



BUILDING PERMIT CHECKLIST for MOVE ON DWELLING or MANUFACTURED HOME

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** – (If applicable)
- _____ **5. Two Dimensioned Site Plans**
- All dimensions, to scale (preferred Scale 1:200)
 - North arrow
 - Municipal Address (i.e. Street address)
 - Legal Address
 - Property lines
 - All active and/or abandoned oil and gas well, pipelines and facilities must be shown with right of ways = setbacks proposed dwelling.
 - Tile Block – showing name and phone number designer/draftsperson
 - Front, side and rear setback dimensions
 - Easements, Utility right of ways.
 - Adjacent streets
 - For accessory building less than 592sq ft., provide photographs and/or grades of the proposed building
 - Foundation outline of dwelling. cantilevers, decks , and other projections
 - Outline of all accessory buildings.
- _____ **6. CSA and Provincial Label Numbers** – submit photos to ensure the unit was built in a certified plant and conforms to the National Building Code Alberta Edition 2019
- Manufactured homes must be no older than ten (10) years (as per the land use bylaw)
- _____ **7. Two copies of dimensioned construction plans** – (preferred scale is imperial 1/4" = 1'-0" or metric 1:50 and the minimum acceptable scale is 3/16" = 1'-0")

Energy Code Requirements. (required as applicable)

- Concrete foundation
- ICF foundation – rebar details as per Article 9.15.4.5, CCMC, or P. Eng. Design
- Preserved Wood Foundation – P. Eng. Design c/w site review required.
- Deck pads/piles – if applicable all footings must be a minimum of four (4) feet below grade, having a minimum size of:
 - 24"x24"x8" for uncovered decks or
 - 36"x36"x8" for covered decks
 - Concrete piles without footings require an engineer design
 - Screw piles require an engineer design.



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- ___ **8. Residential Mechanical Ventilation Form** not required for a new CSA labeled manufactured home.

- ___ **9. Engineering** – 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.
- ___ **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. Form C** – Exterior wall Cladding Form (if applicable)
- ___ **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. Hydronic – Heating Systems** (primary/secondary) shall be designed as per Standata
 - a. Submit loop layouts – see information sheet
- ___ **14. Water Supply** (Municipal Water System requires a meter installation)
- ___ **15. Home Warranty** – required for a new manufactured home – 1-866-421-6929

Come in Anytime Monday to Friday Before 4:00pm