



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

BUILDING PERMIT CHECKLIST FOR AN ACCESSORY DWELLING UNIT

This checklist details the application submission requirements.

All items below and supplementary documents must be submitted with your application. Documents must be clear, legible, accurate and drawn to professional drafting standards.

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

**All digital documents should be unrestricted when submitted. Secured/restricted documents will not be accepted, as digital review, mark up and permit issuance cannot occur on documents with restrictions.*

**All digital documents should be flattened when submitted.*

- **Building Permit Application Form (Not required if submitting online through [myBuild | Rocky View County](#))**
- **Site Plan** – See Resources - ‘Site Plan Information Sheet’ on Rocky View County’s website in the Building Permit section. <https://www.rockyview.ca/building-forms-documents>
 - All dimensions in metric (preferred scale – 1:200).
 - North Arrow.
 - Municipal address (i.e., street address).
 - Legal address.
 - Title block – showing name and phone number of designer/draftsperson.
 - Show all easements and utility rights of ways.
 - Front, side and rear yard setback dimensions to property lines.
 - Grades, geodetic or local (Alberta Land Surveyor):
 - a) Show existing and proposed grades at corners of property.
 - b) Show existing and proposed grades at ALL corners of building.
 - c) Show existing and proposed grades within 15m of building (or match grade slip).
 - d) Geodetic or local datum’s for; Garage slab, Main floor, Basement, Retaining walls etc.
 - Slopes greater than 15%: show setback from top of bank to the proposed structure. (Building shall be located at least 20.0m (65.62 ft.) back from the top-of-bank of an escarpment where the grade exceeds fifteen per cent (15%)).
 - Area of the site and lot coverage (*if applicable – Please review your land use bylaw and development requirements).

Owners and/or agents are responsible for ensuring that they will not damage or interfere with any utility, or any utility right of way or easement.

Owners and/or agents are responsible for ensuring the work being carried out complies with all applicable Land Use Bylaws, Subdivision requirements and/or Developers or Homeowners Associations Requirements.

- **Engineered Roof Truss and / or Floor Joist layouts** – Documents to be provided by the manufacturer:
NOTE: DESIGNS NOTING CONFORMANCE TO PART 4 OF THE ABC 2019 WILL REQUIRE AN ENGINEER’S STAMP ON THE LAYOUT AS WELL AS THE INDIVIDUAL PROFILES.
 - Floor layouts (showing point loads, column types and headers).
 - Roof truss layouts.
 - Roof truss specifications.
 - Supplier’s Letter (noting project address, manufacturing components brand name, and design software used). See STANDATA 19-BCI-023.
- **Professional Engineer Design** – Required for:
 - Single Family Dwellings greater than 600 m² (6458.35 sf).
 - Accessory buildings greater than 55 m² (592 sf).
 - Pole buildings.
 - Lateral Support details for window openings in foundation wall greater than 1.2m or 25% of the wall length.
 - Lateral Support designs for stairway openings in foundation wall.
 - Tall Wall designs.
 - Screw Pile design.
 - Geothermal System design.
 - Tents larger than 300 m² (3229.17 sf).



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- **Building Plans** – Plans and Drawings are required to be to scale and to an acceptable professional standard: Plans are required to indicate (as applicable to your specific project):
 - Floor Plans with building areas, size, type and details for doors and windows, room names, fireplace type.
 - Structural Cross-Sections.
 - Elevations showing glazed opening calculations and building heights.
 - Construction details including foundation, wall, floor and roof assembly details including energy calculations, pad footing and strip footing sizes, flashing details.
 - Electrical layouts with fixtures and switch control locations.
 - Deck framing details, including pile and pad footing sizes.
- **Residential Mechanical Ventilation Form** – For Dwellings with up to five bedrooms, and/or only one HRV; the Residential Mechanical form is required. See Forms – ‘Residential Mechanical Ventilation Form’ on Rocky View County’s website in the Building Permit section. (If there are five or more bedrooms, and/or more than one HRV, please also provide the ‘Residential Mechanical Ventilation Form – F326’ (CAN CSA-F326).
- **Approved Development Permit** – If applicable – please review the Land Use Bylaw, any Direct Control Bylaws, Area Structure Plans or Conceptual Schemes applicable to your area to determine if a Development Permit is required prior to Building Permit application.
- **Building Grade Slip** – If applicable – please review the Land Use Bylaw, any Direct Control Bylaws, Area Structure Plans or Conceptual Schemes applicable to your area.
- **Residential Mechanical Ventilation Form – F326** – For Dwellings with more than five bedrooms, and/or more than one HRV unit: the CAN CSA-F326 Residential Mechanical form is required. See Forms – ‘Residential Mechanical Ventilation System Installation Data – CSA Standard CAN / CSA-F326’ on Rocky View County’s website in the Building Permit section.
- **Private Sewage Treatment Systems Verification Form** – *(required if an existing Private Sewage system will be used to serve the Accessory Dwelling Unit)*. This verification form is to be completed by a certified private sewage installer to verify that any proposed changes to the building can be sufficiently served by the existing private sewage system. If a certified private sewage installer determines that the existing system is NOT sufficient, alterations to the existing system will be necessary, and a permit will be required. See Forms – ‘Private Sewage Treatment Systems for Additions & Renovations – Verification Form’ on Rocky View County’s website in the Building Permit section.
- **NBC-2019AE 9.36 Project Summary** – See Forms & Documents – Energy Code – 9.36 Project Summary Form on Rocky View County’s website in the Building Permit section.
- **New Home Warranty / Contractors Registration** – Proof of registration or exemption is required from New Home Warranty for permit applications for: New home construction, renovations, or additions (if square footage is 75% or more of total square feet) or for detached Accessory Dwelling Units (ADU’s). *Secondary Suite (ADU’s) within a building require registration if 75% of the total area is above foundation level. Registrations or exemptions are obtained through Alberta Municipal Affairs.
- **Exterior Wall Cladding Materials Form** – Required for Product Approval, Application and Field Review of Exterior Cladding Materials for Stone / Brick Veneer, Modified EIFS, or Modified Stucco: See Forms – ‘Exterior Wall Cladding Materials Form’ on Rocky View County’s website in the Building Permit section.
- **Sub Trade Permit Applications** (are their own applications, but must be submitted at the same time as the Building Permit Application)
 - Electrical Permit
 - Gas Permit
 - Temporary Gas Permit (if required)
 - Plumbing Permit
 - Gas Fireplace Permit
 - Private Sewage Treatment System Permit or Sewer Service Connection