

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

BUILDING PERMIT CHECKLIST FOR RESIDENTIAL RENOVATIONS

*Renovations typically do not add square footage to the space. If square footage is being added, please reference the 'Building Permit Checklist for **Residential Additions**'.

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.

The forms and documents referenced in this checklist are available at 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](#))**
- **Professional Engineer Design** – Required for:
 - Single Family Dwellings greater than 600 m² (6458.35 sf).
 - Accessory buildings greater than 55 m² (592 sf).
 - Pole buildings.
 - Lateral Support details for window openings in foundation wall greater than 1.2m or 25% of the wall length.
 - Lateral Support designs for stairway openings in foundation wall.
 - Tall Wall designs.
 - Screw Pile design.
 - Geothermal System design.
 - Tents larger than 300 m² (3229.17 sf).
- **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.
- **Residential Mechanical Ventilation Form** – For Dwellings with up to five bedrooms, and/or only one HRV; the Residential Mechanical form is required. See Forms – 'Residential Mechanical Ventilation Form' on Rocky View County's website in the Building Permit section. (If there are five or more bedrooms, and/or more than one HRV, please also provide the 'Residential Mechanical Ventilation Form – F326' (CAN CSA-F326).
- **Residential Mechanical Ventilation Form – F326** – For Dwellings with more than five bedrooms, and/or more than one HRV unit: the CAN CSA-F326 Residential Mechanical form is required. See Forms – 'Residential Mechanical Ventilation System Installation Data – CSA Standard CAN / CSA-F326' on Rocky View County's website in the Building Permit section.



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

- **Private Sewage Treatment Systems Verification Form** – This verification form is to be completed by a certified private sewage installer to verify that any proposed changes to the building can be sufficiently served by the existing private sewage system. If a certified private sewage installer determines that the existing system is NOT sufficient, alterations to the existing system will be necessary, and a permit will be required. See Forms – 'Private Sewage Treatment Systems for Additions & Renovations – Verification Form' on Rocky View County's website in the Building Permit section.
- **Sub Trade Permit Applications** (are their own applications, but must be submitted at the same time as the Building Permit Application)
 - Electrical Permit
 - Gas Permit
 - Temporary Gas Permit (if required)
 - Plumbing Permit
 - Gas Fireplace Permit
 - Private Sewage Treatment System Permit or Sewer Service Connection
- **Other items if applicable:**
 - **Solar** – Refer to Solar Panel Checklist
 - **Geothermal** – Refer to Geothermal System Checklist
 - **Hydronic – Heating Systems** - Refer to Hydronic Heating Checklist and Hydronic Heating Systems for Dwelling Unit Guideline
 - **Kitchen Renovation/Addition** – Where a kitchen renovation is proposed, designs showing clearances around the cooktop, and hood fan specifications will be required.