

BUILDING PERMIT CHECKLIST FOR NEW COMMERCIAL, INDUSTRIAL & INSTITUTIONAL

This checklist details the application submission requirements when completing a new commercial, industrial or institutional building.

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**
- **Land Titles Certificate / Proof of Land Ownership** – required if there has been a change of ownership within the last 60 days, or upon request if ownership does not match current records on file
- **Approved Development Permit**
- **Construction Value Calculator for Commercial / Industrial and Institutional Buildings**
- **Site Plan**
 - Front, side and rear setbacks to property lines
 - Driveway slope percentage – 8% maximum
- **Geotechnical Report**
- **Building Plans** (Stamped designs if Professional Involvement required)
 - Architectural Plans indicating
 - Building Code, Classification, Building Area, number of storeys and streets etc. for design
 - Floor, roof, and wall assembly details with fire resistance rating information
 - Spatial separation calculations
 - Fire Department access routes and water supply (3.2.5.5., 3.2.5.6., 3.2.5.15., NFPA 1142 & NFPA 24, Rocky View Fire Hydrant Bylaw #C-7152-2012)
 - Structural Plans
 - Mechanical Plans – Including Sprinkler System Designs where applicable
 - Electrical Plans – Including Fire Alarm Designs where applicable
- **Schedules A1, A2, B1 & B2** - if Professional Involvement required, for all disciplines (Geotechnical, Architectural, Structural, Mechanical and Electrical)
- **9.36 Project Summary or National Energy Code for Buildings Project Summary**
- **Sub Trade Permit Applications:**
 - Electrical Permit Gas Permit Temporary Gas Permit Plumbing Permit
 - Gas Fireplace Private Sewage Treatment System Sewer Service Connection Permit
- **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