



FOOTHILLS COUNTY
309 Macleod Trail
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www.FoothillsCountyAb.ca

BUILDING PERMIT CHECKLIST for a DECK

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. Certificate of Title** – A recent copy (issued from a Registry within the last 30 days)
The County does not review and is not responsible for identifying any encumbrances that may be registered on the Certification of Title to the lands involved in this application.
- _____ **3. 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
- _____ **4. Two Dimensioned Site Plans**
 - a. All dimensions, to scale (preferred Scale 1:200)
 - b. North arrow
 - c. Municipal Address (i.e. Street address)
 - d. Legal Address
 - e. Property lines
 - f. Front, side and rear setback dimensions
 - g. Easements, Utility right of ways.
 - h. Foundation outline of dwelling, cantilevers, decks, and other projections
- _____ **5. Two copies of dimensioned construction plans** – designed to the National Building Code – Alberta Edition 2019 (preferred scale is imperial $\frac{1}{4}'' = 1'-0''$ or metric 1:50 and the minimum acceptable scale is $\frac{3}{16}'' = 1'-0''$)
 - a. Height of deck from grade
 - b. Height of railings
 - c. Deck pads/piles, all footings must be 4' below grade and a minimum of:
 - i. 24"x24"x8" for uncovered decks or
 - ii. 36"x36"x8" for covered decks
 - iii. Concrete piles without footings and screw piles require a P Eng. Design.
 - d. Framing Layout
 - e. Joist size and spacing
 - f. Beam sizes

Come in Anytime Monday to Friday Before 4:00pm