



# Building Permit Checklist for Single Family Dwelling

## 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 SINGLE FAMILY DWELLING**

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. 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. (Small Buildings and Residences)**
  - Drawings must state the Climatic Zone the build will reside in be it Zone 6, or Zone 7a.
  - Drawings must have information within the design as to how it will meet the Requirements of 9.36. or the NECB 2011
  - Are the plans to follow a Prescriptive Path, a Trade-off Path, or a Performance Path.
  - Based on the Path chosen, additional forms may need to be submitted.
  - If an Envelope Engineer is to be retained, they will need to do a site visit, submit the report confirming the construction meets the requirements of the engineer's design.
- \_\_\_ **7. Two sets of engineered roof truss and floor joist layouts** – point loads. Column types and garage door headers must be shown.
- \_\_\_ **8. Exposed building Faces** where the property's side yard setbacks are less than 5 m provided calculations for maximum area of glazed openings in exterior walls on elevations, as per 9.10.15.4. ABC
- \_\_\_ **9. Residential Mechanical Ventilation Form** (up to five bedrooms)
  - a. For a dwelling with more than five bedrooms the CAN CSA – F326 Residential form is Required
  - b. A storage garage for five or more motor vehicles shall have a ventilation system that is designed by a



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professional Engineer registered in Alberta that conforms to Part 6 of the Alberta Building Code.

- c. An indoor pool (aquatic facility) and / or hot tub shall have ventilation system that is designed by a Professional Engineer in Alberta that conforms to Part 6 of the Alberta Building Code.

- \_\_\_ **10. Engineering** – For tall wall construction, walls that are in excess of 11.8 feet in height, foundation walls that are greater than 8.3 feet 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.
- \_\_\_ **11. A Department of Highway** – Roadside Development Permit is required for any development within 1000 feet of a Primary Highway. Phone (403) 297 7678
- \_\_\_ **12. Form A** – Manufactured stone and brick used in exterior wall cladding (Engineer stamp needed.)
- \_\_\_ **13. Form C** – Exterior wall Cladding Form
- \_\_\_ **14. Form E/Form S** – Modified EIFS or modified stucco (with an acrylic finish) used in exterior wall cladding systems
- \_\_\_ **15. Hydronic - Heating Systems** (primary/secondary) shall be designed as per Standata
  - a. Submit loop layouts - see information sheet
- \_\_\_ **16. Home Warranty** – 1-866-421-6929
- \_\_\_ **17. Builder License** Will be on the Home Warranty Certificate from the Province.

### 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).

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