



## BUILDING PERMIT CHECKLIST FOR A NEW SINGLE FAMILY 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](http://www.rockyview.ca/building).

Applicant's Checklist	For Office Use Only	Required Items
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1) <b>Alberta New Home Warranty</b> – Registration Required.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2) <b>Building Permit Application</b> – (note: estimated value of work includes materials, labour, contractor's fees, architectural and engineers fees; excludes the cost of land).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3) <b>Certificate of Title</b> – 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"/>	4) <b>Building Grade Slip</b> – (if applicable - please reference the Land Use Bylaw, any Direct Control Bylaws, Area Structure Plans or Conceptual Schemes applicable to your area).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5) <b>Developers Approval</b> – (if applicable - please reference the Land Use Bylaw, any Direct Control Bylaws, Area Structure Plans or Conceptual Schemes applicable to your area).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6) <b>Waiver Form</b> – (if applicable – see Forms - Waiver Form on website)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7) <b>Utility Form</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8) <b>Sub Trade Permits</b> – Complete applications must be applied for with the building permit application <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"/>	9) <b>Site Plans</b> – Two sets, (see Resources - Site Plan Information Sheet on website): a) All dimensions in metric (preferred scale – 1:200) b) All active or abandoned oil and gas wells, pipelines and facilities must be shown with Right of Ways – setbacks to proposed dwelling c) All major and minor water courses d) Front, side and rear yard setback dimensions to property lines e) Easements, utility Right of Ways f) Grades, geodetic or local (Alberta Land Surveyor) i) Corners of property and building, existing and proposed within 15m of building (or match grade slip) ii) Maximum 1.0m increase from existing grade (unless approved by DP) iii) Driveway slope percentage – 8% maximum, show % slope iv) Geodetic or local datum's for; Garage slab, Main floor, Basement, Retaining walls v) <b>Slopes 15% or greater and greater than 2m in vertical height</b> – submit a <i>Slope Stability Assessment</i> by a Geotechnical Engineer vi) <b>Slopes 30% or greater and greater than 3m in vertical height</b> - submit a <i>Slope Stability Analysis</i> by Geotechnical Engineer g) Area of the site and lot coverage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10) <b>9.36 Project Summary</b> – (see Energy Code – 9.36 Project Summary on website).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11) <b>Building Plans</b> - Three sets (preferred scale is imperial 1/4"=1'0" or metric 1:50 and the minimum acceptable scale is 3/16"=1'0"), including: a) Foundation plan i) Concrete Foundation (forced walkout, see Resources - Forced Basement Walkouts on website) ii) ICF Foundation – rebar details as per Article 9.15.4.5, CCMC or P Eng design. iii) PWF (Preserved Wood Foundation) P Eng design & site review required iv) Foundation strip footing sizes v) Laterally supported foundation walls must meet Table 9.15.4.2.A, or a P Eng design vi) Laterally unsupported foundation areas require a P Eng design, including:



- 1) Windows greater than 4' wide
- 2) Stairwell opening adjacent to the foundation
- vii) Concrete pad footings – Pad size, location and reinforcing must be shown on the drawings (Hand written pad sizes are not accepted):
  - 1) Engineered column manufacturer/supplier specifications or;
  - 2) P Eng design
- viii) Deck pads/piles – Pad footings must be 4'-0" below grade and a minimum of:
  - 1) 24"x24"x8" for uncovered decks
  - 2) 36"x36"x8" for covered decks
  - 3) Concrete piles without footings must be designed by a P Eng
  - 4) Screw piles must be designed by a P Eng
- b) Structural details/members not covered in Part 9 may require a P Eng seal
  - i) Tall wall details - require a P Eng design
- c) Floor plans
  - i) Provide square footages for all floor levels, decks/porches and garage
  - ii) Electrical layout with fixtures and switch controls
  - iii) Deck framing details
  - iv) Size of all doors and windows, bedrooms must meet egress requirements
- d) Structural cross sections
- e) Wall, floor and roof construction details
- f) Flashing details
- g) Dimensional lumber floors and roof – show size and spacing
- h) Indicate sizing of all lintels and headers, if dimensional lumber
- i) Location of fireplace(s) marked gas or wood burning
- 12) **Engineered Roof Truss and Floor Joist Layouts** – Two sets, point loads, column types and garage door headers must be shown (if applicable).
- 13) **Residential Mechanical Ventilation Form** – all dwellings (see Forms – Residential Mechanical Ventilation Form on website)
  - a) Dwelling with more than five bedrooms, the CAN CSA-F326 Residential Mechanical form is required
  - b) A storage garage for five or more motor vehicles shall have a ventilation system designed by a P Eng that conforms to Part 6 of the Current Building Code
  - c) Indoor pool and/or hot tub shall have a ventilation system designed by a P Eng that conforms to Part 6 of the Current Building Code
- 14) **Exterior Wall Cladding Materials** – (see Forms – Exterior Wall Cladding Materials Form on website) P Eng seal required for Stone/Brick Vaneer, Modified EIFS, Modified Stucco.
- 15) **Hydronic – Heating Systems** (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
- 16) **Multi-Family/Semi-Detached Dwellings**
  - a) Submit party wall details as per 9.10.11.2 of the Current Building Code
  - b) Party wall details must meet required STC/ASTC ratings of Sub-Section 9.11.1 of the Current Building Code
- 17) **Single Family Dwellings Greater Than 600 m<sup>2</sup>** - require water supply for firefighting and sprinkler system design.
  - a) Architectural, Structural, Mechanical, Electrical, and Sprinkler drawings with professional schedules are required to be stamped and sealed by a registered professional (Architect or P Eng) due to size and complexity
  - b) Structural must be designed to meet Part 4 of the Current Building Code
- 18) **Show Homes** - Require a development permit

**FOR OFFICE USE ONLY**

Checked by SCT \_\_\_\_\_ Date: \_\_\_\_\_

Checked by SCO \_\_\_\_\_ Date: \_\_\_\_\_

Checked by SCT \_\_\_\_\_ Date: \_\_\_\_\_

Checked by SCO \_\_\_\_\_ Date: \_\_\_\_\_