



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

BUILDING PERMIT CHECKLIST FOR GEOTHERMAL INSTALLATIONS

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.

**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](#))**
- **Site Plan** – See Resources - ‘Site Plan Information Sheet’ on Rocky View County’s website in the Building Permit section. <https://www.rockyview.ca/building-forms-documents>
 - All dimensions in metric (preferred scale – 1:200).
 - North Arrow.
 - Municipal address (i.e., street address).
 - Legal address.
 - Title block – showing name and phone number of designer/draftsperson.
 - Show all easements and utility rights of ways.
 - Front, side and rear yard setback dimensions to property lines.
 - Grades, geodetic or local (Alberta Land Surveyor):
 - a) Show existing and proposed grades at corners of property.
 - b) Show existing and proposed grades at ALL corners of building.
 - c) Show existing and proposed grades within 15m of building (or match grade slip).
 - d) Geodetic or local datum’s for; Garage slab, Main floor, Basement, Retaining walls etc.
 - Slopes greater than 15%: show setback from top of bank to the proposed structure. (Building shall be located at least 20.0m (65.62 ft.) back from the top-of-bank of an escarpment where the grade exceeds fifteen per cent (15%)).
 - Area of the site and lot coverage (*if applicable – Please review your land use bylaw and development requirements).

Owners and/or agents are responsible for ensuring that they will not damage or interfere with any utility, or any utility right of way or easement.

Owners and/or agents are responsible for ensuring the work being carried out complies with all applicable Land Use Bylaws, Subdivision requirements and/or Developers or Homeowners Associations Requirements.

- **Professional Engineer Design** – Required for:
 - Single Family Dwellings greater than 600 m² (6458.35 sf).
 - Accessory buildings greater than 55 m² (592 sf).
 - Pole buildings.
 - Lateral Support details for window openings in foundation wall greater than 1.2m or 25% of the wall length.
 - Lateral Support designs for stairway openings in foundation wall.
 - Tall Wall designs.
 - Screw Pile design.
 - Geothermal System design.
 - Tents larger than 300 m² (3229.17 sf).



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- **Geothermal Design** – Geothermal Designs must include:
 - Design and Installer's contact information and Canadian GeoExchange Coalition (CGC) Accreditation Number or associated firm.
 - Drilling company contact information and Canadian GeoExchange Coalition (CGC) Accreditation Number.
 - Indicate if it is a horizontal or vertical system.
 - Indicate if it is an open or closed system. Open systems will require Alberta Environment Approval.
 - Detail piping specification, size and sealants (compatible with the fluid).
 - Type of heat transfer fluid (antifreeze) and percentage of concentration.
 - Type of grout (if applicable).
 - Comprehensive space heating/cooling load calculations, by software, by F280 or HRAI Comprehensive heating/cooling loads for peripheral systems (domestic hot water, pool/spa, snow melt, attached garage, outbuildings etc.).
 - Amount and type of back-up heat (if required).
 - Heat pump specifications.
 - Specifications for all peripheral systems (fan coils, heat exchangers, HRV's etc.).
 - Review wells, aquifers, water tables and assess subsurface condition.

See Guidelines – Geothermal Designs on Rocky View County's website in the Building Permit section for specific Design submittal requirements.