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## Building Permit Checklist for Geothermal Installations

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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:
  - Use **metric dimensions** (preferred scale: 1:200).
  - Add a **north arrow**, municipal address, and legal address.
  - Include a **title block** with the designer's name and contact information.
  - Show **easements** and **utility rights-of-way**.
  - Indicate setback dimensions (front, side, and rear).
  - Provide existing and proposed **grade elevations** at:



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- Property corners.
  - Building corners.
  - Within **15 meters** of the building.
- For slopes greater than **15%**, show setbacks of at least **20m** from the top of the bank.
- Specify the **total site area** and **lot coverage** (refer to your land use bylaw for limits).
- **Include the developer's grade slip, if applicable** ☐

## 5. Building Plans ☐

- **Geothermal Design Requirements** - If you're designing a geothermal system, include the following details:
    - **Contact Information:**
      - The designer and installer's contact info and their Canadian GeoExchange Coalition (CGC) Accreditation Number (or the accredited company).
      - The drilling company's contact info and CGC Accreditation Number.
    - **System Type:**
      - State whether the system is horizontal or vertical.
      - Specify if it's an open or closed system (open systems need Alberta Environment Approval).
    - **System Details:**
      - Provide details on pipe materials, sizes, and sealants (must work with the heat transfer fluid).
      - List the type and concentration of heat transfer fluid (e.g., antifreeze).
      - Include the type of grout used, if applicable.
    - **Heating and Cooling Loads:**
      - Provide detailed calculations for heating and cooling needs (use software, CSA-F280, or HRAI DIGEST standards).
      - Include loads for additional systems like hot water, pools, snow melting, garages, or outbuildings.
    - **System Components:**
      - Mention backup heating systems, if needed, and their type.
      - Specify the heat pump model.
      - Include specs for related equipment like fan coils, heat exchangers, or ventilation systems (e.g., HRVs).
    - **Site Assessment:**
      - Evaluate the wells, aquifers, water tables, and subsurface conditions.
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## Required Forms & Permits

(Forms are available on the Rocky View County website:

<https://www.rockyview.ca/building-forms-documents>).

### 6. Engineering Stamped Designs ☐

- Provide engineer-stamped documents for:
  - Geothermal system designs.

### 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.