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## Building Permit Checklist for Moved on Homes (Previously lived in homes relocated to another property)

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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.

#### 4. New Home Warranty ☐

- Provide proof of registration or exemption from New Home Warranty.
  - **Required** – applications submitted without proof of New Home Warranty will be cancelled.
  - Provide proof of registration or exemption from New Home Warranty. The New Home Buyer Protection Act applies to all new homes built where the building permit is applied for after February 1, 2014. In addition to new homes (as defined in the Act), the legislation also applies to substantial reconstruction, as well as manufactured homes (includes modular, ready-to, move, etc.).
  - Registration or exemption can be obtained through Alberta Municipal Affairs: <https://www.alberta.ca/new-home-warranty>
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## Plans and Documentation

### 5. 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:
    - 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** ☐

### 6. Building Plans ☐

- Submit professionally prepared plans that include:
  - **Floor plans:** Include room layouts, square footage, building area, door and window details, fire place type and specific measurements for garages, decks, and basements.
  - **Structural cross-sections:** Provide views showing materials and construction methods.
  - **Elevations:** Show the building height with calculations and details for glazed openings (e.g., windows and doors).
  - **Construction details:**
    - Foundations, walls, roof and floor assemblies, and energy efficiency specifications.
    - **Deck framing details** (if applicable):
      - Specify pile and pad footing sizes.
      - Ensure pad footings are at least **4 feet below ground level** (or follow the developer's grade slip).
      - Use these **minimum sizes for footings where the span between columns does not exceed 3 meters:**
        - **Uncovered decks:** 24" x 24"
        - **Covered decks:** 36" x 36"
      - Ensure the footing thickness matches its projection beyond the foundation edge to meet the required dimensions.



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- Where the span between columns exceeds 3 meters, calculations are required to determine the new size, or engineering design can be provided.
- For engineered designs, follow the specifications provided by your engineer.
- **Electrical layouts:** Indicate locations of fixtures and switch controls.
- **Roof trusses & floor joist layouts, individual profiles**

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## Required Forms & Permits

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

### 7. Mechanical Ventilation and HVAC Forms ☐

- Submit the **Residential Mechanical Ventilation Form** for all projects.
- If your project has more than **5 bedrooms** or multiple HRVs, also submit the **F326 Ventilation Form**.

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

- Submit separate permits for:
  - Electrical work.
  - Gas installations.
  - Plumbing systems.
  - Gas fireplaces (if required).
  - Temporary gas services (if required).
  - Private sewage treatment or sewer connections.

### 9. Engineering Stamped Designs ☐

- Provide engineer-stamped documents for:
  - Lateral support details for window openings in foundation wall greater than 1.2m or 25% of the wall length.
  - Lateral support design for stairway openings in foundation wall.
  - Tall wall designs.
  - Screw pile designs (Including layouts and specifications)
  - Structural components that fall outside of Part-9
  - Projects over **600m<sup>2</sup>** (these require full professional involvement, including geotechnical, architectural, structural, mechanical, and electrical plans).



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- Roof trusses & floor joist layouts, individual profiles (if design mentions Part 4 of the Building Code).
- Geothermal system designs.

#### **10. CSA and Provincial Label Numbers:** ☐

- Provide **CSA** and **Provincial Label Numbers** (AMA or CSA-A277 labels) or a **Professional Engineer** review for any manufactured building with the permit application.

#### **11. Approved Development Permit** ☐

- If applicable, confirm requirements under the Land Use Bylaw, Direct Control Bylaws, Area Structure Plans, or Conceptual Schemes before applying for a Building Permit.

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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.