

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

## Building Permit Checklist for a Deck

Follow this checklist step by step to ensure your application is complete and processed without delays.

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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. Site Plan ☐

- Include these details in your site plan:
  - Use **metric dimensions** (preferred scale: 1:200).
  - Add a **north arrow**, municipal address, and legal address.
  - Include a **title block** with the designer's name and contact information.

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- Show **easements** and **utility rights-of-way**.
- Indicate setback dimensions (front, side, and rear).

## 5. Building Plans ☐

- Submit professionally prepared plans that include:
  - **Construction details:**
    - Height of the deck from grade.
    - Height of the railings.
    - Framing layout.
    - Joist size and spacing.
    - Beam sizes and column spacing must be provided.
    - **Deck framing details** (if applicable):
      - Specify pile and pad footing sizes.
      - Ensure pad footings are at least **4 feet below ground level** (or follow the developer's grade slip).
      - Use these **minimum sizes for footings where the span between columns does not exceed 3 meters:**
        - **Uncovered decks:** 24" x 24"
        - **Covered decks:** 36" x 36"
      - Ensure the footing thickness matches its projection beyond the foundation edge to meet the required dimensions.
      - Where the span between columns exceeds 3 meters, calculations are required to determine the new size, or engineering design can be provided.
      - For engineered designs, follow the specifications provided by your engineer.

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## Required Forms & Permits

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

## 6. Engineering Stamped Designs ☐

- Provide engineer-stamped documents for:
    - Screw pile designs (Including layouts and specifications).
    - Concrete piles without pad footings.
    - Structural components that fall outside of Part-9.
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## **Additional Requirements (if applicable) ☐**

### **Solar, Geothermal, or Hydronic Heating Systems:**

- Refer to specific checklists and guidelines for these systems (<https://www.rockyview.ca/building-forms-documents>).

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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.