



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

## **BUILDING PERMIT CHECKLIST FOR A BASEMENT DEVELOPMENT (RENOVATION)**

**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](http://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](#))
- **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.
- **Private Sewage Treatment Systems Verification Form** (if applicable):  
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 application 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.
- **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
  - Gas Fireplace Permit
  - Plumbing Permit
  - Private Sewage Treatment System