



Building Permit Checklist for Accessory Building

MD of Foothills No. 31

309 Macleod Trail, Box 5605, High River, AB T1V 1M7 Tel: 403-652-2341 Fax: 403-652-7880

BUILDING PERMIT CHECK LIST FOR ACCESSORY BUILDING

The following information is necessary to complete an evaluation for a timely decision on your application. To aid in the evaluation, all materials submitted must be clear, legible, accurate, and drawn to professional drafting standards.

REQUIRED ITEMS

- ___ **1. Building Permit Application:** This is a four page carbon paper form that can be filled out with a Municipal District of Foothills representative.
- ___ **2. Certificate of Title:** A recent copy (issued from a Registry within the last 30 days)
The Municipality does not review and is not responsible for identifying any encumbrances that may be registered on the Certification of Title to the lands involved in this application.
- ___ **3. Letter of Authorization:** (If applicable) If the applicant is not the registered land owner a letter from the land owner is required to obtain the necessary permits.
- ___ **4. Development Approval:** (If applicable)
- ___ **5. Two Dimensioned Site Plans:**
 - a. All dimensions, to scale (preferred scale 1:200)
 - b. North arrow
 - c. Municipal address (civic (911) address)
 - d. Legal address
 - e. Property lines
 - f. All active and/or abandoned oil and gas well, pipelines and facilities must be shown with right of ways = setbacks proposed dwelling.
 - g. Title block – showing name and phone number designer/draftsperson
 - h. Front, side and rear setback dimensions
 - i. Easements, utility right of ways
 - j. Adjacent streets
 - k. For accessory building less than 592 sq ft, provide photographs and/or grades of the proposed building
 - l. Foundation outline of dwelling, cantilevers, decks and other projections
 - m. Outline of all accessory buildings.
- ___ **6. Two copies of dimensioned construction plans:** designed to the 2014 Alberta Building Code (preferred scale is imperial $\frac{1}{4}$ " = 1'-0" or metric 1:50 and the minimum acceptable scale is $\frac{3}{16}$ " = 1'-0")
Ensure the plans are stamped, dated, signed by the Professional Engineer and/or Architect Responsible for the project:
 - a. Foundation plan (accessory buildings less than 592 sq ft in floor area and not more than 1 storey in height are permitted to be supported on wood mud sills or a 100 mm thick concrete floor slab provided the garage is not of masonry veneer construction)
 - i. Slab on grade
 - ii. Mudsill
 - b. Floor plans



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- c. Building elevations
 - i. Grade line – measurements up to the highest roof peak
 - d. Structural cross section.
 - e. Wall, floor and roof construction details
 - i. Spray foam – provide CCMC # _____
 - ii. Where masonry veneer shows on plans, indicate their support. Show steel lintel sizes, specify weep holes, masonry wall ties, and flashing.
 - f. Flashing details
 - g. Indicate sizing of all lintels and headers, if dimensional lumber
 - h. Structural details and members not covered in Part 9 may require a professional Engineer’s Seal
 - i. Size or doors and windows – indicate if they will be vented or sealed units.
- _____ **7. Two sets of engineered roof truss and/or floor joist lay outs:** point loads, column type and garage door headers must be shown.
- _____ **8. Exposed Building Face:** For properties with side yard setbacks less than 5 m provide calculations of maximum area of glazed openings in the exterior walls of the side elevations, as per 9.10.15.4. Alberta Building Code.
- _____ **9. Pole Buildings Construction:** Drawings must be signed and sealed by a Professional Engineer, including:
- a. One full cross- section
 - b. Show all structural details, including:
 - i. Pole size, spacing and anchorage
 - ii. Beam size and pole connections
 - iii. Purlin size and space
 - iv. Truss and purlin size, if more than two feet o/c required a Professional Engineer’s stamp
 - v. Wood grade
 - vi. Exterior cladding
- _____ **10. Form A:** Manufactured stone and brick used in exterior wall cladding (Professional Engineer stamp required)
- _____ **11. Form C:** Exterior wall cladding form
- _____ **12. Form E/Form S:** Modified EIFS or modified stucco (with an acrylic finish) used in exterior wall cladding systems
- _____ **13. Hydronic - Heating Systems:** (primary/secondary) shall be designed as per Standata
- a. Submit loop layouts - see information sheet.

**Visit the Building Services Department
Monday to Friday, 8:30 am - 4:00 pm
309 Macleod Trail, High River
403-652-2341**