



# PERMITS & INSPECTION SERVICES

# **PARK ENTERPRISES LTD.**

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

### **Relocation of Existing / Uncertified Home - 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*)
- Any evidence showing when building was constructed (*for residential applications*)
- New Home Warranty Certificate if the home was constructed after 2014
- 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.*)
  - Floor Plan(s) drawn to scale of all levels showing walls, doors, windows, name and use of spaces, dimensions, smoke alarms, CO detectors, etc.
  - Foundation Details
  - If developing a basement, a floor plan is required
  - Building elevation drawings with dimensions (all 4 views - front, back & sides)
    - Photos of the home to be relocated-exterior and interior is acceptable
  - Professional Involvement documentation where applicable (*such as engineered slab or wood foundation*)
  - Energy Code documentation (*calculations required for basement only if home is placed on a basement*)
  - Additional information as required

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### **NOTEWORTHY ITEMS**

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- ★ 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
- ★ New construction of decks and/or attached garages will be required to be permitted separately if not completed prior to occupying the home
- ★ Smoke & CO detectors may be required to be updated as part of relocating
- ★ 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/](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