



# PERMITS & INSPECTION SERVICES

# **PARK ENTERPRISES LTD.**

## **“Inspections by People Who Care!”**

### **Addition to an existing building - Building Permit Application Checklist**

Note: All applications must provide sufficient information to show that the proposed work will conform to the National Building Code-Alberta Edition and whether or not it may affect adjacent properties.

#### **Please submit the following:**

- Permit Application
  - Signature
  - Mailing Address
  - Contact Number
  - Email Address
  - Payment Method
  - Blue sign/fire number, civic address, legal description and/or land location
  - Building Use
  - Detailed description of work
- Development Permit *if required by the Municipality. Check with your local jurisdiction*
- Site Plan showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, utility locates, north arrow, etc.
- Fire Safety Plan *(to include emergency procedures to be followed in the event of a fire including initiating fire warning, notifying the fire, instructing site personnel, confining, controlling and extinguishing the fire, measures for controlling site hazards etc.)*
- Roof Truss drawings & layouts
- Joist layouts
- Engineered Beam Specifications where applicable
- Floor Plan(s) of all levels with dimensions showing the space and use of the existing building & the proposed space and use of the new area
- Building elevation drawings with dimensions & cross-section views (all 4 views - front, back & sides)
- Foundation Details-showing existing and proposed foundation details
- Professional Involvement documentation where applicable *(such as engineered slab)*
  - Stamped Engineered Plans
  - Engineer A & B Schedules
- Energy Code documentation if applicable
- Engineered Tall Wall design (if any wall height exceeds 12 ft)
- Hydronic heating system details

#### **Noteworthy Items**

- ★ Complete site locates prior to construction to ensure safe construction and placement of structures as various codes contain regulations pertaining to construction near or over utility services
- ★ If a residential addition of living space exceeds a value of 75% reconstruction, new home warranty or the owner builder exemption is required. Visit: [www.alberta.ca/new-home-warranty-overview.aspx](http://www.alberta.ca/new-home-warranty-overview.aspx) and [REGISTRAR INTERPRETATION BULLETIN - Number 2](#)
- ★ Foundation type detail required:
  - Preserved wood foundation requires professional Engineer design & site review
  - Pile and grade beam requires structural engineer drawings
  - Slab on grade foundation over 55 sq m (592 sq ft) requires engineer drawings
  - Screw piles require engineering *(layout and specs required with application. Torque ratings required prior to final inspection)*
  - Structural Insulated Panels (SIP) require CCMC evaluation
- ★ If you are using any unconventional construction methods, speak with your safety codes officer
- ★ For more information see the Safety Tip Brochures provided by the Safety Codes Council at [www.safetycodes.ab.ca/permits-inspections/safety-tips/](http://www.safetycodes.ab.ca/permits-inspections/safety-tips/)
- ★ Contact your permitting office for more information or tools to assist you with completing your fire safety plan