



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.

Move on Older Home/Building – Labelled or Certified

NOTE: Attached decks and/or attached garages will be required to be permitted separately

- ✓ Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Blue sign/fire number, civic address, legal description and/or land location
- ✓ Development Permit
- ✓ Copy of New Home Warranty from manufacturer (*for move on homes only*)
- ✓ 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, room names, dimensions, smoke alarms, CO detectors, etc.
- ✓ CSA Number or photo of labelling on unit
- ✓ Foundation Detail
 - Foundation, Piling or Block layout
- ✓ Professional Involvement documentation (*if applicable*)
- ✓ Energy Code documentation (*if home is placed on basement*)
- ✓ Additional information as required.