



**Apply for your Building and Subtrade Permits online through [myBuild | Rocky View County](https://mybuild.rockyview.ca)**

### **New Horizon Mall**

#### **PERMIT APPLICATIONS FOR COMMERCIAL RETAIL UNITS (CRU)**

- All application drawings must be approved by the New Horizon Mall Architectural Control Committee and have their stamp on every page.
- Permit applications are now accepted via [myBuild](https://mybuild.rockyview.ca), or in person at our offices in electronic formats such as flash drive or memory stick.
- Sub-trade permits are required whenever electrical, plumbing or gas work is being done. **All relevant subtrade permits are required to be submitted at the same time as the Building permit.**
- Building permits **ARE** required for all units where:
  - Electrical wiring or plumbing is being installed within the wall space,
- Building Permits **ARE** required when a new tenant is taking occupancy of the unit (with or without construction taking place).
- Building permits are **NOT** required where:
  - Only painting and/or flooring is being installed or replaced.
- Building Permit Application Plans must:
  - Scalable
  - Include a proposed layout identifying all permanent fixtures, interior finishes, cabinetry, and walkways,
  - Identify the CRU number on the plans and documents. The CRU number must coincide with Land Title Unit number.
- Professional involvement is required where:
  - HVAC is being added or modified within a unit. Professionally stamped and sealed Mechanical plans with Professional A & B Schedules are required. Fire suppression systems for commercial cooking appliances must be designed to meet NFPA 96 "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations"
  - An electrical sub-panel is being added to a unit. Professionally stamped and sealed Electrical plans with Professional A & B Schedules are required.
  - Food Court units are being developed or renovated. Architectural plans stamped and sealed by an Architect with Professional A & B Schedules are required.
  - Applications include the addition, removal or modification of walls or doors forming part of a unit. Applications must be accompanied by a copy of the Professional Engineering report issued by Buffalo Fire Engineering dated April 30, 2019. A copy of this report can be obtained from the New Horizon Mall design center.
- Where professional designs are required for more than one discipline, a coordinating registered professional is required, and the Professional A Schedule completed.
- Where coring work to the floor is being completed for things such as plumbing pipes and/or electrical work, the designated professional shall provide details for the Tested / Approved fire stopping system being installed.
- Before coring, an x-ray or scan of the slab will be required to locate rebar and other services. A letter must be provided from a New Horizon Mall approved contractor confirming this has been completed.
- Food establishments and personal service facility occupancies will require review and approval from Alberta Health Services.
- All permits must be issued prior to the commencement of the work.
- Please call for inspections prior to covering up the plumbing, electrical, gas and framing.

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