



Building Permit Requirements

The following **must be submitted** with a Building Permit Application:

- ❖ A copy of the signed Development Permit (one Development Permit to be filled out per lot/title), if required.
- ❖ Three sets of plans that include the following (one stamped with red architectural controls stamp):
 - A Floor Plan: for each floor level that shows the size and use of all rooms and floor areas plus the floor joists, beams and column sizes and location.
 - Elevation Drawings: of each face of the building. Each elevation must show the size and position of each opening (windows and doors) and the finished ground level.
 - Cross Section: that describes, with dimensions, every part of the building that appears in the cross section. The foundation must be included in the cross section.
 - Electrical Information: that shows the position of every light switch and electrical receptacle.
 - Mechanical Information: that describes the heating and ventilating systems in the building.
 - Energy Design/Information Sheet (effective November 1, 2016)
- ❖ Two Plot (Site) Plans showing:
 - the size, shape and position of the proposed building(s) on the lot or property;
 - land use district;
 - total site/lot coverage area (%);
 - any other accessory buildings on the property;
 - any deck (uncovered or covered);
 - the distance from the building(s) to the property lines, roads or streets and other building(s) on the property;
 - off street parking.
- ❖ Grade Certificate
- ❖ Truss Plans
- ❖ Uncovered Deck Construction Details Sheet (if applicable)
- ❖ Engineering Schedule A & B – required for any multifamily dwellings greater than 4 units
- ❖ **New Home Warranty proof as per New Home Buyer Protection Act -NHBPA (as of Feb. 1, 2014)**
- ❖ **Builder Licensing Approval as per New Home Buyer Protection Amendment Act - NHBPA (effective December 1, 2017)**

Professional involvement for construction methods that *differ* from what is prescribed in Part 9 (House and Small Buildings) of the Alberta Building Code must be designed by a professional engineer licensed to practice in Alberta. Some examples that require professional involvement are:

- Shallow foundations (foundations less than 1.2m below grade or less that frost penetration requires the seal and signature of an engineer on the plans).
- Pile and grade beam foundations (seal and signature of an engineer on the plans).
- Pile foundations (seal and signature of an engineer on the plans).
- Preserved wood foundations (seal and signature of an engineer or architect on the plans).
- Hydronic radiant floor heating systems (seal and signature of the engineer on the pre-engineered or custom engineered package).
- Timber framing, post and beam and archrib construction (seal and signature of an engineer or architect on the plans).