

APPLICANT: \_\_\_\_\_ Email: \_\_\_\_\_

## REQUIRED INFORMATION FOR BUILDING APPLICATIONS

### APPLICATION CHECKLIST FOR SINGLE FAMILY DWELLING

This checklist of application submission requirements shall be **completed** and **attached** to your Building Permit application. All of the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff has been instructed to accept **only** complete applications, which require:

- All application submission requirements to be included in the application; and,
- All application submission documents to be clear, legible, and precise, and to be prepared to professional drafting standards.
- Every document submitted shall have a title block with the project name, legal and municipal address and the name and phone number of the designer.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete**; and it will not be reviewed, until the requirements have been satisfied.

**All boxes shall be "CHECKED" and information indicated attached to the application.**

OFFICE ✓	CLIENT ✓	APPLICATION SUBMISSION REQUIREMENTS	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>1. Site Plan:</b> shall be prepared by an Alberta Land Surveyor and/or Engineering Firm, shall be no more than one (1) year old at the time of application, and shall provide the following information:</p> <p><b>Standard Information:</b> shown on all plans as per the "How to Draw a Site Plan and Floor Plan" document.</p> <p><b>Information on the Site Plan:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. dimensions from property lines to the proposed building,</li> <li><input type="checkbox"/> b. dimensions from the property lines to the adjacent existing structures on the property,</li> <li><input type="checkbox"/> c. existing and finished grade elevations to show lot slope for drainage.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>2. Floor/Structural Plans:</b> shall include sufficient information to show that the proposed work will conform to the Alberta Building Code and shall include the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. floor plans to a scale not less than 1:100</li> <li><input type="checkbox"/> b. description of the purpose of all rooms with the total floor area.</li> <li><input type="checkbox"/> c. the dimensioned location of all walls, partitions, hallways, stairs and size of doors, windows and other openings.</li> <li><input type="checkbox"/> d. the location and description of furnace/water heating appliances and other fixed building equipment.</li> <li><input type="checkbox"/> e. locations of smoke alarms and carbon monoxide alarms</li> <li><input type="checkbox"/> f. drawings for engineered roof, floor systems and components.</li> <li><input type="checkbox"/> g. location and load values of concentrated loads from the roof or floor system including details for columns, pads and blocking supporting loads. (Drawing and details may be required to be stamped by a structural engineer.)</li> <li><input type="checkbox"/> h. description, dimensions, location and size of all structural members in sufficient detail to enable the design to be checked.</li> <li><input type="checkbox"/> i. building sections and details sufficient to determine if the proposed work meets the requirements of Alberta Building Code.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>3. Foundation drawings:</b> shall indicate:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Footing and wall dimensions and description of materials used.</li> <li><input type="checkbox"/> b. Foundation sections showing depth of all footings below finished grade.</li> <li><input type="checkbox"/> c. Design details of all required reinforcement of walls at laterally unsupported stairwells and windows more than 1.2m (4') in width and all walls exceeding the parameters of Part 9.</li> </ul>	

	<input type="checkbox"/> d. Confirmation of the type and condition of the soil or rock, bearing capacity, as well as the groundwater conditions <b>as determined by the subsurface investigation.</b> <input type="checkbox"/> e. The factored loads applicable and the design loads applied to foundation units (i.e. Loads at column pads) <input type="checkbox"/> f. Foundation drainage and damp proofing details including materials to be used. <input type="checkbox"/> g. Pile foundation units and the loads supported by them shall be designed by a structural engineer and stamped drawings submitted.	
<input type="checkbox"/>	<input type="checkbox"/> <b>4. Radon Gas:</b> Details for the mitigation of soil gas shall include the following: <input type="checkbox"/> a. Under slab air barrier systems. (clean coarse gravel, poly, sealant etc.) <input type="checkbox"/> b. Roughed-in piping for under slab depressurization system. <input type="checkbox"/> c. Air tight sump pit cover	
<input type="checkbox"/>	<input type="checkbox"/> <b>5. Elevations</b> Elevation drawings shall be provided for each face of the building and shall include: <input type="checkbox"/> a. the type of cladding, flashing details and locations, <input type="checkbox"/> b. windows, window wells and doors, (performance labels to be verified) <input type="checkbox"/> c. where the setback is less than 5.0 m, the total area of glazed openings on each side and rear elevation, <input type="checkbox"/> d. soffits; vented and unvented, total attic ventilation provided, roofing, <input type="checkbox"/> e. decks, exterior railings and stairs, <input type="checkbox"/> f. driveways, sidewalks and exterior grades; all in sufficient detail and dimensioned to be able to determine if the proposed work meets the requirements of Alberta Building Code.	
<input type="checkbox"/>	<input type="checkbox"/> <b>6. Heating, Ventilation and Air Conditioning.</b> HVAC drawings shall include: <input type="checkbox"/> a. fresh air inlet and exhaust outlet locations and sizes, <input type="checkbox"/> b. the location, capacity (BTU) and type of all principal HVAC units, locations of principal exhaust fan and labelled principle exhaust switch, <input type="checkbox"/> c. details for hydronic heating systems, prepared by a qualified designer which includes equipment schematics, piping layout, under-slab insulation details and heat loss calculations.	
<input type="checkbox"/>	<input type="checkbox"/> <b>7. New Home Warranty:</b> Registration number for the proposed new or rebuilt home under the New Home Buyer Protection Act. Building permits cannot be issued without Warranty.	#
<input type="checkbox"/>	<input type="checkbox"/> <b>8. New Home Builder Registry:</b> A New Home Builder must be registered with Alberta New Home Warranty. Building permits cannot be issued without the contractor being registered.	
<input type="checkbox"/>	<input type="checkbox"/> <b>9. Approved DP Drawings:</b> Written confirmation if DP drawings are not required.	
<input type="checkbox"/>	<input type="checkbox"/> <b>10. Applicable Fees:</b> Building Permit fees shall be made payable to the Regional Municipality of Wood Buffalo.	

The personal information on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Planning and Development, Timberlea Landing, 309 Powder Drive.