

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

Building Permit Checklist for an Accessory Dwelling Unit (Secondary Suite)

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.
- Garden Suites must be applied for with a contractor listed (cannot be applied for as homeowner permits).

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.

4. New Home Warranty ☐

- Provide proof of registration or exemption from New Home Warranty.
 - This applies to permit applications for:
 - New home construction.
 - Renovation or additions covering 75% or more of the total square footage.
 - Detached Accessory Dwelling Units (ADUs).
 - Secondary Suite (ADU) within a building if 75% or more of the total area is above the foundation level.
 - Registration or exemption can be obtained through Alberta Municipal Affairs:
<https://www.alberta.ca/new-home-warranty>
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Plans and Documentation

5. Site Plan (not required if located within an existing single-family dwelling) ☐

- 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.
 - 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).

6. Building Plans ☐

- Submit professionally prepared plans that include:
 - **Floor plans:** Include room layouts, square footage, building area, door and window details, fire place 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.



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- 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>).

7. Mechanical Ventilation and HVAC Forms ☐

- Submit the **Residential Mechanical Ventilation Form** for all projects.
- If your project has more than **5 bedrooms** or multiple HRVs, also submit the **F326 Ventilation Form**.

8. 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.

9. 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.

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10. Energy Compliance Documents ☐

- Complete and submit the **NBCAE 9.36 Project Summary Form**

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

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

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.