

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 through the online portal.**

Pre-Requisites

- Approved Development Permit, if the use is discretionary in the applicable land use district or if the proposed development requires a variance to the Land Use Bylaw
- Demolition Permit, where an existing building is proposed to be demolished

Required Documents

- Application fee (**Note:** you will be notified via email of outstanding fees with payment details)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed business (**Note:** This is not required if the property owner is the applicant).
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Copies of any restrictive covenants, utility rights-of-way, easements, or Town caveats registered on the Title(s) (*not required if a Development Permit has been approved*)
- Site Survey (*requirements provided below*) (*not required if a Development Permit has been approved*)
- Site Plan/Plot Plan (*requirements provided below*)
- Architectural/Building Plans (*requirements provided below*)
- Construction Details Including:
 - Roof and truss layouts
 - Engineering Roof Details (where truss layouts are not provided)
 - Foundation Engineering Details
 - Tall Wall Details (Anything over 12ft in height)
- Fire Safety Plan (as required under the National Fire Code – Current Version)

Required Documents (cont'd)

- Site Grading/Overland Flow Drainage Plan, in accordance with the Engineering Design and Construction Guidelines *(not required if a Development Permit has been approved)*
- Site Servicing Plan (where new or upgraded services are being installed in accordance with the Engineering Design and Construction Guidelines *(not required if a Development Permit has been approved)*)
- Building Grade Slip (where one has been prepared as part of a Subdivision) *(not required if a Development Permit has been approved)*
- Letter of Engagement from the consulting Engineer, where required by the Engineering Design and Construction Guidelines (including geotechnical, civil and works related to retaining walls exceeding 1m in height, and sunken entrances and window wells) *(not required if a Development Permit has been approved)*
- A Letter of Engagement from a Certified Energy Consultant, or proof of enrolment in a third-party certification (e.g. Built Green or LEED) *(not required if a Development Permit has been approved)*
- Proof of warranty coverage and builders license under New Home Buyer Protection Act (Visit <https://residentialprotection.alberta.ca/public-registry> for more information)
- Completed ABC 2014 Section 9.36 (Energy Efficiency) Project Summary Form
- Structural documents, including manufacturer's specifications for floor joists, roof layouts, and beam runs
- Letter of Engagement from the consulting geotechnical engineer who will review the soil conditions, make recommendations for the footings and issue a letter of compliance
- Photos of any existing damage to Municipal Works (i.e. sidewalks) *(not required if a Development Permit has been approved)*
- Tree Protection Plan Agreement (Refer to the Public Tree Disclosure portion of the Building Permit Application Form) *(not required if a Development Permit has been approved)*

ALL PLANS SUBMITTED MUST SHOW MEASUREMENTS IN METRIC UNITS

Site Survey (prepared by an Alberta Land Surveyor)

- North arrow
- Legal description and municipal address
- Legend detailing:
 - Applicable land use district (zoning)
 - Site area
 - The design 1:100 year groundwater flood elevation, the design valley bottom flood elevation, and steep creek hazard design elevation, where applicable
 - The design minimum geodetic elevation of main floor
 - Sanitary and storm sewer invert elevations
 - Lowest top of footing
 - Existing building slab and roof peak elevations, where applicable
- Dimensioned property lines
- Adjacent street names
- Existing and proposed easements and rights-of-way, including dimensions and type of easement, if applicable.
- Location of public pathways, utility boxes, overhead utility poles, guy wires, and fire hydrants
- Location, dimensions and details for sidewalks and curbs dimensioned from property lines
- Footprints of all existing buildings, including accessory buildings
- Building footprints within 3m of property lines
- Existing and proposed easements and right-of-way including dimensions and type of easement, if applicable
- The top of bank of a waterbody, if within the waterbody setback distance as prescribed in the Land Use Bylaw
- Existing site grades at property corners, front and rear yard setback, and at the corners of existing buildings (if applicable)
- Dimensioned setbacks (e.g. yards, waterbodies) as prescribed in the Land Use Bylaw District
- Trees located on Town lands within 6m of the construction area, indicating tree diameter for trees with a diameter of 50mm or greater at breast height.

Site Plan/Plot Plan

The Development Authority may require the Site Plan to be prepared by an Alberta Land Surveyor (Plot Plan) for a complete application submission. A Plot Plan may be required to verify exact measurements and potential variances.

