



## **BUILDING PERMIT CHECKLIST for a SECONDARY SUITES**

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. There are Two Types of Secondary Suites**
  - a. A Secondary Suite as a subordinate dwelling unit located within or attached to a single detached dwelling.
  - b. A Suite within a Building is a subordinate dwelling unit within or attached to a building other than the single detached dwelling, such as a garage
- \_\_\_\_\_ **3. 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.
- \_\_\_\_\_ **4. 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.
- \_\_\_\_\_ **5. Developments Approval** – (If applicable)
- \_\_\_\_\_ **6. 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. All active and/or abandoned oil and gas well, pipelines and facilities must be shown with right of ways = setbacks proposed dwelling.
  - g. Title Block – showing name and phone number designer/draftsperson
  - h. Front, side and rear setback dimensions
  - i. Easements, Utility right of ways.
  - j. Adjacent streets
  - k. Grades, Geodetic or local (Alberta Land Surveyor)
    - i. Corners of building, existing and proposed within 15m of the building
    - ii. Slopes 15% or greater and greater than 2m in vertical height – requires a Slope Stability Assessment by a Geotech. Engineer. Submit report
    - iii. Slopes 30% or greater and greater than 3m in vertical height – requires a Slope Stability Assessment by a Geotech. Engineer. Submit report
  - l. Foundation outline of dwelling, cantilevers, decks, and other projections
  - m. Outline of all accessory buildings.
- \_\_\_\_\_ **7. Two copies of dimensioned construction plans** – designed to the National Building Code Alberta Edition 2019 (preferred scale is imperial ¼” = 1’-0” or metric 1:50 and the minimum acceptable scale is 3/16” = 1’-0”)



**Energy Code Requirements for Permitting. (Small Buildings and Residences)**

- Drawings must state the Climatic Zone the build will reside in, be it **Zone 6**, or **Zone 7a**.
- Drawings must have information within the design as to how it will meet the Requirements of 9.36. National Building Code Alberta Edition 2019 or the NECB 2017
- Are the plans to follow a **Prescriptive Path**, or a **Performance Path**.
- Based on the Path chosen, additional forms may need to be submitted.

\_\_\_\_\_ **8. Two sets of engineered roof trusses c/w truss detail sheets, and floor joist layouts** – point loads. Column types and garage door headers must be shown.

\_\_\_\_\_ **9. Residential Mechanical Ventilation Form** (up to five bedrooms)

- a. For a dwelling with more than five bedrooms the CAN CSA – F326 Residential form is Required
- b. An indoor pool (aquatic facility) and / or hot tub shall have ventilation system that is designed by a Professional Engineer in Alberta that conforms to Part 6 of the National Building Code – Alberta Edition 2019.

\_\_\_\_\_ **10. Engineering** – For tall wall construction, walls that are in excess of 11.8 feet in height, foundation walls that are greater than 9.0 feet and or have 7.5 feet or more of back fill, window openings greater than 4 feet wide. If screw piles are to be used, engineering is needed.

\_\_\_\_\_ **11. A Department of Highway** – Roadside Development Permit or written waiver from Alberta Transportation is required for any property within 300 meters (984.25 ft.) of the right-of-way of a Provincial Highway or any property within 800 meters (2624.67 ft.) of an intersection on a Provincial Highway Phone (403) 297 7678)

\_\_\_\_\_ **12. Exterior Wall Cladding Materials Form** – Manufactured stone/Brick Veneer, Modified EIFS or modified stucco used in exterior wall cladding systems. (Engineer stamp needed.)

\_\_\_\_\_ **13. Form C** – Exterior wall Cladding Form

\_\_\_\_\_ **14. Hydronic – Heating Systems** (primary/secondary) shall be designed as per Standata

- a. Submit loop layouts \_ see information sheet

\_\_\_\_\_ **15. Alberta New Home Warranty** – required if the ADU is 75% of the total area above foundation level. An accessory building with a dwelling unit requires a warranty unless an exemption letter is submitted. Warranty is not required for a basement ADU. 1-866-421-6929

\_\_\_\_\_ **16. Builder License** – Will be on the Home Warranty Certificate from the Province



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### **Division C**

#### **Article 2.2.8.2. – Information Required on Drawings and Specifications**

- 1) Except as provided in sentence (2), (3) and (4), the drawings and specifications for the proposed house shall include
  - a) The effective thermal resistance values and respective areas of all opaque building envelope assemblies, including all above-ground and below-ground roof/ceiling, wall, and floor assemblies,
  - b) The overall thermal transmittance (U-value), solar heat gain coefficient and respective areas of all fenestration and door components,
  - c) The ratio of total vertical fenestration and door area to gross wall area,
  - d) The performance rating, energy source, and types of all equipment required for space-heating and cooling and service water heating.
  - e) The design basis for the ventilation rates,
  - f) Where a test is used to determine the airtightness of a house, the measured airtightness of the building envelope in air changes per hour, and
  - g) Any additional features used in the energy model calculations that account for a significant difference in house energy performance
- 2) The effective thermal resistance values and respective area of opaque building envelope assemblies that cover less than 2% of the total area of their respective assembly type need not be provided in the drawings and specifications required in sentence (1).
- 3) Where part-load characteristics are used in the modeling of the HVAC equipment, they need not be provided in the drawings and specifications required in Sentence (1)
- 4) The Features of the proposed house that differ from those of the reference house shall be detailed in the specifications required in Sentence (1).

**Come in Anytime Monday to Friday Before 4:00pm**