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](myBuild)

Building Permit Checklist for a Hydronic Heating System

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. Building Plans ☐

- Submit professionally prepared plans that include:
    - Hydronic Locations

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Required Forms & Permits

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

5. Sub-Trade Permits (Must submit with the building permit application, if applicable) ☐

- Submit separate permits for:
  - o Electrical work.
  - o Gas installations.
  - o Plumbing systems.

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.