



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

## **BUILDING PERMIT CHECKLIST FOR A HOT TUB**

**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.

NOTE: Where the Hot Tub is located on a deck or other structure, you may also require a building permit for the structure.

The forms and documents referenced in this checklist are available at [www.rockyview.ca/building](http://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>  
(As applicable to your specific project):
  - 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.*

- **Building Plans** – Plans and Drawings are required to be to scale and to an acceptable professional standard: Plans are required to indicate (as applicable to your specific project):
  - Floor Plans with building areas, size, type and details for doors and windows, room names, fireplace type.
  - Structural Cross-Sections.
  - Elevations showing glazed opening calculations and building heights.
  - Construction details including foundation, wall, floor and roof assembly details including energy calculations, pad footing and strip footing sizes, flashing details.
  - Electrical layouts with fixtures and switch control locations.
  - Deck framing details, including pile and pad footing sizes.



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- **Hot Tub Cover (ASTM F1346-91) with locking clips – Photo or Document**

Provide pictures of the hot tub cover showing:

- Product Label verifying it is ASTM F1346 certified.
- Locking Clips

➤ *A Final Site Inspection for the Hot Tub Building Permit is **not** required if photos confirming an approved cover and locking device are provided.*

- **Sub Trade Permit Applications** (are their own applications, but must be submitted at the same time as the Building Permit Application)

- Electrical Permit