

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.**

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)
- Photos of any existing damage to Municipal Works (i.e. sidewalks) (*not required if a Development Permit has been approved*)
- Completed ABC 2014 Section 9.36 (Energy Efficiency) Project Summary Form
- Proof of warranty coverage and builders license under New Home Buyer Protection Act
- Building Grade Slip (if applicable) (*not required if a Development Permit has been approved*)
- 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*)
- Unit specifications, including:
 - Year of manufacture
 - CSA, QAI or Intertek number
 - Serial number
 - AMA number
- Site Plan (scaled in Metric) including:
 - North arrow
 - Legal description and property address
 - Legend detailing:

Site Plan Requirements (*cont'd*)

- Gross floor area (for each dwelling unit)
 - Parcel area and site coverage
 - Geodetic elevation of all floors and roof peak
 - Vehicle and bicycle parking required and provided
 - Dimensioned setbacks (e.g. yards, water bodies, and corner visibility triangle) as prescribed in the Land Use Bylaw
 - Location, dimensions and details for sidewalks and curbs dimensioned from property lines
 - Adjacent street names
 - Building footprints within 3m of property lines
 - Location of public pathways, utility boxes, overhead utility poles, guy wires, and fire hydrants
 - Existing and proposed easements and rights-of-way, including dimensions and type of easement, if applicable
 - Location and size (including height from grade) of all existing and proposed buildings and structures including but not limited to:
 - Accessory buildings
 - Retaining walls
 - Garages
 - Fences
 - Location, dimensions and details for vehicle and bicycle stalls
 - Existing and proposed parking areas showing:
 - Location and width of the driveway(s), including at the property line
 - Description of surface materials for parking areas
 - Location of all catch basins, if applicable
- Roof Plan (scaled in Metric) identifying the pitch of all roof elements
- Landscaping Plan (scaled in Metric) including:
- North arrow
 - Legal description and municipal address
 - Property lines and dimensions
 - Finished site grades, including location and direction of swales
 - Legend detailing:
 - Location and species of existing trees and shrubs to be removed
 - Parcel area and landscaped area

Required Documents (*cont'd*)

- Trees and shrubs within 6 m of the property lines on Town or other private land with vegetation to be removed clearly identified (Note: removal of any public
 - trees must be approved by the Town of Canmore and may require compensation to the Town of Canmore)
 - Location and material of proposed hard-scaping, including the 1.5m non-combustible buffer around all habitable buildings
- Plot Plan (prepared by an Alberta Land Surveyor and scaled using metric) including:
- All requirements listed for a Site Plan
 - Identification of wetlands, ponds, or watercourses, if applicable
 - Identification of rock outcroppings or other geologic features, if applicable
 - Identification of existing buildings to be removed, if applicable
- Dimensioned Building Plans (scaled in Metric) including:
- Foundation plan (Pile foundations require engineering)
 - Floor Plans
 - Building Elevations
 - Building Cross Sections
- Construction Details
- Site Servicing Plans, in accordance with the Engineering Design and Construction Guidelines (where new or upgraded services are being installed) (*not required if a Development Permit has been approved*)
- Retaining Wall design (designed by a Professional Engineer), if required by the Engineering Design and Construction Guidelines (*not required if a Development Permit has been approved*)

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.