

Building Permit Application Requirement List: **RESIDENTIAL**

All application requirements are as per the *Safety Codes Permit Bylaw* and the National Building Code.

1. Site plan
2. Heat-loss calculation
3. Alberta Approved New Home Warranty Registration
4. Deck Detail Sheet (if deck is part of build)
5. Engineered stamped soils investigation letter or report from geotechnical engineer (for City lots only)
6. Building Plans, (11" x 17" or larger **to scale**) that describe and include the following:
 - Architectural approval stamp
 - Cross Section
 - Dimensional lumber floor joist and beam details
 - Elevations (front, rear, and both sides)
 - Floor plan, including window sizes, room sizes, and use
 - Foundation details (PWF & pile/grade beam systems must be sealed by an Engineer)
 - Radon rough-in details
7. Manufactured Structural Components:
 - Engineered floor design details and layout
 - Engineered roof truss design details and layout
 - Tele-post and pad footings design where loads carried by the column exceeds 8000 lbs.
8. 9.36 Energy Code Project Summary (Performance Compliance Calculation Report)
9. Letter of Authorization from the **property owner(s)** registered on title, including contact information.

****NOTE: If construction is 5 units or more, it will be classified as a Commercial project. Additional documents may be required, including but not limited to, Schedules and Engineering****

Additional permits may be required.

It is the applicant's responsibility to obtain any necessary permits for the purpose of this project.

IMPORTANT

- Only complete applications will be added to the permit queue.
- If a listed requirement is missing, you will receive an email notification with instructions.
- Follow the instructions provided throughout the application process.

TIP: Name the documents that you upload the same as they appear in the Requirement List above. (Example, 'Site Plan', 'Floor Plan', etc.)