

BUILDING PERMIT SUPPORTING INFORMATION

APPLICATION REQUIREMENTS

Ensure the listed supporting documentation is included with the completed building permit application(s). Delays may occur with regards to the issuance of the building permit should the supporting documents not accompany the application(s). Issuance timeline is 7 to 10 days with all required information, and dependent on permit volume/season.



CONSTRUCTION OF NEW HOMES & ADDITIONS

- | | | |
|--|---|---|
| <input type="checkbox"/> New Home Warranty/ Letter Municipal Affairs | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Building Cross Sections |
| <input type="checkbox"/> National Energy Compliance Report 9.36 | <input type="checkbox"/> Floor Plan(s) | <input type="checkbox"/> Roof Truss Layouts |
| <input type="checkbox"/> Builders License (New Construction Homes) | <input type="checkbox"/> Elevations Views | <input type="checkbox"/> Manufactured Floor Joist Layouts |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Foundation Plan | <input type="checkbox"/> Payment |
| <input type="checkbox"/> Engineered Stamped Drawings for attached garage if it is pile and grade beam | | |
| <input type="checkbox"/> Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta (<i>unless designed to the CAN/CSA S406-92 (R2003)</i>) | | |
| <input type="checkbox"/> Hydronic Heating Design information and designer certification | | |

CONSTRUCTION OF GARAGES / STORAGE BUILDINGS / SHEDS

- | | | |
|---|---|---|
| <input type="checkbox"/> National Energy Compliance Report 9.36 (heated building) | <input type="checkbox"/> Floor Plan(s) | <input type="checkbox"/> Roof Truss and Beam Design |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Elevation View | <input type="checkbox"/> Square Footage |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Building Cross Section | |
| <input type="checkbox"/> Hydronic Heating Design information and designer certification (if applicable) | | |
| <input type="checkbox"/> Pole Buildings require engineering | | |

Foundation Requirements

- 4 foot frost wall and footing
- Engineered Grade Beam and Pile
- Concrete Slab is acceptable; 12"x12" thickened edges
- Concrete Slab over 100 sq mtrs (1076 sq ft) must be engineered
- Any other foundation will require structural engineered stamped plan

Wall Requirements

- Walls up to 12 feet in height are acceptable
- Walls over 12 feet will require an **engineered** stamped plan

CONSTRUCTION OF ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS

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|---|--|--|
| <input type="checkbox"/> Letter from Municipal Affairs | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Building Cross Sections |
| <input type="checkbox"/> National Energy Compliance Report 9.36 | <input type="checkbox"/> Floor Plan(s) | <input type="checkbox"/> Square Footage |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Foundation Plan | <input type="checkbox"/> Payment |
| <input type="checkbox"/> Manufactured Sunroom requires supplier's full product information or engineer's approval | | |

PLACEMENT OF MANUFACTURED, MODULAR OR READY TO MOVE HOMES

- | | | |
|--|---|---|
| <input type="checkbox"/> New Home Warranty on New Homes | <input type="checkbox"/> Foundation Plan or Piling Layout | <input type="checkbox"/> Serial number, AMA #, and/or CSA, QAI or Intertek #, |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Square Footage | |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Year of Manufacture | |
| <input type="checkbox"/> Floor Plan(s) | <input type="checkbox"/> Payment | |
| <input type="checkbox"/> If on basement and it is being developed within one year add basement floor plan showing layout of walls, bathrooms, bedrooms, windows and doors. Should the basement not be developed at the time of placement a building permit is required at time of development. | | |

HOT TUBS / SWIMMING POOLS

- | | | |
|---|---|--|
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> An electrical permit by certified contractor | <input type="checkbox"/> Fence information |
| <input type="checkbox"/> Site Plan with dimensions of Hot Tub or Pool | | <input type="checkbox"/> Payment |

DECKS / COVERED DECKS

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Payment | <input type="checkbox"/> Cross Section view with all dimensions |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Floor Layout | |

WOOD STOVES (fireplaces, pellet and coal stoves)

- Floor Plan
- Manufactures installation instructions
- References to certification listing
- Payment

BASEMENT DEVELOPMENTS AND MINOR RENOVATIONS

- Floor Plan showing layout of walls, bathrooms, bedrooms, windows and doors
- Payment

Require more information regarding building permits or plans required, contact:
 Palliser Regional Municipal Services
 800-407-8361
 palliser@dinosaurvalley.com
 www.palliserservices.ca

Construction Checklists are available for Decks, Garages, Manufactured Homes and Wood Stoves.

BUILDING PERMIT SUPPORTING INFORMATION

NEW HOME WARRANTY

The *New Home Buyer Protection Act* came into effect on February 1, 2014, requiring builders to provide home warranty coverage for all new homes built in the province. New homes (single detached family homes/duplexes/multi-family homes/condominiums/manufactured homes/recreational properties) include, at minimum, a warranty for:

- One year labour and materials;
- Two years for defects in labour and materials related to delivery and distribution systems;
- Five years building envelope protection, with a requirement for the warranty provider to offer the consumer the option to purchase additional years of coverage; and,
- 10 years coverage for major structural components.

Learn more about Alberta's better warranty standards and get to know your role at <http://homewarranty.alberta.ca>.

For More Information

Municipal Affairs Public Safety Division

Phone (Toll Free): [1-866-421-6929](tel:1-866-421-6929)

NEW HOME WARRANTY – LETTER FROM MUNICIPAL AFFAIRS FOR ADDITIONS/RENOVATIONS

Applicants submit the information to Municipal Affairs office for a letter to determine if warranty is required or not.

Here is the link for information on Reconstruction:

[http://municipalaffairs.alberta.ca/documents/ss/Registrars_Bulletin_\(Number_2\)_Reconstruction_\(March_7_2014\)_FINAL.pdf](http://municipalaffairs.alberta.ca/documents/ss/Registrars_Bulletin_(Number_2)_Reconstruction_(March_7_2014)_FINAL.pdf)

Keep in mind that the letters we provide are only to advise that warranty is not required for a project. We do not override any municipalities bylaws for construction projects (eg. whether secondary suites are allowed or size of construction on lots).

For More Information

Municipal Affairs Public Safety Division

Phone (Toll Free): [1-866-421-6929](tel:1-866-421-6929)

- 1) Name and phone number of land owner
- 2) Provide a short description of the proposed construction project
- 3) Legal land description of construction project
- 4) Square footage (above grade) of existing home
- 5) Year existing home was built
- 6) Will any framed walls of the existing home be removed down to the foundation
- 7) Will the existing home remain on the property after construction is complete?
- 8) Square footage (above grade dwelling space) of new construction
- 9) If the new construction is a secondary suite, does it contain the following facilities:
 - a. Cooking
 - b. Eating
 - c. Living
 - d. Sleeping
 - e. Sanitary
- 10) Can the land be subdivided between the existing home and new construction?
- 11) Will the utilities be shared between the existing home and new construction?
- 12) Copy of your development permit application.
- 13) Copy of your building permit application.

BUILDERS LICENSE

New requirements for residential builders come into effect on December 1, 2017. Going forward, new homes in Alberta must be built by somebody with a valid licence or an Owner Builder Authorization. This will be required in order to register new homes and to obtain building permits for new homes. If you have further questions, please contact Municipal Affairs office at 1-866-421-6929 or email builderlicensing@gov.ab.ca.

Construction Checklists are available for Decks, Garages, Manufactured Homes and Wood Stoves.