

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

- An approved Development Permit
- Demolition Permit, where an existing building is proposed to be demolished

### Required Documents:

- Letter of authorization from the property owner where they have requested an agent be authorized to act on their behalf regarding the proposed development
- Letter of Engagement from the Consulting Engineer, where required
- Application fee (**Note:** you will be notified via email of outstanding fees with payment details)
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Copies of any restrictive covenants, utility right-of-way, easements, or Town caveats registered on the Title(s)
- Site Plan (requirements provided below)
- Surveyed Plot Plan (requirements provided below)
- Sealed Architectural, Structural, Mechanical and Electrical Drawings (Foundation Only)
- Architectural A and B Schedules
- Structural A and B Schedules
- Mechanical A and B Schedules
- Electrical A and B Schedules

### Site Plan

**Note:** All plans submitted must show measurements in metric units.

- North arrow

### Required Documents (*cont'd*)

- Legal description and municipal address
- Legend detailing:
  - Number of residential and/or commercial units
  - Gross floor area of each use and unit
  - Parcel area, site coverage and floor area ratio
  - The design 1:100-year groundwater flood elevation, the design valley bottom flood elevation, and steep creek hazard design elevation, where applicable
  - Geodetic elevation of all floors, ground slab, 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, 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 of all existing buildings and structures (including but not limited to: Accessory buildings, retaining walls, garages and fences)
- Proposed foundation footprint and dimensions
- Location of all catch basins, if applicable

### Surveyed Plot Plan

**Note:** All plans submitted must be prepared by an Alberta Land Surveyor and show measurements in metric units.

- North arrow and scale
- Dimensioned boundaries and site area
- Legal description and municipal address of property
- Adjacent line of curb or street/lane

### Required Documents (*cont'd*)

- Footprints of all buildings and structures on adjacent sites within 3 m of the property line
- Proposed foundation footprint and dimensions
- Spot elevations for: The design 1:100 year groundwater flood elevation, the design valley bottom flood elevation, and steep creek hazard design elevation, where applicable
- Geodetic elevation of finished foundation
- Existing and proposed easements and right-of-way including dimensions and type of easement, if applicable
- Any wetlands, ponds, or watercourses, if applicable
- Any existing rock outcroppings or other geologic features, if applicable
- Any existing buildings to be removed, if applicable

### 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*).

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.