Building Permit Application Requirements

Detached Garage, Shed and Carport

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 the signed and completed application form.**

NOTE: A Building Permit is required for a garage or shed that is more than 10 m^2 in size or has an estimated Total Construction Value (TCV) of $5000.

Required Documents:

- ☐ Completed Building Permit Application Form
- ☐ A copy of this requirement list showing confirmation of the documents submitted by checking the box next to each requirement
- ☐ Application fee (**Note:** *you will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk*)
- ☐ Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (**Note:** *This is not required if the property owner has signed the application form*).
- ☐ Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- ☐ Site Plan (scaled in Metric) including:
  - Property Address
  - Property lines
  - Location of roads and back alleys
  - Location of all Public Trees within 6m of the site
  - Footprint of shed/carport/garage, home and any other buildings on the parcel
  - Dimensions and areas (in m^2) of the primary dwelling, garage/shed/carport and property
  - Distance from property lines and primary dwelling to the proposed garage/shed/carport
  - Location and size of windows and doors
  - Direction of roof trusses
  - Length and location of driveway (garage)
  - Height measured from the highest existing grade to the roof peak
  - Finish material
  - Finished site grades, including location and direction of swales
- ☐ Plot Plan (prepared by an Alberta Land Surveyor and scaled using metric) including:
  - All requirements for a Site Plan, excluding roof truss and building materials information.

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Required Documents *(cont'd)*

☐ Elevations Drawings (scaled in Metric), including:
- Property Address
- Grade
- Doors
- Windows
- Overhead Doors
- Wall assembly details

☐ Cross Section (scaled in Metric)
- Interior wall height from finished floor
- Building height from finished floor
- Type of siding

☐ Distance from siding to edge of eave

☐ Manufacturer's floor joist layouts, manufacturer's roof layouts and the beam runs "spans" (beam loading calculations) OR a letter of engagement from a structural engineer to review the plans and issue a letter of compliance.

Advisory Notes

1. 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.

2. Roof trusses are to be designed by an engineer registered to practice in the province of Alberta and they are to be installed in accordance with the stamped truss drawings.

3. Buildings less than 55 m² (592 ft²) and not more than 1 storey in height are permitted to be supported on wood mud sills or a 100 mm (4") thick concrete floor slab provided the garage is not of masonry or masonry veneer construction. Buildings over 55 m² and/or exceeds 1 storey, a foundation conforming to Subsection 9.15.1., to a depth of at least 1.2 m (4 ft.), below finished grade, is to be provided below the detached garage, or the slab is to be designed by a professional engineer, authorized to practice in the Province of Alberta.

4. Verification from the foundation contractor indicating that depths less than 1.2 m (4 ft.) have been acceptable in this region, with the soil drainage and soil conditions.

5. If the building exceeds 100 m²(1,076 ft²), and/or exceeds 1 storey, a foundation conforming to Subsection 9.15.1., to a depth of at least 1.2 m (4ft.) below finished grade, is to be provided below the detached garage, or the slab is to be designed by a professional engineer, authorized to practice in the Province of Alberta. The garage foundation is to be constructed as the submitted engineered drawings.

