



BUILDING PERMIT CHECKLIST FOR MOVE-ON RESIDENTIAL DWELLING

Please complete and attach this checklist to your permit application.

All boxes shall be "CHECKED" and all required supplementary documents included with your application. Documents must be clear, legible, accurate, printed to scale, and drawn to professional drafting standards.

The forms and documents referenced in this checklist are available at www.rockyview.ca/building.

Applicant's Checklist	For Office Use Only	Required Items
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1) Building Permit Application – (note: estimated value of work includes materials, labour, contractor fees, architectural, and engineers fees; excludes the cost of land).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2) Certificate of Title – Issued from registry within the last 30 days, including copies of caveats and covenants registered on the title by Rocky View County. It is the responsibility of the applicant/owner to ensure the work being carried out does not contravene the requirements of any restrictive covenants, caveats or any other restrictions registered against the property.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3) Utility Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4) Sub Trade Permits – Complete applications must be applied for with the building permit application
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Electrical Permit <input type="checkbox"/> Gas Permit <input type="checkbox"/> Temporary Gas Permit <input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Gas Fireplace <input type="checkbox"/> Private Sewage Treatment System <input type="checkbox"/> Sewer Service Connection Permit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5) Site Plans – (see Resources – Site Plan Information Sheet on website) including:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a) All active and/or abandoned oil and gas wells, pipelines and facilities must be shown with Right of Ways – setbacks to proposed dwelling
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b) All major and minor water courses
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c) Front, side and rear yard setback dimensions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d) Easements, utility Right of Ways
<input type="checkbox"/>	<input checked="" type="checkbox"/>	e) Grades - geodetic or local (Alberta Land Surveyor)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i) Corners of property and building, existing and proposed within 15m of the building.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ii) Maximum 1.0m increase from existing grade (unless approved by DP)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	iii) Slopes 15% or greater and greater than 2m in vertical height – submit a <i>Slope Stability Assessment</i> by Geotechnical Engineer
<input type="checkbox"/>	<input checked="" type="checkbox"/>	iv) Slopes 30% or greater and greater than 3m in vertical height – submit a <i>Slope Stability Analysis</i> by Geotechnical Engineer
<input type="checkbox"/>	<input checked="" type="checkbox"/>	f) Area of the site and lot coverage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6) Building Plans
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a) Foundation Design
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i) ICF Foundation – rebar details as per Article 9.15.4.5, CCMC, or P Eng design
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ii) PWF (Preserved Wood Foundations) – P Eng design & site review required
<input type="checkbox"/>	<input checked="" type="checkbox"/>	iii) Foundation strip footing sizes
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b) Concrete pad sizes - Pad size, location and reinforcing must be shown on the drawings (Hand written pad sizes are not accepted):
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i) Engineered column manufacturer/supplier specifications or,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ii) Professional Engineer design
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c) Size of doors and windows – bedrooms must meet egress requirements
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d) Floor plans
<input type="checkbox"/>	<input checked="" type="checkbox"/>	e) Building elevations with existing and proposed grades at building corners
<input type="checkbox"/>	<input checked="" type="checkbox"/>	f) Location of fireplaces marked gas or wood burning.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	g) Deck pads/piles – if applicable (see Forms – Deck Detail Sheet on website) all footings must be 4' below grade, and a minimum of:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i) 24"x24"x8" for uncovered decks or
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ii) 36"x36"x8" for covered decks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	iii) Concrete piles without footings require a P Eng design



- h) Provide square footages for all floor levels, decks, porches and garages
- 7) **Residential Mechanical Ventilation Form** - If full basement being constructed under dwelling unit- (see Forms – Residential Mechanical Ventilation Form on website)
- 8) **Engineered Designs (if applicable)**
 - a) Lateral Support details for foundation window or stairway openings exceeding 1.2m
 - b) Lateral support details for foundation openings exceeding 25% of the wall length
 - c) Lateral support details for foundation wall for over height backfill
 - d) Screw Pile design
- 9) **Hydronic – Heating Systems (if applicable)** (primary/secondary) shall be designed as per Standata - (see Guidelines – Hydronic Heating Systems for Dwelling Unit and/or Hydronic Heating Systems for Garage or Accessory Building on website)
 - a) Submit loop layouts

FOR OFFICE USE ONLY

Checked by SCT _____ Date: _____

Checked by SCO _____ Date: _____

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