



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.

New Construction

- ✓ Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Blue sign/fire number, civic address, legal description and/or land location
- ✓ Development Permit
- ✓ Site Plan showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, north arrow, etc.
- ✓ New Home Warranty (*if applicable, for New Home Construction or 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. If it is an owner builder, an Owner Builder License will be required*)
- ✓ Floor Plan(s) drawn to scale of all levels showing walls, doors, windows, room names, dimensions, smoke alarms, CO detectors, etc.
- ✓ Truss & Joist layouts (*can be obtained prior to framing inspection*)
- ✓ Elevations
- ✓ Foundation Details
- ✓ Professional Involvement documentation (*if applicable*)
- ✓ Energy Code documentation (*if applicable*)
- ✓ Additional information as required.