



## **BUILDING PERMIT CHECKLIST for a COMMERCIAL 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. An Approved Construction fire safety plan.** If it was identified as being needed at the Development permit stage. (Approval will come from the Fire inspectors)
- \_\_\_\_\_ **6. Determine the National Building Code – Alberta Edition 2019 requirements** (Part 3 or Part 9)  
In which building is covered. Buildings under 600m<sup>2</sup> fall under Part 9 Exceptions apply
- \_\_\_\_\_ **7. 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.
  - n. 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



\_\_\_\_\_ **8. 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  $\frac{3}{16}'' = 1'-0''$ )

Ensure the plans are Stamped, Dated, Signed by the Professional Engineer and/or Architect Responsible for the project:

- a. Site Plan
  - i. Driveway slope percentage – 8% Maximum
  - ii. Measurements of building to property lines
- b. Architectural
- c. Structural – Part 3 Buildings MUST meet Part 4 of the National Building Code – Alberta Edition 2019:
  - i. For a Building which falls under Part 9, the following may be required
    - 1) A Professional Engineer stamp for complex structural components and for those areas which are outside the description of Part 9 of the National Building Code - Alberta Edition 2019.
    - 2) Schedules “A” from that Professional Engineer indicating that he will review the construction of those areas for which he is responsible (Schedules “B” is required if the Professional Engineer will be providing and structural drawings)

Schedules “C” are required at the Completion of the Project.

\_\_\_\_\_ **9. The Front Sheet of the Plans should state:**

- a. The 3.2.2. Article under which the building is to be classified
- b. Number of storeys, number of streets facing & indicate occupant load
- c. Spatial separation calculations and appropriate fire resistance ratings
- d. Indicate if building is equipped with sprinklers and fire alarm system
- e. Provide stamped plans for the water for firefighting design including a cross section showing elevations (on site pond NFPA1142)
- f. Indicate floor areas of each storey and of separate occupancies
- g. Show calculations for number of exits and their width
- h. Show Firefighting access routes as per 3.2.5.6., Water Supply as per 3.2.5.7., and Fire Department Connections as per 3.2.5.15.
- i. Submit Mechanical and Electrical drawings showing ventilation and makeup air.

\_\_\_\_\_ **10. 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)

\_\_\_\_\_ **11. Exterior Wall Cladding Materials Form** – Manufactured stone/Brick Veneer, Modified EIFS or modified stucco used in exterior wall cladding systems. (Engineer stamp needed.)

\_\_\_\_\_ **12. Form C** – Exterior wall Cladding Form

\_\_\_\_\_ **13. Hydronic – Heating Systems** (primary/secondary) shall be designed as per Standata

- a. Submit loop layouts – see information sheet



**FOOTHILLS COUNTY**  
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www.FoothillsCountyAb.ca

## **Building Permit Check List for a Commercial Building NECB 2017**

Indicate the compliance path for each part

- \_\_\_ 1. Part 3: - Building Envelope
- \_\_\_ 2. Part 4: - Lighting
- \_\_\_ 3. Part 5: - Heating, Ventilation and Air Conditioning System
- \_\_\_ 4. Part 6: - Service Water Heating System
- \_\_\_ 5. Part 7: - Electrical Power Systems and Motors
- \_\_\_ 6. Part 8: - Performance Energy Model

Or List the consultants to be used for each of these Parts

Consultant Name: \_\_\_\_\_  
Representing Firm: \_\_\_\_\_  
Contact Information: email: \_\_\_\_\_ . Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

### **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**