

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
- Site Plan (scaled in metric) including:
 - Property Address
 - Property lines
 - Location of roads and back alleys
 - Footprint, dimensions and areas (m²) of home, the addition, and any other buildings on the site
 - Property dimensions and area (m²)
 - Distance from the property lines to the house
 - Location and size of window wells and air conditioning equipment
 - Finished site grades, including location and direction of swales
 - If increasing the height of the house or adding another floor:
 - Geodetic elevation points at the corners of the parcel
 - Geodetic elevation points at the primary corners of the building
 - Elevation of the main floor and roof peak of the building
 - Elevation of roof peak of the adjacent buildings
- Plot Plan (prepared by an Alberta Land Surveyor and scaled using metric) including:
 - All requirements for a Site Plan

Floor Plans Requirements (*cont'd*)

- Floor Plans (scaled in metric), including:
 - Property Address
 - Layout and dimensions of each floor (i.e. basement, main floor, upper floor)
 - Label the purpose of each room (e.g. bedroom, kitchen, etc.)
 - Walls to be demolished and to remain
 - Location of all windows and exterior doors (indicate the size, type and operation)

- Elevations (scaled in metric), including
 - Height and width of the entire existing house and addition
 - Location of all windows and exterior doors (indicate the size, type and operation)
 - Show the grade and main floor line
 - Geodetic floor elevation of existing floor and proposed addition
 - Exterior wall finish material and colour
 - Roof finish material and colour
 - Roof slope

- Structural Cross Sections (scaled in metric) including:
 - Indicate all wall, floor, and roof assembly construction
 - Indicate wall, floor, and roof insulation values and RSI calculations
 - Indicate the ceiling height for each floor of the home

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

- Letter of engagement from the engineer who will review the soil conditions, make recommendations for the footings 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.
2. Covered decks and sunrooms are not considered part of the "building area" if UNCONDITIONED.
3. 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.

EXAMPLE: STRUCTURAL CROSS SECTION

A. Roof

Roof Material _____
 Roof Sheathing _____
 Rafters _____ x _____ Spacing _____
 or Engineered Trusses _____ Spacing _____

B. Ceiling

Insulation _____
 Vapour Barrier _____
 Ceiling Joist _____ Spacing _____
 Ceiling Material _____

C. Walls

Double top plate
 _____ x _____ Studs at _____ on Center
 Single bottom plate
 Insulation _____
 Vapour Barrier _____
 Wall Sheathing _____
 Exterior wall finish _____
 Interior finish _____

D. Beam

_____ x _____ ply _____ x _____ species
 Supported at _____ on center
 _____ columns
 _____ x _____ x _____ footing

E. Foundation

_____ inch Concrete foundation wall at least _____ ft below grad
 Footing _____ wide _____ thick

F. Floor

_____ x _____ underlay _____ sub floor
 _____ x _____ Joist at _____ on center Species Bridging at 7" on centre

G. Crawl Space

2" sand on 6 mil poly or equal
 Ventilation _____
 Insulation _____

