



Building Permit Checklist for a Basement Development

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 a BASEMENT DEVELOPMENT

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. 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.
- _____ **3. 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 $3/16'' = 1'-0''$).
 - Existing and proposed floor plans
 - Use of each room, size, and total area to be developed
 - Location of Smoke Alarms and Carbon Monoxide Detectors
 - Door size to mechanical/furnace room
 - Window locations and sizes in bedrooms – they must meet Egress Standards from the Alberta Building Code
 - New fireplaces (gas or wood burning)
 - Any details of structural changes (if applicable)
- _____ **4. Additional Bedrooms** – if the home has a private sewage disposal system and the renovation will include the construction of additional bedrooms. The system will need to be examined by a Certified PSDS Installer or Designer to determine if the system will require upgrading. Provide proof that the system does or does not require upgrading. Beam
- _____ **5. Engineering** - If required

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