



### **Building Permit Application Checklist**

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

#### **Addition**

- ✓ Permit Application
  - Signature
  - Mailing Address
  - Contact Number
  - Email Address
  - Blue sign/fire number, civic address, legal description and/or land location
  - Building Use
- ✓ Development Permit *if required by Municipality. Check with local jurisdiction)*
- ✓ Site Plan showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, north arrow, etc.
- ✓ New Home Warranty *(if applicable, for 75% reconstruction)*
- ✓ Builder License *(if applicable: If a Builder is obtaining the permit where New Home Warranty is required, a valid Builder License will be required)*
- ✓ Floor Plan(s) showing existing building & proposed
- ✓ Truss & Joist layouts *(can be obtained prior to framing inspection)*
- ✓ Elevations
- ✓ Foundation Details-showing existing and proposed foundation details
- ✓ Professional Involvement documentation *(if applicable)*
- ✓ Energy Code documentation *(if applicable)*
- ✓ Additional information as required.