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## Checklist for a Farm Building Exemption

### Tips!

**Equestrian Centre:** Is classified as a non-farm building and requires both a Development Permit and a Building Permit.

**Private Riding Arena:** Requires a Development Permit.

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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. Site Plan ☐

- Include these details in your site plan:
  - Add a **north arrow**, municipal address.
  - Show **easements** and **utility rights-of-way**.
  - Indicate setback dimensions (front, side, and rear).
  - Include an outline of all buildings located on the site.

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## 5. Building Plans ☐

- Submit professionally prepared plans that include:
    - **Floor plans:** Provide detailed floor plans showing building areas with room names and their uses.
    - **Elevations:** Include elevations to indicate the building height.
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## Required Forms & Permits

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

## 6. Farm Building Exemption

- To apply for a farm building exemption, complete and submit the Farm Building Exemption Application and Declaration Form available at: [Farm-Building-Exemption.pdf \(rockyview.ca\)](#).

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

- Submit separate permits for:
    - Electrical work.
    - Gas installations.
    - Plumbing systems.
    - Private sewage treatment or sewer connections.
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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.