



BUILDING PERMIT CHECKLIST FOR A BASEMENT DEVELOPMENT

This checklist details the application submission requirements when completing a basement development.

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.

- **Building Permit Application**
- **Building Plans showing:**
 - The proposed layout
 - Any existing development (if existing and proposed areas are extensively overlapping eg. a reconfiguration of the existing layout; please provide the existing and proposed layouts on separate pages)
 - Building areas, size, type and details for doors and windows, fireplace types
 - Proposed room uses / names
 - Location of smoke alarms and carbon monoxide alarms
 - Electrical layouts with fixtures and switch control locations
 - Construction details for structural changes (if applicable)
- **Private Sewage Treatment Systems for Additions/Renovations Verification Form** (if applicable)
 - If the home is on a private sewage treatment system, and the renovation will include additional bedrooms, (increasing the total number of bedrooms), a certified septic installer must approve that the septic system is sufficient in size by filling out and submitting the form.
- **Sub Trade Permit Applications:**
 - Electrical Permit Gas Permit Temporary Gas Permit
 - Plumbing Permit Gas Fireplace Private Sewage Treatment System
 - Sewer Service Connection Permit