



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

## Building Permit Checklist for Racking

### Tips!

#### Racking

- If you are installing commercial racking storage systems, you must:
    - Consult a registered professional (e.g., architect or engineer) for design and field review.
    - Obtain and submit Schedules A & B with your application.
    - Submit the applicable C schedules **before** the final inspection.
  - Schedules can be acquired here: <https://www.safetycodes.ab.ca/permits-inspections/understanding-codes-and-standards/professional-schedules/>
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## Essential Items to Include

### 1. Contractor Information ☐

- Provide **complete details** for all contractors, including:
  - Their **contact information** (name, phone number, and email).
  - Certification details for all **sub-trade permits** (e.g., electrical, plumbing, gas).
- If you are doing the work yourself as a homeowner, check the appropriate box on your online portal application to indicate this.

### 2. Property Owner Information ☐

- Ensure that the owner information matches the **official land title records**.
- If the property has been **recently purchased**, include the **purchase agreement** showing the transfer of ownership.

### 3. Digital Document Requirements ☐

- All submitted documents must meet these standards:
    - **Flattened PDFs:** Ensure all PDFs are flattened to allow for digital markup and review.
    - **Unrestricted PDFs:** Documents must not have security restrictions that prevent editing or commenting.
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## Plans and Documentation

### 4. Building Plans ☐

- Submit professionally prepared plans that include:
    - Building code analysis
    - Construction details
    - Details of the materials to be stored
    - Electrical layouts
    - Elevations
    - Exiting systems and travel distances
    - Fire alarm details
    - Floor plans
    - Foundation details
    - Racking layouts and specifications
    - Sprinkler system details
    - Structural cross-sections
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## Required Forms & Permits

(Forms are available on the Rocky View County website:  
<https://www.rockyview.ca/building-forms-documents>).

### 5. Sub-Trade Permits (Must submit with the building permit application, if applicable) ☐

- Submit separate permits for:
  - Electrical work.
  - Gas installations.
  - Plumbing systems.

### 6. Engineering Stamped Designs ☐

- Provide engineer-stamped documents for:
  - Racking Systems

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## 7. Schedules A & B

- Include Schedules A & B with the permit application for all applicable Registered Professionals of Record:
  - **Coordinating Professional:** Schedule A
  - **Architect:** Schedules B
  - **Structural Engineer:** Schedules B
  - **Mechanical Engineer:** Schedules B
  - **Electrical Engineer:** Schedules B
  - **Geotechnical Engineer:** Schedules B
- *Schedules C-1, C-2, and C-3 must be submitted after the project's substantial completion.*
  - **Schedule C-1:** Assurance of Compliance by the Coordinating Registered Professional
  - **Schedule C-2:** Assurance of Field Reviews and Compliance by the Registered Professional of Record
  - **Schedule C-3:** Assurance of Delegated Design Compliance and Field Reviews by the Delegated Professional

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## Additional Requirements (if applicable) ☐

### Solar, Geothermal, or Hydronic Heating Systems:

- Refer to specific checklists and guidelines for these systems (<https://www.rockyview.ca/building-forms-documents>).

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## Key Notes ☐

- Always check your local land use bylaws, area structure plans, or direct control bylaws for additional requirements. <https://www.rockyview.ca/land-use-bylaw>
- Visit [www.rockyview.ca/building](http://www.rockyview.ca/building) for forms, guidelines, and resources.

Following this checklist ensures a complete, efficient application process and prevents delays for your project and others.