



## **BUILDING PERMIT CHECKLIST for an ACCESSORY BUILDING**

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. Developments Approval**
- \_\_\_\_\_ **5. 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. For accessory building less than 592sq ft., provide photographs and/or grades of the proposed building
  - l. Foundation outline of dwelling, cantilevers, decks, and other projections
  - m. Outline of all accessory buildings.
- \_\_\_\_\_ **6. 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. Foundation plan (accessory buildings less than 592sq' in floor area and not more than 1 storey in height are permitted to be supported on wood mud sills or a 100mm thick concrete floor slab provided the garage is not of masonry veneer construction.)
    - i. Slab on Grade
    - ii. Mudsill
  - b. Floor Plans
  - c. Building Elevations,
    - i. Grade line – measurements up to the highest roof peak
  - d. Structural cross section.



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- e. Wall, floor, and roof construction details
  - i. Spray Foam – Provide CCMC # \_\_\_\_\_
  - ii. Where Masonry veneer shows on plans, indicate their support. Show steel lintel sizes, specify weep holes, masonry wall ties, and flashing.
- f. Flashing details
- g. Indicate sizing of all lintels and headers, if dimensional lumber
- h. Structural details and members not covered in part 9 may require a professional Engineer's Seal
- i. Size of doors and windows – indicate if they will be vented or sealed units.

\_\_\_\_\_ **7. Two sets of engineered roof trusses c/w truss detail sheets, and floor joist layouts** – Point Loads column type and garage door headers must be shown. (Minimum Size on 11 x17 Paper)

\_\_\_\_\_ **8. Exposed Building Face** – For properties with side yard setbacks less than 5m provide calculations of maximum area of glazed openings in the exterior walls of the side elevations, as per 9.10.15.4. National Building Code – Alberta Edition 2019.

\_\_\_\_\_ **9. Pole Buildings Construction** – Drawings must be signed and sealed by a Professional Engineer, including:

- a. One Full cross- section
- b. Show all structural details, including:
  - i. Pole size, spacing and anchorage
  - ii. Beam size and pole connections
  - iii. Purlin size and space
  - iv. Truss and purlin size, if more than two feet o/c required a professional Engineer's stamp
  - v. Wood grade
  - vi. Exterior cladding

\_\_\_\_\_ **10. Exterior Wall Cladding Materials Form** – Manufactured stone/Brick Veneer, Modified EIFS or modified stucco used in exterior wall cladding systems. (Engineer stamp needed.)

\_\_\_\_\_ **11. Form C** – Exterior wall Cladding Form

\_\_\_\_\_ **12. Hydronic – Heating Systems** (primary/secondary) shall be designed as per Standata

- a. Submit loop layouts - see information sheet

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