



PERMITS & INSPECTION SERVICES

PARK ENTERPRISES LTD.

“Inspections by People Who Care!”

New Construction - 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 with 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.)*
- Floor Plan for all levels drawn to scale of all levels showing walls, doors, windows, room names, dimensions, smoke alarms, CO detectors, etc.
- Roof Truss drawings & layouts
- Joist layouts
- Engineered Beam Specifications where applicable
- Building elevation drawings with dimensions & cross-section views (all 4 views - front, back & sides)
- Foundation Details
- Professional Involvement documentation where applicable *(such as engineered slab)*
 - Stamped Engineered Plans
 - Engineer A & B Schedules
- Energy Code documentation if the space is heated and used for anything other than personal storage / building accessory to single family dwelling
- Engineered Tall Wall design (if any wall height exceeds 12 ft)
- Hydronic heating system details
- Additional information as required

Noteworthy Items

- ★ 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
- ★ 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 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/
- ★ Contact your permitting office for more information or tools to assist you with completing your fire safety plan