

Required Documents

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.**

- 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)
- Completed ABC 2014 Section 9.36 (Energy Efficiency) Project Summary Form
- Proof of warranty coverage and builders license under New Home Buyer Protection Act (if applicable - visit <https://residentialprotection.alberta.ca/public-registry> for more information)
- Site Plan (scaled in metric) including:
 - Property Address
 - Property lines
 - Location of roads and back alleys
 - Location Public Trees within 6m of the site
 - Footprint and dimensions of the primary dwelling and any other buildings on the site
 - Property dimensions and area (m²)
 - Distance from all property lines to the backyard suite
 - 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
 - Location of imaginary property line between suite and rear of house used to determine percentage of unprotected openings
 - Finished site grades, including location and direction of swales

Required Documents (*cont'd*)

- Plot Plan (prepared by an Alberta Land Surveyor and scaled using metric) including:
 - All requirements as listed for a Site Plan

- Floor Plans (scaled in metric), including:
 - Property Address
 - Layout of all floors, including all room dimensions and floor areas
 - Label the purpose of each room (e.g. bedroom, kitchen, etc.)
 - Windows size, type and operation
 - Total area calculation of the backyard suite and house
 - Location of smoke alarms and carbon monoxide alarms
 - Furnace location and location of combustion air and fresh intakes

- Elevations (scaled in metric), including:
 - Dimensions of all sides of the backyard suite
 - Dimensions of all windows, doors and exterior stairs
 - Spatial separation calculations on all elevations of the backyard suite and the elevation of the existing house that will face the backyard suite

- Foundation plans (scaled in metric)
NOTE: preserved wood foundation or pile and grade beam to be signed and sealed by Professional Engineer

- Structural cross sections (scaled in metric)
 - 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

- American Fenestration Standard / Specification for windows, doors and skylights

- Location and fire resistance rating (FRR) of all fire separations and supporting structure

- Sound transmission class (STC) rating for walls and floors separating the dwelling unit from the garage
 - Wall, floor, roof construction details and RSI calculations
 - Wall and column footings – size and thickness
 - Indicate separate heating source if providing heat to the garage
 - Show rough-in for a radon subfloor depressurization system (on foundation plan inlet – outlet), if the floor slab is within any part of the living space (e.g. bottom of stair connecting garage with suite above)

Required Documents *(cont'd)*

- 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

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.

It is the applicant's responsibility to notify the following organizations of the proposed development:

- Fortis
- ATCO
- EPCOR (if necessary)