

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

NOTE: if a building addition is proposed, also refer to the Residential Addition checklist for additional 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)
- Site Plan (scaled in metric) 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
 - Distance from property lines to the primary dwelling
 - Location of all exterior stairs
 - 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
 - Finished site grades, including location and direction of swales
(not required if a Development Permit has been approved and no exterior alterations or building addition is proposed)
- Floor Plans (scaled in metric), including:
 - Property Address
 - Layout of each floor of the house (e.g. basement, main floor, upper floor(s))
 - Label the purpose of each room (e.g. kitchen, bathroom, etc.)
 - Location of all windows and exterior doors (indicate the size, type and operation)
 - Area calculation of the primary dwelling (i.e. square footage)
 - Area calculation of the accessory dwelling unit (i.e. square footage)

Required Documents (*cont'd*)

- Locations of separate ventilation and heating for the main dwelling unit and the suite
- Elevations (scaled in metric), including:
 - Height and width of the entire primary house
 - Location of all windows and exterior doors (indicate the size, type and operation)
 - If applicable, locations of all exterior stairs (above and/or below the ground)

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.