ROCKY VIEW COUNTY
Building Services

262075 Rocky View Point, Rocky View County, AB T4A 0X2
TEL 403-230-1401 EMAIL building@rockyview.ca
WEB www.rockyview.ca

Apply for your Building and Subtrade Permits online through myBuild | Rocky View County

Building Permit Checklist for Residential Accessory Buildings (Detached garages, sheds, shops etc.)

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.

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.
  - Show **easements** and **utility rights-of-way**.
  - Indicate setback dimensions (front, side, and rear).
  - Provide existing and proposed **grade elevations** at:
    - Property corners.
    - Building corners.
    - Within **15 meters** of the building.

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  - For slopes greater than **15%**, show setbacks of at least **20m** from the top of the bank.
  - Specify the **total site area** and **lot coverage** (refer to your land use bylaw for limits).
- **Include the developer's grade slip, if applicable** ☐

5. Building Plans ☐

- Submit professionally prepared plans that include:
  - **Floor plans**: Include room layouts, square footage, building area, door and window details, fireplace type and specific measurements for garages, decks, and basements.
  - **Structural cross-sections**: Provide views showing materials and construction methods.
  - **Elevations**: Show the building height with calculations and details for glazed openings (e.g., windows and doors).
  - **Construction details**:
    - Foundations, walls, roof and floor assemblies, and energy efficiency specifications.
    - **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**:
        - **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.
      - For engineered designs, follow the specifications provided by your engineer.
  - **Electrical layouts**: Indicate locations of fixtures and switch controls.
  - **Roof trusses & floor joist layouts, individual profiles**
    - All truss profiles and layouts must be stamped by a licensed Alberta engineer.

Required Forms & Permits

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

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6. Mechanical Ventilation and HVAC Design ☐

- Submit professional HVAC design for buildings with an interior swimming pool, hot tub, or engineered part-6 design for garages accommodating more than four vehicles.

7. 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.

8. Engineering Stamped Designs ☐

- Provide engineer-stamped documents for:
  - Lateral support details for window openings in foundation wall greater than 1.2m or 25% of the wall length.
  - Lateral support design for stairway openings in foundation wall.
  - Tall wall designs.
  - Screw pile designs (Including layouts and specifications).
  - Structural components that fall outside of Part-9.
  - Projects over **600m²** (these require full professional involvement, including geotechnical, architectural, structural, mechanical, and electrical plans).
  - Roof trusses & floor joist layouts, individual profiles (if design mentions Part 4 of the Building Code).
  - Geothermal system designs.
  - Part-6 ventilation design (Garage with more than four vehicles).

9. Pre-Engineered Garage Slab-on-Grade Foundation ☐

- Rocky View County's pre-engineered slab-on-grade foundation designs may be used for eligible single-storey detached residential garages. The proposed garage must comply with all applicable dimensions, truss orientation, loading and design limitations shown on the drawings. Garages that fall outside the pre-engineered design parameters, including garages with a second floor or mezzanine, require a site-specific engineered foundation design.

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10. Stone/Brick Veneer, Modified EIFS, or Stucco Cladding Systems ☐

- Include an **Exterior Wall Cladding Form**, if applicable.

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).

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 for forms, guidelines, and resources.

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