

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

Building Permit Checklist for a New Single-Family Dwelling

Essential Items to Include

1. Contractor Information

- Provide **complete details** for all contractors, including:
 - Their **contact information** (name, phone number, and email).
 - To be added as a contact on applications, your Contractor will need to be registered with Rocky View County through myBuild portal. Copies of relevant certification will be requested.
 - If you are doing the work yourself as a homeowner, check the appropriate box on your online portal application to indicate this.

2. Sub-Trade Permits (Complete applications must be applied for with the building permit online through myBuild)

- 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.

3. 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.

4. 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.

5. New Home Warranty

- Provide proof of registration or exemption from New Home Warranty.
- Registration or exemption can be obtained through Alberta Municipal Affairs:
<https://www.alberta.ca/new-home-warranty>

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Plans and Documentation

6. 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.
 - 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**

7. Building Plans

- Submit professionally prepared plans that include:
 - **Floor plans showing:**
 - Square footages for all floor levels: developed & undeveloped spaces, decks/porches/balconies, and garages
 - Location of fireplace(s) - marked gas, wood burning or electric.
 - Size of doors and windows.
 - **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 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.

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- 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 new truss profiles and layouts must be stamped by a licensed Alberta engineer.
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Required Forms & Permits

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

8. Mechanical Ventilation and HVAC Forms

- Submit the **Residential Mechanical Ventilation Form** for all projects.
- If your project has more than **5 bedrooms** or multiple HRVs, also submit the **F326 Ventilation Form**.

9. 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.

10. Energy Compliance Documents

- Complete and submit the **NBCAE 9.36 Project Summary Form**

11. Accessory Dwelling Units (ADUs)

- If applicable, include a **Declaration of Use Form** for accessory or secondary suites.

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

- Include an **Exterior Wall Cladding Form**, if applicable.
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Additional Requirements (if applicable)

Large Homes (Over 600m²):

- Submit plans for firefighting water supply and sprinkler systems.
- Ensure all plans (architectural, structural, mechanical, and electrical) are professionally stamped.

Multi-Family / Semi-Detached Dwellings:

- Submit party wall details per NBCAE 9.10.11.2. and 9.11.1, as required.

Show Homes:

- A **development permit** is required.

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.