

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

**CrossIron Mills**  
**PERMIT APPLICATIONS FOR**  
**COMMERCIAL RETAIL UNITS (CRU)**

- All applications must be first approved by an Ivanhoe Cambridge Tenant Coordinator.
- Both sets must be stamped with the red approvals from Ivanhoe Cambridge.
- **Please ensure the CRU number is on each plan set.**
- Drawing scale for smaller CRU's may be 1/8" = 1', but larger CRU's will be 1/4" = 1'
  - Plans must include all permanent fixtures and interior finishes.
  - Include any special features, if intended, for opening day.
- All tenant applications must be stamped by an architect.
- Applications may require an Architect, Mechanical, and Electrical engineers stamp.
- Sub-trade permits are required whenever electrical, plumbing or gas work is being done.
- All permits must be issued prior to the commencement of the work.
- Changes to the original drawings must be submitted for approval prior to the work being done.
- Fire extinguishers are required as per NFPA 10.
- An exit plan must be provided and posted.
- Emergency lighting is required in each CRU.
- Exit paths must be unobstructed.
- Please call for inspections prior to covering up the plumbing, electrical, gas and framing.
- Prior to request for occupancy please provide:
  - For smaller CRU's – a letter from your architect indicating construction compliance with the Alberta Building Code.
  - For larger CRU's and anchor tenants – please provide professional schedules.

**Request or manage your inspections by logging on to your MyBuild Portal account:**  
[Mybuild.rockyview.ca](http://Mybuild.rockyview.ca)

**Additional inquiries: please email Building Services at: [building@rockyview.ca](mailto:building@rockyview.ca)**  
**or phone 403-230-1401 and ask to speak with a Safety Codes Technician**