6. Upon review of your application, the Town may request additional information.

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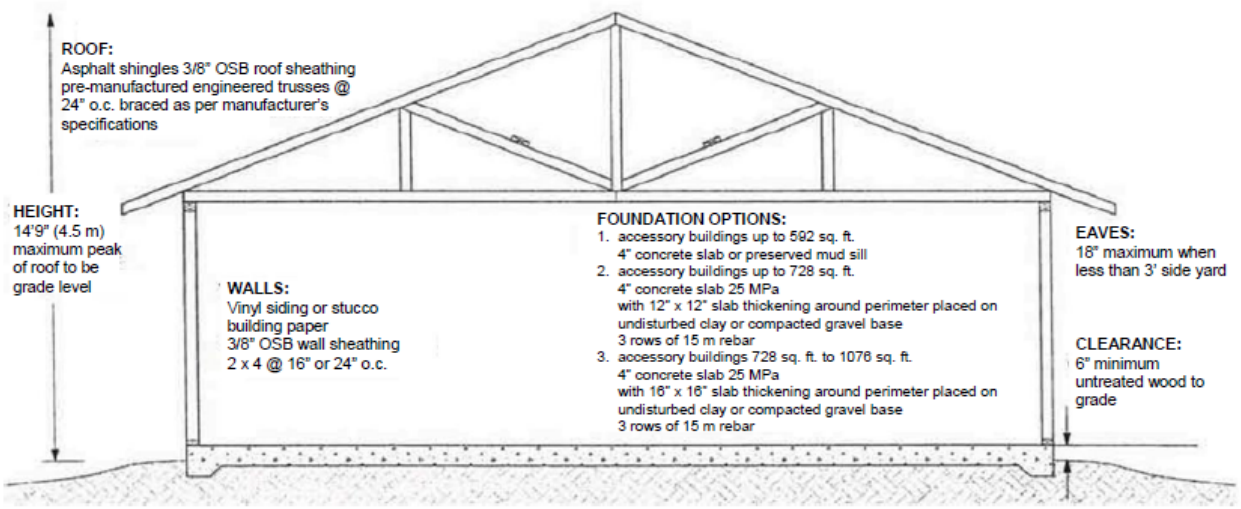
Sample Cross Section and Construction Details:



Please check off garage construction details as listed below.

Roofing Material
- ☐ Asphalt Shingles
- ☐ Cedar, Pine Shakes/Shingles
- ☐ Metal Roofing
- ☐ Other Specify: _____

Roof Sheathing
- ☐ Min. 3/8" OSB or plywood

NOTE: OSB or plywood less than ½" requires H clips and bridge blocking

- ☐ ½" OSB or plywood
- ☐ Other Specify: _____

Roof Framing
- ☐ Pre-manufactured Engineered Truss
- ☐ Stick Build Rafters (provide details)

Exterior Finish
- ☐ Vinyl Siding
- ☐ Stucco
- ☐ Metal Siding
- ☐ Other Specify: _____

Foundation
- ☐ 4" Slab with Thickened Edges
- ☐ Strip footing & 4' frost wall

Wall Sheathing
- ☐ 3/8" OSB
- ☐ 3/8" plywood
- ☐ 1/2" plywood
- ☐ 1/2" OSB
- ☐ Other Specify: _____

Wall Framing
- ☐ 2 x 4 @ 16" o.c.
- ☐ 2 x 4 @ 24" o.c.
  *Max wall height 9.8 ft (3.0 m)
- ☐ 2 x 6 @ 16"/24" o.c.
- ☐ Insulated walls & ceiling

Accessory Building Door Beam

Length: _____

Depth: _____ # of Plys _____

☐ Built Up ☐ Engineered

Accessory Building Door Size: _____

Direction of Trusses
- ☐ Trusses parallel to overhead door Opening
- ☐ Trusses perpendicular to overhead door opening

- ☐ Other Foundation (details, engineering)
- ☐ On Skids

Interior Development

NOTE: A separate permit is required for each of these items (if applicable)

☐ Electrical ☐ Gas

☐ Plumbing ☐ Other (specify): _____

Please Note:
Windows cannot be placed in a wall that is closer than 4 feet to neighbour's property.

If the roof framing members transfer roof loading to the overhead garage door beam please specify the size of the garage door beam.

Large opening size (doors over 20 feet wide) garage door beams without roof loading must be minimum size 2 - 2 x 12 c/w a minimum of 3" bearing.

Maximum size of detached garage on a slab thickening foundation is 728 sq. ft. with truss span not exceeding 28 feet. Oversized garage will require review and approval by a Safety Codes Officer.

Walls to be secured to slab with anchor bolts at 8' on center maximum.

Cannot build over an underground gas line.