

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

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

CONSTRUCTION OF GARAGES / STORAGE BUILDINGS / SHEDS

- National Energy Compliance Report 9.36 (heated building)
- Development Permit
- Site Plan
- Hydronic Heating Design information and designer certification (if applicable)
- Pole Buildings **require** engineering
- Floor Plan(s)
- Elevation View
- Building Cross Section
- Payment
- Roof Truss and Beam Design
- Square Footage

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

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

PLACEMENT OF MANUFACTURED, MODULAR OR READY TO MOVE HOMES

- New Home Warranty on New Homes
- Development Permit
- Site Plan
- Floor Plan(s)
- 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.
- Foundation Plan or Piling Layout
- Square Footage
- Year of Manufacture
- Payment
- Serial number, AMA #, and/or CSA, QAI or Intertek #,

HOT TUBS / SWIMMING POOLS

- Development Permit
- Site Plan with dimensions of Hot Tub or Pool
- An electrical permit by certified contractor
- Fence information
- Payment

DECKS / COVERED DECKS

- Development Permit
- Site Plan
- Payment
- Floor Layout
- Cross Section view with all dimensions

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
877-854-3371 ext. 208
permits@palliserservices.ca
www.palliserservices.ca

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

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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

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

- 1) Name, email, phone number and mailing address of land owners (i.e. as it appears on the land title.
- 2) Name, email and phone number of project contact (contact person that is knowledgeable about the project)
- 3) Provide a short description of the proposed construction project
- 4) Legal land description of construction project
- 5) Square footage (above grade) of existing home
- 6) Year existing home was built
- 7) Will any framed walls of the existing home be removed down to the foundation
- 8) Will the existing home remain on the property after construction is complete?
- 9) Square footage (above grade dwelling space) of new construction
- 10) Does the new construction contain the following facilities:
 - a. Cooking
 - b. Eating
 - c. Living
 - d. Sleeping
 - e. Sanitary
- 11) Can the land be subdivided between the existing home and new construction?
- 12) Will the utilities be shared between the existing home and new construction?
- 13) Copy of your development permit application, or drawing if you have not yet made application.
- 14) 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.