
Addition to an Existing Building - Building Permit Application Checklist

Note: All applications must provide sufficient information to show that the proposed work will conform to the National Building Code-Alberta Edition and whether or not it may affect adjacent properties.

Please submit the following:

- Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Payment Method
 - Blue Sign/Fire Number, Civic Address, Legal Description and/or Land Location
 - Building Use
 - Detailed Description of Work
- Development Permit *(if required by the Municipality. Check with your local jurisdiction).*
- Site Plan showing the location of the proposed construction, property lines, dimensions, adjacent buildings and/or structures, utility locates, north arrow, etcetera
- Roof Truss Drawings and Layouts
- Joist Layouts
- Engineered Beam Specifications *(where applicable)*
- Floor Plan(s) of all levels with dimensions showing the space and use of the existing building and the proposed space and use of the new area
- Building elevation drawings with dimensions and cross-section views *(all 4 views - front, back, and sides)*
- Foundation Details *(showing existing and proposed foundation details)*
- Professional Involvement documentation where applicable *(such as an engineered slab)*
 - Stamped Engineered Plans
 - Engineer A & B Schedules
- Energy Code documentation *(if applicable)*
- Engineered Tall Wall design *(if any wall height exceeds 12')*
- Hydronic Heating System details

Noteworthy Items

- ★ Complete site locates prior to construction to ensure safe construction and placement of structures as various codes contain regulations pertaining to construction near or over utility services.
- ★ If a residential addition of living space exceeds a value of 75% reconstruction, new home warranty or the owner builder exemption is required.
 - Visit: [New Home Warranty: Overview](#) and [Registrar Interpretation Bulletin - Number 2](#)
- ★ Foundation Type detail required:
 - Preserved Wood foundation requires a professional engineered design and site review
 - Pile and Grade Beam requires structural engineered drawings
 - Slab on Grade foundation over 55m² (592ft²) requires engineered drawings
 - Screw Piles require engineering *(layout and specs required with application. Torque ratings required prior to final inspection)*
 - Structural Insulated Panels (SIP) require CCMC evaluation
- ★ If you are using any unconventional construction methods, speak with your safety codes officer
- ★ For more information see the Safety Tip Brochures provided by the Safety Codes Council at www.safetycodes.ab.ca/permits-inspections/safety-tips/
- ★ Contact your permitting office for more information or tools to assist you with completing your fire safety plan