- North arrow
- Legal description and municipal address

Site Plan/Plot Plan Requirements (*cont'd*)

- Legend detailing:
 - Applicable land use district (zoning)
 - Number of units proposed, including Accessory Dwelling Units
 - Building footprint area
 - Total gross floor area (GFA) and GFA for each unit, as defined in the Land Use Bylaw
 - Site coverage, including floor area ratio (FAR) when required by the Land Use Bylaw
 - Vehicle and bicycle parking required and provided as prescribed in the Land Use Bylaw
 - Calculation of total landscaped area (for development in the R3, R3-SC, R3-SC1, STR-2, TPT-CR-Sub-District A, R2A-SC Districts only)
 - Maximum building height, using the H_{max} formula or Building Envelope method, as applicable. Please show the formula and calculations.
 - Calculation of landscaped area of the front yard (for Accessory Dwelling Units only)
 - Geodetic elevation of building slab, garage slab and roof peak
- Dimensioned property lines
- Dimensioned setbacks (e.g. yards and corner visibility triangle) as prescribed in the Land Use Bylaw
- Adjacent street names
- Existing and proposed easements and rights-of-way, including dimensions
- Location of all proposed buildings showing, dimensioned yard setbacks, all yard projections (e.g. eaves, cantilevers, decks, window wells) and accessory buildings
- The top of bank of a waterbody and the distance to any proposed buildings (if within the waterbody setback distance as prescribed in the Land Use Bylaw)
- Label existing geodetic height of parcel corners and back of sidewalk or curb
- Label existing and proposed geodetic height of primary corners of buildings, front and rear yard setback
- Location of retaining walls, indicating geodetic elevation at top and bottom of wall (where applicable)
- Location, dimensions and details for bicycle stalls (for Accessory Dwelling Units only)
- Existing and proposed vehicle parking areas showing:
 - Location and width of the driveway(s), including at the property line; and
 - Description of surface materials for parking areas
- Location and description of surface materials for the 1.5m non-combustible FireSmart buffer around all habitable buildings
- Location of Town Trees within 6m of the construction area, indicating trees to be removed, and trees to remain and be protected**

***Trees on Town lands may require tree protection during construction, and removal of any public trees may require compensation to the Town of Canmore. Please refer to the Town of Canmore Tree Protection Bylaw 2019-10.*

Architectural/Building Plans

- Building elevations for each side of the building, indicating building height in geodetic elevations using the Hmax or Building Envelope methods as prescribed in the Land Use Bylaw, showing existing and proposed site grades
- Building elevations showing all exterior and roofing finishes and colours, including glazed opening calculations for all elevations not facing a street or lane
- Dimensioned floor plans
- Foundation plan (Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta unless designed to the CAN/CSA S406-16 (R2003))
- Structural building cross sections
- Roof plan showing directional slope arrows, pitches of all roof elements
- A building rendering
- Location of garage drain (if applicable) including oil and grit separator design
- Hydronic heating design information and designer certification
- Electrical lighting layout with fixtures and switch controls
- Wall and column footings – size and thickness
- Fireplace type and specifications (ULC approved)
- Size of doors and windows (indicate whether they are vented or sealed units)
- Wall, floor and roof construction details
- Furnace location and location of combustion air and fresh intakes

Site Grading/Overland Flow Drainage Plan

- North arrow
- Legal description and municipal address
- Property lines and dimensions
- Existing and proposed overland drainage easements and rights-of-way, including dimensions
- Legend detailing:
 - Storm sewer invert elevations
 - The design 1:100 year groundwater flood elevation, the design valley bottom flood elevation, and steep creek hazard design elevation, where applicable
 - The design minimum geodetic elevation of main floor
 - Existing building slab and roof peak elevations, where applicable
- Location of all existing buildings to be retained, and proposed buildings showing all projections (e.g. eaves, cantilevers, decks, window wells) and accessory buildings
- Location of nearby stormwater trap low if specified in a subdivision grading plan, showing associated elevations related to the restrictive minimum grade
- Label existing geodetic height of parcel corners and back of sidewalk or curb
- Label existing and proposed geodetic height of primary corners of buildings, front and rear yard setback
- Label proposed grades extending to property lines, at minimum 10m intervals

Site Grading/Overland Flow Drainage Plan (*cont'd*)

- Proposed grades at the highest and lowest elevation of swales with directional overland flow arrows and proposed swale depth
- Elevation of low points and infiltration areas on the property, with directional overland flow arrows
- Label drainage features, including berms and swales
- Location and details of weeping tile assembly and associated infiltration pit, unless weeping tile is not recommended by the consulting geotechnical engineer
- Where no subdivision grading plan exists, show directional overland flow arrows indicating major storm event flow escape route
- Grade points on top and bottom of retaining walls, window wells, and sunken entrances
- Label height of retaining walls (provide height of fences on top of wall)
- Directional arrow and label of the proposed driveway slope (%)

Additional Requirements

At the discretion of the Development Officer or Municipal Engineer, additional information, plans or reports may be required to adequately render a decision on an application. [Click here](#) for a list of additional requirements that may apply to your application.

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 [Property Information Viewer webpage](#) to view this map. (Note: you will need to view the Property Information Viewer and check off “Building Code Ten Minute Response Time” to view this information).

It is the applicant’s responsibility to notify the following organizations of the proposed development:

- Fortis
- ATCO
- EPCOR (if necessary)

Building Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta’s FOIP Act. If you consider the information to be personal, do not put it on the plans.