



**BUILDING PERMIT CHECKLIST FOR TENANT BAY DEVELOPMENT OR RENOVATION**

A Building Permit is required to construct offices or make any code related changes in a bay.

**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="radio"/>	<input type="radio"/>	1) <b>Building Permit Application</b> – (note: estimated value of work includes materials, labour, contractor's fees, architect and engineer's fees; excludes cost of land).
<input type="radio"/>	<input type="radio"/>	2) <b>Approved Development Permit</b> – (note: a Development permit may be required for the type of Business proposed).
<input type="radio"/>	<input type="radio"/>	3) <b>Subtrade Permit Applications</b> – Please check all subtrade permits that apply <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="radio"/>	<input type="radio"/>	4) <b>Building Classification</b> a) The 3.2.2. Article for the building classification or Part 9 b) Number of storeys c) Number of streets facing d) Indicate if building is equipped with sprinklers and fire alarm system e) Indicate floor areas of each storey and of separate occupancies f) Indicate occupant load
<input type="radio"/>	<input type="radio"/>	5) <b>Building Plans</b> – two complete sets, and one extra architectural set (Preferred scale is Metric –1:200 or Engineer – 1:20). Please ensure the plans are stamped, dated, and signed by the Professional Engineer and /or Architect responsible for the project, including: (if applicable due to complexity) a) <b>Part 9 Tenant Improvements</b> i) <u>Architectural</u> – fire separation changes, exits etc. – Arch or P Eng seal, no schedule ii) <u>Structural</u> – adding mezzanine, second floor or other changes - P Eng seal, no schedule iii) <u>Mechanical</u> – ventilation details, or fire alarm changes – P Eng seal, no schedule iv) <u>Electrical</u> – fire alarm verification – P Eng seal, no schedule The field SCO may ask for P Eng or Arch review for complex items b) <b>Part 3 Tenant Improvements</b> i) <u>Architectural</u> – fire separations, exits, etc – Arch seal with schedule ii) <u>Structural</u> – changes to structure – P Eng seal with schedule iii) <u>Mechanical</u> – ventilation, sprinkler changes, etc – P Eng seal with schedule iv) <u>Electrical</u> – fire alarm changes and extensive renos - P Eng seal with Schedule. Submit electrical layout plans c) <u>Schedules A &amp; B</u> from the engineer and architect as required.

**FOR OFFICE USE ONLY**

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

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

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

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