



## BUILDING PERMIT CHECKLIST FOR ADDITIONS and/or RENOVATIONS TO A SINGLE FAMILY 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.

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="radio"/>	<input checked="" type="radio"/>	1) <b>Alberta New Home Warranty</b> - Required if addition or renovation square footage is 75% or more of total square feet.
<input type="radio"/>	<input checked="" type="radio"/>	2) <b>Building Permit Application</b> - (estimated value of work includes materials, labour, contractor's fees, architectural, and engineers fees; excludes the cost of land).
<input type="radio"/>	<input checked="" type="radio"/>	3) <b>Certificate of Title</b> - (NOT REQUIRED FOR RENOVATIONS) 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="radio"/>	<input checked="" type="radio"/>	4) <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="radio"/>	<input checked="" type="radio"/>	5) <b>Utility Form</b> - (NOT REQUIRED FOR RENOVATIONS)
<input type="radio"/>	<input checked="" type="radio"/>	6) <b>Sub Trade Permits</b> - 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="radio"/>	<input checked="" type="radio"/>	7) <b>Site Plans</b> - two sets (see Resources - Site Plan Information Sheet on website), including: (NOT REQUIRED FOR RENOVATIONS) a) All dimensions in metric (preferred scale - 1:200) b) All active or abandoned oil and gas wells, pipelines and facilities must be shown with Right of Ways - setbacks to proposed addition 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 property and building, existing and proposed within 15m of the building ii) Maximum 1.0m increase from existing grade (unless approved by DP) iii) <b>Slopes 15% or greater and greater than 2m in vertical height</b> - submit a <i>Slope Stability Assessment</i> by a Geotechnical Engineer iv) <b>Slopes 30% or greater and greater than 3m in vertical height</b> - submit a <i>Slope Stability Analysis</i> by Geotechnical Engineer g) Area of the site and lot coverage
<input type="radio"/>	<input checked="" type="radio"/>	8) <b>9.36 Project Summary</b> - required for additions, (see Energy Code - 9.36 Project Summary on website).
<input type="radio"/>	<input checked="" type="radio"/>	9) <b>Building Plans</b> - three sets, (preferred scale is imperial 1/4"=1'0" or metric 1:50 and minimum acceptable scale is 3/16"=1'0"), including: (COMPLETE AS APPLICABLE FOR ADDITION OR RENOVATION) a) Foundation plan i) Concrete Foundation (forced walkout, see Resources - Forced Basement Walkouts on website) ii) ICF - 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 footings – pad size, location and reinforcing must be shown on the drawings (hand written pad sizes are not accepted):
  - 1) Engineered column manufacturer/supplier specifications, or
  - 2) P Eng. design
- viii) Deck pads/piles – pad footings must be 4'-0" below grade and a 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 P Eng seal
  - i) Tall wall details – require a P Eng design
- c) Floor plans – show existing and proposed details
  - i) Provide square footages for all floor levels, decks/porches and garage, including existing square footages
  - ii) Electrical layout with fixtures and switch controls
  - iii) Deck framing details
  - iv) Size of doors and windows – bedrooms must meet egress
- d) Building elevations, show front, rear, sides, as required to show addition
- e) Structural cross sections
- f) Wall, floor and roof construction details
- g) Flashing details
- h) Dimensional lumber floors and roof – show size and spacing
- i) Indicate sizing of all lintels and headers, if dimensional lumber
- j) Location of fireplace(s) – marked gas or wood burning.
- 10) **Kitchen Renovations** - provide the following information
  - a) Existing and proposed kitchen layout
  - b) Clearances around range/cook top, if new
  - c) Hood fan specifications – if installing a higher CFM hood fan, and B vent appliances are existing, make-up-air is required for the full amount of the kitchen exhaust or not greater than 10% more. Submit all specs for existing and new hood fan CFM, and make-up-air.
- 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)
  - a) Dwelling with more than five bedrooms, the CAN CSA-F326 Residential Mechanical form is required
  - b) A storage garage for five or more motor vehicles shall have a ventilation system designed by a P Eng that conforms to Part 6 of the Current Building Code
  - c) Indoor pool and/or hot tub shall have a ventilation system designed by a P Eng that conforms to Part 6 of the Current Building Code
- 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 System** (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
- 15) **Additional Bedrooms** - If the home is on a private sewage treatment system and the renovation will include additional bedrooms, therefore, increasing the total number of bedrooms, a certified septic installer must approve, that the septic system is sufficient in size. (see Forms - Private Sewage Treatment Systems for Additions/Renovations Verification Form on website).

FOR OFFICE USE ONLY

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

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

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

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