



### **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.*

#### **Detached Accessory Building**

- ✓ 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
- ✓ Site Plan showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, north arrow, etc.
- ✓ Floor Plan(s) drawn to scale of all levels showing walls, doors, windows, exits
- ✓ Foundation Detail
  - Foundation, Piling or Block layout
- ✓ Professional Involvement documentation (*if applicable*)
- ✓ Energy Code documentation (*if applicable*)
- ✓ Additional information as required.

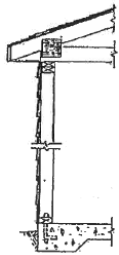
*\*See sample Detached Garage template if applicable, to assist with construction detail submission\**



PERMITS & INSPECTION SERVICES  
**PARK ENTERPRISES LTD.**  
*"Inspections by People Who Care!"*

**DETACHED GARAGE TEMPLATE**

**Construction Details – Please be specific:**



**Example Roof:**

- Asphalt Shingles
- <sup>3</sup>/<sub>8</sub> waterboard complete with "H" clips
- Manufactured trusses at 24" on center
- Insulation (min. R-34 required if heated)
- 6 mil poly (required if heated)
- <sup>1</sup>/<sub>3</sub>" CD or SR gyproc ceiling (if insulated)

**Your Roof:**

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**Example Wall:**

- Exterior finish (i.e., stucco or vinyl)
- Sheathing paper
- Min <sup>1</sup>/<sub>4</sub>" OBS sheathing
- 2x4 wall studs at 24" on center
- (Note if wall height exceeds 3.0 m (10') engineering is required)*
- Single bottom plate, double top plates
- <sup>1</sup>/<sub>2</sub>" dia anchor bolts at 8' O.C.
- Insulation (Min R-12 is required if heated)
- 6 mil Poly (required if heated)
- <sup>1</sup>/<sub>2</sub>" drywall on wall (required if insulated)

**Your Wall:**

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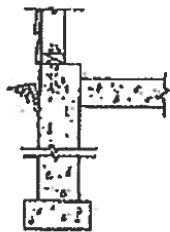
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Exterior to be weatherproof complete with flashing over all changes in material

\*specify garage door size

\*specify header size

*Note: a Swinging walk-in door is required*

**Example Foundation:**

- Compacted granular fill
- 4" concrete slab – thickened on edges
- [Maximum 592 ft<sup>2</sup> without engineering (24x24)]*
- Pile and grade beam – engineering required
- Strip footing & 4' pony wall

**Your Foundation:**

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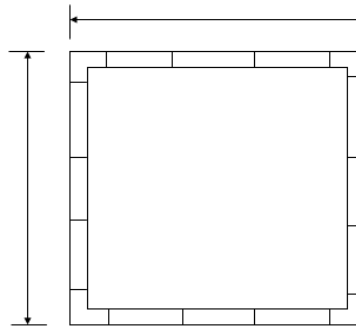
This Page may be completed if your garage is a typical garage resembling these drawings.  
 If the building does not resemble these drawings, please submit detailed drawings.

*Note: Floor plan should be at a minimum scale of 1:100*



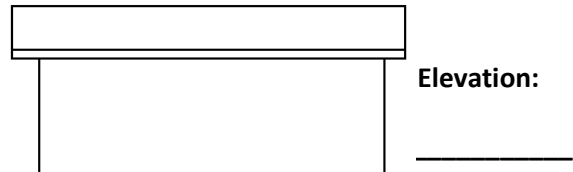
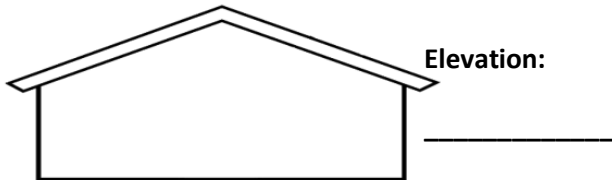
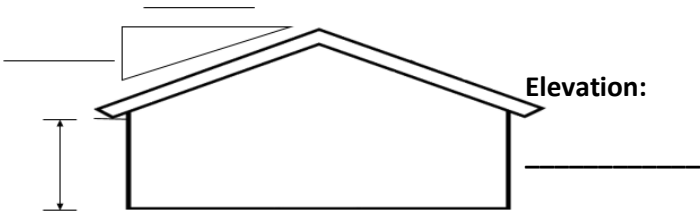
**Plot Plan**

- Provide a sketch of your lot.
- Show distances to other buildings and to property line
- Provide a north arrow



**Floor Plan**

- Provide outside dimensions of building
- Show all doors and windows
- Show orientation of trusses
- Show any interior partitioning, together with a description of the rooms



**Please complete the following information on the above drawings:**

- Label each elevation (i.e., North, South, East, West)
- Show doors and window sizes on all elevations
- Indicate height of walls
- Indicate slope of roof (i.e. 1 in 3)