ROCKY VIEW COUNTY
Building Services

262075 Rocky View Point, Rocky View County, AB T4A 0X2
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Building Permit Checklist for Commercial, Industrial & Institutional New Construction

Tips!

- **Professional Involvement Guideline** – Commercial projects often require full professional involvement. **Consult the guideline for details.**
  - **If your project requires professional involvement, you must:**
    - Consult a registered professional (e.g., architect or engineer) for design and field review.
    - Obtain and submit Schedules A & B with your application.
    - Submit the applicable C schedules before the final inspection.
  - Schedules can be acquired here: https://www.safetycodes.ab.ca/permits-inspections/understanding-codes-and-standards/professional-schedules/

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.
  - 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 ☐**

5. 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.
      - 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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- **Electrical layouts**: Indicate locations of fixtures and switch controls.
- **Roof trusses & floor joist layouts, individual profiles.**

6. 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.

7. Geotechnical Report ☐

- Required to be submitted with the permit application for all new Commercial, Industrial, or Institutional buildings.

8. Schedules A & B: ☐

- Include Schedules A & B with the permit application for all applicable Registered Professionals of Record:
  - **Coordinating Professional**: Schedule A
  - **Architect**: Schedules B
  - **Structural Engineer**: Schedules B
  - **Mechanical Engineer**: Schedules B
  - **Electrical Engineer**: Schedules B
  - **Geotechnical Engineer**: Schedules B
- *Schedules C-1, C-2, and C-3 must be submitted after the project's substantial completion, and before the **final building inspection**.*
  - **Schedule C-1**: Assurance of Compliance by the Coordinating Registered Professional
  - **Schedule C-2**: Assurance of Field Reviews and Compliance by the Registered Professional of Record
  - **Schedule C-3**: Assurance of Delegated Design Compliance and Field Reviews by the Delegated Professional

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Required Forms & Permits

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

9. Approved Development Permit ☐

- If applicable, confirm requirements under the Land Use Bylaw, Direct Control Bylaws, Area Structure Plans, or Conceptual Schemes before applying for a Building Permit.

10. Construction Value Calculator Form ☐

- This form estimates the prevailing market value of construction and finishing for commercial, industrial, and institutional buildings. Use the calculated value in your application.

11. 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.

12. Energy Compliance Documents ☐

- Complete and submit the applicable **NBCAE NECB Forms.**

Additional Requirements (if applicable) ☐

Solar, Racking, 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 for forms, guidelines, and resources.

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