



FOOTHILLS COUNTY
309 Macleod Trail
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BUILDING PERMIT CHECKLIST for a BASEMENT DEVELOPMENT

The following information is necessary to complete an evaluation for a timely decision on your application. To aid in the evaluation, all materials submitted must be clear, legible, accurate, and drawn to professional drafting standards.

Required Items

- _____ **1. Building Permit Application** – This is a four page Carbon Paper form that can be filled out with a Foothills County representative.
- _____ **2. Letter of Authorization** – (If applicable) If the applicant is not the registered land owner a letter from the land owner is required to obtain the necessary permits.
- _____ **3. Two copies of dimensioned construction plans** designed to the National Building Code Alberta Edition 2019 (preferred scale is imperial 1/4" = 1'-0" or metric 1:50 and the minimum acceptable scale is 3/16" = 1'-0")
 - Existing and proposed floor plans
 - Use of each room, size, and total area to be developed
 - Location of Smoke Alarms and Carbon Monoxide Detectors
 - Door size to mechanical/furnace room
 - Window locations and sizes in bedrooms – they must meet Egress Standards from the National Building Code – Alberta Edition 2019
 - New fireplaces (gas or wood burning)
 - Any details of structural changes (if applicable)
- _____ **4. Additional Bedrooms** – if the home has a private sewage disposal system and the renovation will include the construction of additional bedrooms. The system will need to be examined by a Certified PSDS Installer or Designer to determine if the system will require upgrading. Provide proof that the system does or does not require upgrading. Beam
- _____ **5. Engineering** – If required

Come in Anytime Monday to Friday Before 4:00pm