



Building Permit Checklist for Move On Dwelling or Manufactured Home

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 MOVE ON DWELLING OR MANUFACTURED HOME

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 or 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. CSA and Provincial Label Numbers** – submit photos to ensure the unit was built in a certified plant and conforms to Alberta Building Code
 - a. Manufactured homes must be no older than ten (10) years old (as per the land use bylaw)
- ___ **7. 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").
Energy Code Requirements for Permitting. (required as applicable)
 - Concrete foundation
 - ICF foundation – rebar details as per Article 9.15.4.5, CCMC, or P. Eng. Design
 - Preserved Wood Foundation – P. Eng. Design c/w site review required.
 - Deck pads/piles – if applicable all footings must be a minimum of four (4) feet below grade, having a minimum size of:
 - o 24"x24"x8" for uncovered decks or
 - o 36"x36"x8" for covered decks
 - o Concrete piles without footings require an engineer design
 - o Screw piles require an engineer design.
- ___ **8. Residential Mechanical Ventilation Form** not required for a new CSA labeled manufactured home.



Building Permit Checklist for Single Family Dwelling

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- _____ **9. Engineering** – foundation walls that are greater than 9.0 feet and or have 7.5 feet or more of back fill, window openings greater than 4 feet wide. **If screw piles are to be used, engineering is needed.**
- _____ **10. A Department of Highway** – Roadside Development Permit is required for any development within 1000 feet of a Primary Highway. Phone (403) 297-7678
- _____ **11. Form C** – Exterior wall Cladding Form (if applicable)
- _____ **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
- _____ **14. Home Warranty** – 1-866-421-6929

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