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## New Home Construction - Building Permit Application Checklist

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*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
  - Project Value
  - 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
- New Home Warranty Certificate or Owner Builder Exemption Certificate (*required for New Home Construction or 75% reconstruction*) [www.alberta.ca/new-home-warranty-overview.aspx](http://www.alberta.ca/new-home-warranty-overview.aspx)
- Floor Plan of all levels drawn to scale of all levels showing walls, doors, windows, room names, dimensions, smoke alarms, CO detectors, etcetera
- Truss Drawings and Layouts
- Joist Layouts
- Engineered Beam Specifications (*where applicable*)
- Building Elevation drawings with dimensions and cross-section views (*all 4 views - front, back, and sides*)
- Foundation Details
- Professional Involvement documentation where applicable (*such as engineered slab*)
  - Stamped Engineered Plans
  - Engineer A, B Schedules
- Energy Code documentation
- Engineered Tall Wall design (*if any wall height exceeds 12'*)
- Hydronic Heating System details
- Additional Information as required

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### Noteworthy Items

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- ★ 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 55m<sup>2</sup> (592ft<sup>2</sup>) 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
- ★ 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 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/](http://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.