

Building Permit Application Requirements

Detached Accessory Dwelling Unit

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information.

All plans and documents listed below must be submitted electronically along with a completed and signed application form.

Unless otherwise stated, drawings should be scaled to 1/4" = 1'0".

Required Documents:

- ☐ Completed Building Permit Application Form
- ☐ Letter of authorization from the property owner authorizing an agent to act on their behalf on the proposed development
- ☐ Application fee
- ☐ Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- ☐ Confirmation that the following organizations have been notified of the proposed development:
 - Fortis
 - ATCO
 - EPCOR (if necessary)
- ☐ Confirmation that the Fire Hall has been notified (if necessary)
- ☐ Photos of any existing damage to Municipal Works (i.e. sidewalks)
- ☐ Completed ABC 2014 Section 9.36 (Energy Efficiency) Project Summary Form
- ☐ Proof of warranty coverage and builders license under New Home Buyer Protection Act (if applicable - Visit <https://residentialprotection.alberta.ca/public-registry> for more information)

Required Documents (cont'd)

- ☐ Site Plan (scaled in metric, 1:200 preferred) including:
 - Property Address
 - Property lines
 - Location of roads and back alleys
 - Footprint and dimensions of the primary dwelling and any other buildings on the site
 - Property dimensions and area (m²)
 - Distance from all property lines to the backyard suite
 - Location of all parking stalls on the parcel, indicating the stall to be used for the accessory dwelling
 - Location and area calculation of landscaping in the front yard
 - Location of imaginary property line between suite and rear of house used to determine percentage of unprotected openings
 - Finished site grades, including location and direction of swales
- ☐ Plot Plan (prepared by an Alberta Land Surveyor and scaled using metric, 1:200 preferred) including:
 - All requirements as listed for a Site Plan
- ☐ Floor Plans, including:
 - Property Address
 - Layout of all floors, including all room dimensions and floor areas
 - Label the purpose of each room (e.g. bedroom, kitchen, etc.)
 - Windows size, type and operation
 - Total area calculation of the backyard suite and house
 - Location of smoke alarms and carbon monoxide alarms
 - Furnace location and location of combustion air and fresh intakes
- ☐ Elevations, including:
 - Dimensions of all sides of the backyard suite
 - Dimensions of all windows, doors and exterior stairs
 - Spatial separation calculations on all elevations of the backyard suite and the elevation of the existing house that will face the backyard suite
- ☐ Foundation plans (preserved wood foundation or pile and grade beam to be signed and sealed by Professional Engineer)
- ☐ Structural cross sections
- ☐ American Fenestration Standard / Specification for windows, doors and skylights
- ☐ Location and fire resistance rating (FRR) of all fire separations and supporting structure

Required Documents (*cont'd*)

- ☐ Sound transmission class (STC) rating for walls and floors separating the dwelling unit from the garage
 - Wall, floor, roof construction details and RSI calculations
 - Wall and column footings – size and thickness
 - Indicate separate heating source if providing heat to the garage
 - Show rough-in for a radon subfloor depressurization system (on foundation plan inlet – outlet), if the floor slab is within any part of the living space (e.g. bottom of stair connecting garage with suite above)
- ☐ Manufacturer's floor joist layouts, manufacturer's roof layouts and the beam runs (beam loading calculations) **OR** a letter of engagement from a structural engineer to review the plans and issue a letter of compliance.
- ☐ Letter of engagement from the engineer who will review the soil conditions, make recommendations for the footings and issue a letter of compliance.

Advisory Notes

Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary. Please visit the following weblink for more information. Please visit the Building Permit webpage to view this map.