



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.

Basement Development

- ✓ Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Blue sign/fire number, civic address, legal description and/or land location
- ✓ Development Permit (*if required by Municipality. Check with local jurisdiction*)
- ✓ Floor Plan(s) with dimensions and drawn to scale of all levels being developed showing walls, doors, size and location of windows, window-wells, room names, smoke alarms and CO detectors, stairs, furnace room, etc.
- ✓ Structural Details if structural modifications are being done
- ✓ Professional Involvement documentation (if applicable)
- ✓ Additional information as required.