



Building Permit Checklist for Commercial 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 A COMMERCIAL 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**
- ___ **5. An Approved Construction fire safety plan.** If it was identified as being needed at the Development permit stage. (Approval will come from the Fire inspectors)
- ___ **6. Determine Alberta Building Code:** (Part 3 or Part 9) In which building is covered. Buildings under 600m² fall under Part 9, Exceptions apply.
- ___ **7. Two Dimensioned Site Plans:**
 - a. All dimensions, to scale (preferred scale 1:200)
 - b. North arrow
 - c. Municipal address (street or civic (911) address)
 - d. Legal address
 - e. Property lines
 - f. All active and/or abandoned oil and gas wells, pipelines and facilities must be shown with right of ways = setbacks proposed dwelling.
 - g. Title block – showing name and phone number of 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.
- ___ **8. Two copies of dimensioned construction plans:** designed to the 2014 Alberta Building Code (preferred scale is imperial 1/4" = 1'-0" or metric 1:50 and the minimum acceptable scale is 3/16" = 1'-0"). Ensure the plans are stamped, dated, signed by the Professional Engineer and/or Architect Responsible for the project:
 - a. Site Plan
 - i. Driveway slope percentage – 8% Maximum
 - ii. Measurements of building to property lines
 - b. Architectural
 - c. Structural – Part 3 Buildings MUST meet Part 4 of the Alberta Building Code:
 - i. For a building which falls under Part 9, the following may be required



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- 1) A Professional Engineer stamp for complex structural components and for those areas which are outside the description of Part 9 of the Alberta Building Code.
- 2) Schedules A from that Professional Engineer indicating that he will review the construction of those areas for which he is responsible (Schedules B is required if the Professional Engineer will be providing and structural drawings)

___ **9. The Front Sheet of the Plans should state:**

- a. The 3.2.2. Article under which the building is to be classified
- b. Number of storeys, number of streets facing & indicate occupant load
- c. Spatial separation calculations and appropriate fire resistance ratings
- d. Indicate if building is equipped with sprinklers and fire alarm system
- e. Provide stamped plans for the water for firefighting design including a cross section showing elevations (on site pond NFPA1142)
- f. Indicate floor areas of each storey and of separate occupancies
- g. Show calculations for number of exits and their width
- h. Show firefighting access routes as per 3.2.5.6., 3.2.5.7., and 3.2.5.16.
- i. Submit mechanical and electrical drawings showing ventilation and makeup air.

___ **10. A Department of Highway Roadside Development Permit** is required for any development within 1,000 feet of a Primary Highway. Phone (403-297-7678)

___ **11. Form A:** Manufactured stone and brick used in exterior wall cladding (Engineer stamp needed.)

___ **12. Form C:** Exterior wall cladding form

___ **13. Form E/Form S:** Modified EIFS or modified stucco (with an acrylic finish) used in exterior wall cladding systems

___ **14. Hydronic – Heating Systems** (primary/secondary) shall be designed as per Standata

- a. Submit loop layouts _ see information sheet

BUILDING PERMIT CHECK LIST FOR A COMMERCIAL BUILDING NECB

Indicate the compliance path for each part

- ___ 1. Part 3: Building envelope
- ___ 2. Part 4: Lighting
- ___ 3. Part 5: Heating, ventilation and air conditioning system
- ___ 4. Part 6: Service Water Heating System
- ___ 5. Part 7: Electrical power systems and motors
- ___ 6. Part 8: Performance energy model

Or List the consultants to be used for each of these parts

Consultant Name: _____

Representing Firm: _____

Contact Information: email: _____ Telephone: _____

Address: _____

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



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Division C

Article 2.2.8.2. – Information Required on Drawings and Specifications

1. Except as provided in sentence (2), (3) and (4), the drawings and specifications for the proposed house shall include:
 - a. The effective thermal resistance values and respective areas of all opaque building envelope assemblies, including all above-ground and below-ground roof/ceiling, wall, and floor assemblies,
 - b. The overall thermal transmittance (U-value), solar heat gain coefficient and respective areas of all fenestration and door area to gross wall area,
 - c. The ratio of total vertical fenestration and door area to gross wall area,
 - d. the performance rating, energy source, and types of all equipment required for space-heating and cooling and service water heating,
 - e. The design basis for the ventilation rates,
 - f. Where a test is used to determine the airtightness of a house, the measured airtightness of the building envelope in air changes per hour, and
 - g. Any additional features used in the energy model calculations that account for a significant difference in house energy performance.
2. The effective thermal resistance values and respective area of opaque building envelope assemblies that cover less than 2% of the total area of their respective assembly type need not be provided in the drawings and specifications required in sentence (1).
3. Where part-load characteristics are used in the modeling of the HVAC equipment, they need not be provided in the drawings and specifications required in Sentence (1).