



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

BUILDING PERMIT CHECKLIST FOR COMMERCIAL, INDUSTRIAL & INSTITUTIONAL ADDITIONS

*Additions add square footage to the space. If square footage is not being added, please reference the 'Building Permit Checklist for Commercial, Industrial & Institutional Renovations'

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.

- **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)



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

- **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.
- **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.
- **Schedules A & B** - Schedules A & B are to be submitted with the permit application for any applicable Registered Professionals of Record responsible for the project:
 - Coordinating Professional – Schedule A1,
 - Architect – Schedules A2, B1 & B2,
 - Structural Engineer – Schedules A2, B1 & B2,
 - Mechanical Engineer – Schedules A2, B1 & B2,
 - Electrical Engineer – Schedules A2, B1 & B2,
 - Geotechnical Engineer – Schedules A2, B1 & B2,
 - Mechanical Engineer (Fire Suppression System) – Schedules A2, B1 & B2
- **Construction Value Calculator Form** – The Construction Value Calculator for Commercial/Industrial and Institutional Buildings Form calculates the estimated prevailing market value of the construction and finishing. This calculated value is to be used on your application.
- **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
- **Other items if applicable:**
 - **Solar** – Refer to Solar Panel Checklist
 - **Racking** – Refer to Racking Checklist
 - **Geothermal** – Refer to Geothermal System Checklist
 - **Hydronic – Heating Systems** - Refer to Hydronic Heating Checklist and Hydronic Heating Systems for Dwelling Unit Guideline