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## Building Permit Checklist for an Accessory Dwelling Unit (Secondary Suite)

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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.
- Garden Suites must be applied for with a contractor listed (cannot be applied for as homeowner permits).

#### 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.

#### 4. New Home Warranty

- Provide proof of registration or exemption from New Home Warranty.
  - This applies to permit applications for:
    - New home construction.
    - Renovation or additions covering 75% or more of the total square footage.
    - Detached Accessory Dwelling Units (ADUs).
    - Secondary Suite (ADU) within a building if 75% or more of the total area is above the foundation level.
  - Registration or exemption can be obtained through Alberta Municipal Affairs:  
<https://www.alberta.ca/new-home-warranty>
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## Plans and Documentation

### 5. Site Plan (not required if located within an existing single-family dwelling)

- 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).

### 6. Building Plans

- Submit professionally prepared plans that include:
  - **Floor plans:** Include room layouts, square footage, building area, door and window details, fire place 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 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.

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- 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.
- **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> ).

### 7. 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**.

### 8. 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.

### 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 **600m<sup>2</sup>** (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.

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## 10. Energy Compliance Documents

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

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

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