

APPLICATION REQUIREMENTS

Ensure the listed supporting documentation is included with the completed building permit application, or delays may occur with regards to issuing the building permit. **ANY DRAWINGS LARGER THAN 11"X17" MUST BE SUBMITTED DIGITALLY.**

NEW HOME BUYERS PROTECTION ACT – When constructing a new home, cabin, garage with living quarters or moving in a new manufactured home you must provide the New Home Warranty Certificate at time of application.

NATIONAL ENERGY CODE (NEC) – The NEC came into effect November 1, 2016. Ensure to attached a completed 9.36 Compliance Report and submit with the building permit applications and documentation.

CONSTRUCTION of NEW HOMES & ADDITIONS

- ☐ site plan
- ☐ floor plan(s)
- ☐ foundation plan
- ☐ elevation views
- ☐ building cross sections
- ☐ roof truss layouts
- ☐ manufactured floor joist layouts
- (Layouts can be on site at the framing stage)*
- ☐ engineered stamped drawings for attached garage if it is pile and grade beam
- ☐ Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta
- ☐ Hydronic Heating design information and designer certification
- ☐ Copy of your New Home Buyer Protection Act Registration
- ☐ National Energy Code for Buildings 9.36 Compliance Report

MANUFACTURED, MODULAR, MOBILE HOMES

- ☐ site plan
- ☐ floor plan(s)
- ☐ foundation plan
- ☐ CSA, QAI or Intertek
- ☐ Serial #
- ☐ AMA #
- ☐ square footage
- ☐ year of manufacture
- ☐ Copy of your New Home Buyer Protection Act

ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS

- ☐ site plan
- ☐ floor plan(s)
- ☐ foundation plan
- ☐ cross section view
- ☐ if manufactured sunroom, supplier's full product information is required or an engineer's approval

Note: Pile foundations require engineering

STORAGE BUILDINGS / GARAGES / SHEDS

- ☐ site plan
- ☐ floor plan(s)
- ☐ elevation views
- ☐ building cross sections
- ☐ roof truss and beam design information
- ☐ Hydronic Heating design information and designer certification (if applicable)
- ☐ pole buildings require engineering

Foundation Requirements:

- ☐ 4 foot frost wall and footing
- ☐ concrete slab is acceptable; 12"x12" thickened edges concrete slab over 100sq. meters (1076sq.ft) must be engineered
- ☐ engineered grade beam and pile
- ☐ any other foundation will require a structural engineered stamped plan

Wall Requirements:

- ☐ walls up to 12 feet in height are acceptable
- ☐ walls over 12 feet will require an engineered stamped plan

BASEMENT DEVELOPMENTS and MINOR RENOVATIONS

- ☐ floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors

HOT TUBS / SWIMMING POOLS

- ☐ site plan with dimensions of tub / pool
- ☐ fence information

DECKS

- ☐ site plan
- ☐ floor layout
- ☐ cross section view or example plan with dimensions filled in

WOOD STOVES (including fireplaces, pellet and coal stoves)

- ☐ floor plan
- ☐ manufacturers installation instructions
- ☐ references to certification listing

Construction checklists for decks, garages, mobile homes and wood stoves are also available. If you require any information regarding building permits or plans that are required, please contact Superior Safety Codes at 1.866.999.4777.