical height - submit a <i>Slope Stability Assessment</i> by a Geotech. Eng. iv) Slopes 30% or greater and greater than 3m in vertical height – submit a <i>Slope Stability Analysis</i> by a Geotech. Eng. g) Area of the site and lot coverage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9) 9.36 Project Summary – (see Energy Code – 9.36 Project Summary on website).



- ● 10) **Building Plans** – three sets, (Preferred scale is Imperial 1/4"=1'0" or Metric 1:50 and the minimum acceptable scale is 3/16"=1'0"), including:
 - a) Foundation plan
 - i) Concrete Foundation
 - ii) ICF Foundation – rebar details as per Article 9.15.4.5, CCMC, or P Eng design
 - iii) PWF (Preserved Wood Foundation) P Eng design & site review required
 - iv) Foundation strip footing sizes
 - v) Laterally supported foundation walls must meet Table 9.15.4.2.A, or a P Eng design
 - vi) Laterally Unsupported Foundation Areas require a P Eng design, for:
 - 1) Windows greater than 4' wide
 - 2) Stairwell opening adjacent to the foundation
 - vii) Concrete Pad sizes - pad size, location and reinforcing must be shown on the drawings (hand written pad sizes are not acceptable):
 - 1) Engineered column manufacturer specifications, or
 - 2) P Eng design
 - viii) Deck pads/piles – pad footings must be 4' below grade & minimum of:
 - 1) 24"x24"x 8" for uncovered decks
 - 2) 36"x36"x 8" for covered decks
 - 3) Concrete piles without footings must be designed by a P Eng
 - 4) Screw piles must be designed by a P Eng
 - b) Structural details/members not covered in Part 9 may require a P Eng seal
 - i) Tall wall details require a P Eng design
 - c) Floor plans
 - i) Provide square footages for all floor levels, decks/porches and garage
 - ii) Electrical layout with fixtures and switch controls
 - iii) Deck framing details (if applicable)
 - iv) Size of doors and windows, bedrooms must meet egress requirements
 - d) Structural cross sections
 - e) Wall, floor, and roof construction details
 - f) Flashing details
 - g) Dimensional lumber floors and roof – show size and spacing
 - h) Indicate sizing of all lintels and headers, if dimensional lumber
 - i) Location of fireplaces marked gas or wood burning
- ● 11) **Engineered Roof Truss and Floor Joist Layouts** – two sets, point loads, column types and garage door headers must be shown (if applicable).
- ● 12) **Residential Mechanical Ventilation Form** – (see Forms – Residential Mechanical Ventilation Form on website) (up to five bedrooms).
- ● 13) **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.
- ● 14) **Hydronic - Heating Systems** (primary/secondary) shall be designed by a Professional Engineer - (see Guidelines – Hydronic Heating Systems for Dwelling Unit and/or Hydronic Heating Systems for Garage or Accessory Building on website)
 - a) Loop layouts

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