



## BUILDING PERMIT CHECKLIST FOR A RENOVATION TO A SINGLE FAMILY DWELLING

All of the following information is necessary to complete a thorough evaluation and timely decision on your application. To aid in the evaluation, all materials submitted must be clear, legible, accurate and drawn to professional drafting standards. **Rocky View County will only accept complete application submissions.** Applicant's checklist shall be completed and submitted as part of the Building Permit submission. Thank you for your cooperation.

Applicant's Checklist	For office use only	Required items
<input type="radio"/>	<input checked="" type="radio"/>	1) <b>Warranty Registration</b> – required if 75% of total floor area is renovated.
<input type="radio"/>	<input checked="" type="radio"/>	2) <b>Building Permit application</b> – A copy can be obtained at the Planning Services counter or may be included with this package (note: estimated value of work includes materials, labour, contractor's fees, architectural and engineers fees; excludes the cost of land)
<input type="radio"/>	<input checked="" type="radio"/>	3) <b>Three sets of dimensioned building plans</b> (preferred scale is imperial 1/4"=1'0" or metric 1:50 and the minimum acceptable scale is 3/16"=1'0"), including
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a) Existing and proposed floor plans
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b) <u>Building elevations</u> (if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c) Electrical layout with fixtures and switch controls
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d) Size of doors and windows – indicate if they will be vented or sealed units
<input type="checkbox"/>	<input checked="" type="checkbox"/>	e) Location of any fireplace(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	f) If installing a wood stove/fireplace, please provide the following
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i) Manufacturer's specifications as per the clearances required around the stove/fireplace
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ii) Hearth underneath as per the <i>Alberta Building Code</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	g) Structural details and members not covered in part 9 may require to be sealed by a Professional Engineer
<input type="checkbox"/>	<input checked="" type="checkbox"/>	h) Where masonry veneer shows on plans, indicate their support. Show steel lintel sizes, specify weep holes, masonry wall ties and flashing
<input type="radio"/>	<input checked="" type="radio"/>	4) <b>Provide the following information for kitchen renovations</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a) Existing and proposed kitchen layout
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b) Clearances around range/cook top
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c) Hood fan specifications – if installing a higher CFM hood fan with existing mid-efficiency fuel burning appliances
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i) Make-up-air shall be required to prevent back drafting from other fuel burning appliances. Greater than 180 CFM exhaust requires make-up-air. Fan size – 180 = Make-up-air required.
<input type="radio"/>	<input checked="" type="radio"/>	5) <b>Provide the following information</b> if changing window and doors in the exterior face of a wall
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a) Indicate sizing of all lintels and headers, if dimensional lumber
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b) Must meet Egress Standards from the <i>Alberta Building Code</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c) Exposed Building Face – properties with side yard setbacks less than 5m, provide calculations for maximum area of glazed openings in exterior walls on elevations, as per 9.10.15.4. <i>Alberta Building Code</i> .
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d) Flashing details (see information sheet)



<input type="radio"/>	<input checked="" type="radio"/>	6) <b>Provide the forms below if exterior cladding is to be changed</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a) <u>Form A</u> – Manufactured stone and brick used in exterior wall cladding systems.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b) <u>Form C</u> – Exterior wall cladding form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c) <u>Form E/Form S</u> – Modified EIFS or modified stucco (with an acrylic finish) used in exterior wall cladding systems.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d) <u>If EIFS system</u> – provide CCMC # _____
<input type="radio"/>	<input checked="" type="radio"/>	7) <b>Hydronic – Heating systems</b> (primary/secondary) shall be designed as per Standata (see information sheet)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a) R5 insulation under slab – provide CCMC # _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b) R12 insulation in joists – provide CCMC # _____
<input type="radio"/>	<input checked="" type="radio"/>	8) <b>Geothermal projects</b> shall be designed and installed as per Rocky View County's requirements (see information sheet)
<input type="radio"/>	<input checked="" type="radio"/>	9) <b>Applicable sub trade permits</b> – all applications for electrical, gas, gas fireplace, plumbing, private sewage treatment or sewer service connection must be pulled with the building permit application. The above applications shall be complete with the name of the contractor and provincial license number
<input type="radio"/>	<input checked="" type="radio"/>	10) <b>Additional bedrooms</b> - If the home is on a private sewage treatment system and the renovation will include the construction of additional bedrooms to the home; therefore, increasing the total number of bedrooms, you must have approval from a certified septic installer. The septic installer must approve that the septic system is sufficient in size. (see attached form <u>Private Sewage Treatment Systems for Additions/Renovations</u> )
<b>SCT</b>	<b>SCO</b>	<b>FOR OFFICE USE ONLY</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	(1) Old files closed _____

Checked by SCT \_\_\_\_\_ SCO \_\_\_\_\_

The information sheets listed in this application can be obtained from Planning Services or the County's website at [www.rockyview.ca](http://www.rockyview.ca)

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Applicant – print name

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Date