

## **Checklist for a Residential Renovation or Addition**

- Approved Development Permit (including approved Site Plan), if the outside building envelope is altered
- Complete Building Permit Application Form
- Two sets of construction drawings (all details need to be legible)  
- *At least one set should be 11" x 17" or available as a PDF for our file, if possible.*

### **Drawings to be drawn to scale and include:**

#### **Foundation Plan**

- Foundation type, depth, measurements, reinforcement and all related details.
- If addition is being added to existing structure, please confirm foundation type of original structure.
- Engineering **is required** for the following:
  - \* Concrete pile and grade beam systems
  - \* Concrete piles
  - \* Screw piles
  - \* Preserved wood foundation
  - \* Concrete slab foundation that supports a residential structure.
  - \* Polycore foundation

#### **Floor Plan**

- Dimensions of all rooms and their purpose (ie: den, bedroom, foyer, etc.).
- Location and description of all fixed equipment (ie: sinks, bathtubs, etc.).
- Location of all smoke and carbon monoxide alarming.

#### **Elevation Views & Cross Section**

- Include views from all sides (front, rear, right, left), including exterior cladding details.
- Cross Sections to include details (ie: label rooms; roof pitch; and identify wall, floor and truss details).
- Engineering **is required** for **tall walls** (exceeding 12 feet).

Other information to be included on the drawings is the location, height and size of all walls, partitions, doorways, window and other openings, stud sizing and spacing, including lintel sizes over windows and doors, stair details and dimensional floor detail where applicable.

**NOTE:** Any amendments to the approved drawings need to be submitted for approval **PRIOR** to the changes being made.

- Manufactured Roof Truss Layout and Design Specification Package (if applicable)
- Manufactured Floor Joist & Beam Layout and Design Specification Package (if applicable)
- Hydronic Heating Design Information & Designer Certification (if applicable)
- Energy Efficiency requirements as per 9.36 of the National Building Code 2019 - Alberta Edition  
- <https://www.parklandcounty.com/en/live-and-play/alberta-energy-code.aspx>  
- Please contact our Building Inspectors for further clarification