

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

## Building Permit Checklist for a Basement Development (Renovation)

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### Essential Items to Include

#### 1. Contractor Information ☐

- Provide **complete details** for all contractors, including:
  - Their **contact information** (name, phone number, and email).
  - Certification details for all **sub-trade permits** (e.g., electrical, plumbing, gas).
- If you are doing the work yourself as a homeowner, check the appropriate box on your online portal application to indicate this.

#### 2. Property Owner Information ☐

- Ensure that the owner information matches the **official land title records**.
- If the property has been **recently purchased**, include the **purchase agreement** showing the transfer of ownership.

#### 3. Digital Document Requirements ☐

- All submitted documents must meet these standards:
    - **Flattened PDFs:** Ensure all PDFs are flattened to allow for digital markup and review.
    - **Unrestricted PDFs:** Documents must not have security restrictions that prevent editing or commenting.
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### Plans and Documentation

#### 4. Building Plans ☐

- Submit professionally prepared plans that include:
  - **Floor plans:**
    - The proposed layout.
    - For overlapping existing and proposed areas (e.g., layout reconfigurations), provide separate pages for clarity.



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- Building areas, dimensions, door and window details, and fireplace types.
- Proposed room names and uses.
- Locations of smoke and carbon monoxide alarms.
- Electrical layouts showing fixtures and switch locations.
- Construction details for structural changes, if applicable.
- Provide building assembly details (e.g., vapor barrier, 2x6 studs, insulation, drywall).

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## Required Forms & Permits

(Forms are available on the Rocky View County website:  
<https://www.rockyview.ca/building-forms-documents>).

### 5. Sub-Trade Permits (Must submit with the building permit application, if applicable) ☐

- Submit separate permits for:
  - Electrical work.
  - Gas installations.
  - Plumbing systems.
  - Gas fireplaces (if required).
  - Temporary gas services (if required).
  - Private sewage treatment or sewer connections.

### 6. Private Sewage Treatment Systems Verification Form ☐

- Completed by a certified installer to confirm the existing system can support proposed building changes. If insufficient, system alterations and a permit are required. Refer to the form on Rocky View County's website.

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## Key Notes ☐

- Always check your local land use bylaws, area structure plans, or direct control bylaws for additional requirements. <https://www.rockyview.ca/land-use-bylaw>
- Visit [www.rockyview.ca/building](http://www.rockyview.ca/building) for forms, guidelines, and resources.

Following this checklist ensures a complete, efficient application process and prevents delays for your project and others.