

### 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 electronically along with the signed and completed application form.**

- Completed Building Permit Application Form
- A copy of this requirement list showing confirmation of the documents submitted by checking the box next to each requirement
- Application fee (**Note:** you will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (**Note:** This is not required if the property owner has signed the application form).
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Confirmation that the following organizations have been notified of the proposed development:
  - Fortis
  - ATCO
  - EPCOR (if necessary)
- Confirmation that the Fire Hall has been notified (if necessary)
- 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 (m<sup>2</sup>)
  - 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

### Required Documents (cont'd)

- 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
- 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 following weblink for more information. Please visit the Building Permit webpage to view this map.