

**Residential Permit Submission Checklist**  
**Single Detached, Duplex, Triplex, Fourplex**

Date	Applicant Initials	Staff Initials	Requirements
			1. Signed Application Form(s) (one permit application per lot/title)
			2. Owner Authorization, if required (if the applicant is not the owner)
			3. Application Fee(s):                      Receipt No.: _____
			4. Off-Site Levies (if applicable): Receipt No.: _____
			5. Building Grade Certificate(s)
			6. Alberta New Home Warranty – <i>NHBPA</i> (Effective February 1, 2014)
			7. Builder Licensing Approval – <i>NHBPA</i> (Effective December 1, 2017)
			8. Fire Safety Plan (Effective October 15, 2024)
			9. Truss Plans
			10. Uncovered Deck Construction Sheet (if applicable)
			11. 9.36 Project Summary Energy Information Sheet (Energy Design / Information Sheet)
			12. Engineering Schedule A & B (if required) *Required for any multi family dwellings greater than 4 units*
			<b>12. Three (3) Site / Plot Plans showing:</b> <ul style="list-style-type: none"> <li>○ North Arrow;</li> <li>○ Civic / Municipal Address;</li> <li>○ Legal Description (Lot, Block, Plan);</li> <li>○ Land Use District;</li> <li>○ Property Lines;</li> <li>○ Total site / lot coverage (%);</li> <li>○ Front, side and rear setbacks from property lines;</li> <li>○ Easements and utility rights-of-ways;</li> <li>○ Foundation outline of the dwelling and the outline of eaves and any other projections;</li> <li>○ Outline and location of any accessory buildings (garage, shed, etc.);</li> <li>○ Outline and location of any deck (uncovered or covered);</li> <li>○ Driveway, grade and length to property line (if no sidewalk, back of curb);</li> <li>○ Off street parking areas including width and length of all stalls, driveways, etc.;</li> <li>○ Retaining walls (existing and proposed);</li> <li>○ Adjacent Town streets, sidewalks, curbs and proposed and existing curb cuts;</li> <li>○ Location of existing or proposed services lines, and electric and gas meters;</li> <li>○ Any utility poles, transformer boxes, hydrants, light standards, on or adjacent to the site.</li> <li>○ Distance from the building(s) to the property lines, roads or streets and other building(s) on the property.</li> </ul>

**CONTINUED ON NEXT PAGE**

Date	Applicant Initials	Staff Initials	Requirements
			<p><b>13.</b> Three (3) sets of blueprints/plans (one copy stamped with the <b>red</b> architectural controls stamp and signature from the developer) of each face of the building showing:</p> <ul style="list-style-type: none"> <li>○ <u>Elevation</u>: drawings of each face of the proposed building, including size and position of all windows, doors, projections, decks, chimneys/furnace vent, etc. and the finished ground level;</li> <li>○ <u>Cross Section</u>: describing, with dimensions, every part of the building that appears in the cross section (the foundation must be included in the cross section);</li> <li>○ Exterior finishing materials, roofing materials, and chimney flues/furnace vent;</li> <li>○ Lot grades, building grades, and grade line plotted on each of the building elevations, extending to property line (consistent with Site / Plot Plan);</li> <li>○ Dimensioned height from grade on each elevation, corners and highest point, to top of roof;</li> <li>○ Layout of all exterior and interior walls and identification of all rooms (e.g. kitchen, bathroom, internal stairways, etc.);</li> <li>○ Elevation of any fence or retaining wall(s) on the site;</li> <li>○ Location of all doors and windows;</li> <li>○ Dimensions of buildings (length &amp; width), include cantilevers and other projections;</li> <li>○ <u>Electrical Information</u>: that shows the position of every light switch and electrical receptacle;</li> <li>○ <u>Mechanical Information</u>: that describes the heating and ventilating systems in the building</li> </ul>
			<p><b>14.</b> A landscaping plan which shall include the following:</p> <ul style="list-style-type: none"> <li>○ The location of all existing and proposed landscaping including trees, shrubs and grass;</li> <li>○ Any existing trees that are proposed to be removed, and;</li> <li>○ The quantity, size and species along with common names of all proposed trees and shrubs.</li> </ul>
			<p><b>15.</b> Professional involvement for construction methods that <b>differ</b> from what is prescribed in Part 9 (House and Small Buildings) of the Alberta Building Code must be designed by a professional engineer license to practice in Alberta. Some examples that require professional involvement are:</p> <ul style="list-style-type: none"> <li>○ 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);</li> <li>○ Pile and grade beam foundations (seal and signature of an engineer on the plans);</li> <li>○ Pile foundations (seal and signature of an engineer on the plans);</li> <li>○ Preserved wood foundations (seal and signature of an engineer or architect on the plans);</li> <li>○ Hydronic radiant floor heating systems (seal and signature of the engineer on the pre-engineered or custom engineered package);</li> <li>○ Timber framing, post and beam and archrib constructions (seal and signature of an engineer or architect on the plans).</li> </ul>

The Development Authority may require additional material considered necessary to properly evaluate the proposed development.

FOR OFFICE USE ONLY

Reviewed By:	Date:
--------------	-------