

# Building Permit Application Accessory Buildings/ Detached Garages



DP # \_\_\_\_\_ DP Appeal Deadline \_\_\_\_\_ Division No. \_\_\_\_\_ Roll # \_\_\_\_\_

**Applicant:** \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Building Description & Purpose \_\_\_\_\_  
*(shop, garage, shed, storage, etc.)*

Dimensions (sq ft) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
*(Total sq. ft.)*

In Floor Heat:  Yes  No  
Woodstove:  Yes  No

Municipal Address (if applicable): \_\_\_\_\_ Construction Value: \$ \_\_\_\_\_

Plan: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Legal: W. of: \_\_\_\_\_ Meridian Range: \_\_\_\_\_ Twp: \_\_\_\_\_ Section: \_\_\_\_\_ Quarter: \_\_\_\_\_

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the *Alberta Safety Codes Act and Regulations*. The permit applicant/owner acknowledges that as per Section 12(2) of the *Alberta Safety Codes Act*, Parkland County is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out.

Applicant Name (please print) \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Plans Reviewed: _____	Permit Fee: \$ _____
Permit # Issued: _____	Safety Codes Fee: \$ _____ (4% of Permit Fee or \$4.50 Min.)
Issued By: _____	TOTAL FEES: \$ _____
Designation No: _____	Payment Information <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> M/C
Signed: _____	Receipt No. _____
Conditional on meeting requirements of Plans Examination and Alberta Building Code 2014.	

## For Office Use Only – Credit Card Authorization

PAYMENT AMOUNT: \_\_\_\_\_

Card Holder: \_\_\_\_\_

Card #: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ CSV # (3 digit # on back of credit card) \_\_\_\_\_

Signature: \_\_\_\_\_

Please note that permits will not be processed until payment is received.

The application can be dropped off at our office, emailed to [safetycodes@parklandcounty.com](mailto:safetycodes@parklandcounty.com), mailed/couriered or via faxed to 780-968-3225.



PRIVATE GARAGE INFORMATION
(Please complete fully & attach to Building Permit Application)

Applicant Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Land Location: \_\_\_\_\_
(Municipal Address, Lot/Block/Plan (if applicable) and/or Legal Address)

Building Size: \_\_\_\_\_ x \_\_\_\_\_ = Totaling \_\_\_\_\_ sq. ft. Wall Height: \_\_\_\_\_ ft.

FOUNDATION TYPE (please check one):

- Concrete slab on grade - 592 sq. ft. (55 sq. m.) or less
Concrete slab on grade - 592 sq. ft. (55 sq. m.) or greater. ENGINEERING required.
Concrete frostwall on concrete strip footing - minimum depth of 4 feet.
Concrete pile and grade beam. ENGINEERING required.
Other (please specify): \_\_\_\_\_

WALL CONSTRUCTION (fill in information, as required):

- 2 inch x \_\_\_\_\_ inch wall studs at \_\_\_\_\_ inches on center.
2 inch x \_\_\_\_\_ inch double top plates.
2 inch x \_\_\_\_\_ inch treated bottom plate.
1/2 inch anchor bolts - maximum 8 feet apart.
Number of windows - \_\_\_\_\_.
Number of man doors - \_\_\_\_\_ (minimum of one required).
2 inch x \_\_\_\_\_ inch headers over windows and man door(s).
Overhead door header type - \_\_\_\_\_. Size - \_\_\_\_\_.
Wall sheathing: 3/8" 7/16" 1/2" O.S.B. spruce plywood Other \_\_\_\_\_.
I.C.F. Wall Construction - Thickness \_\_\_\_\_; Height \_\_\_\_\_.
Type of Siding: Vinyl Stucco Metal Other \_\_\_\_\_.
Electrical lighting: Interior Exterior Both.
Interior being finished: Yes No.

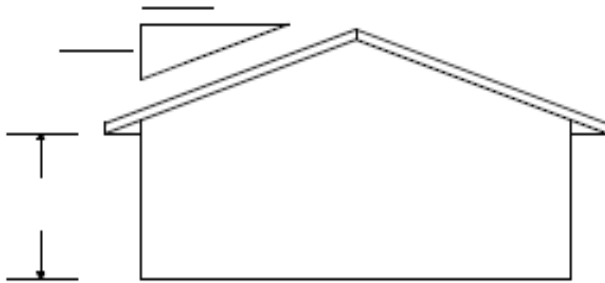
**ROOF CONSTRUCTION:**

\_\_\_\_\_ Engineered trusses \_\_\_\_\_ inches on center.  
\_\_\_\_\_ Site framed roof \_\_\_\_\_ .  
\_\_\_\_\_ Roof covering: Asphalt Shingles Metal Other \_\_\_\_\_ .  
\_\_\_\_\_ Roof sheathing: 3/8" 7/16" 1/2" O.S.B. spruce plywood Other \_\_\_\_\_ .

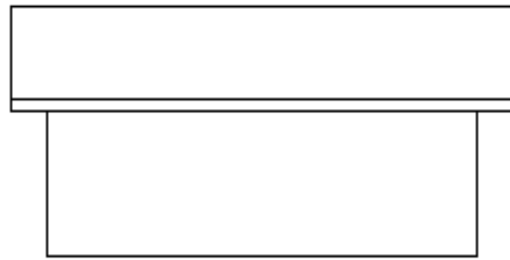
**ELEVATIONS**

Please complete the following information on the above elevation drawings:

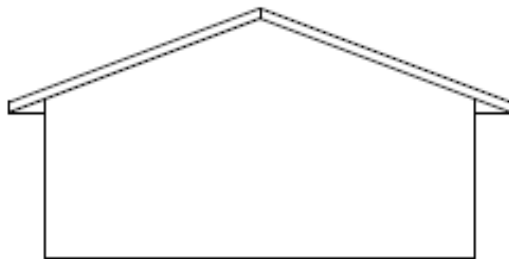
- Label each elevation (ie: North, South, East, West).
- Show all door and window locations and sizes on all elevations.
- Indicate slope of roof (ie: 3:12).



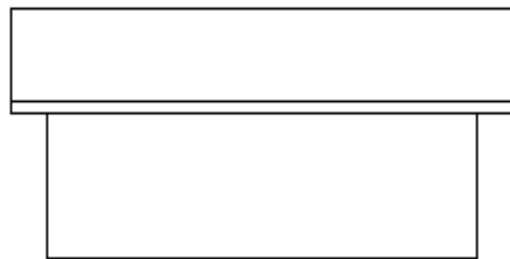
\_\_\_\_\_ Elevation



\_\_\_\_\_ Elevation



\_\_\_\_\_ Elevation



\_\_\_\_\_ Elevation

**FLOOR PLAN**

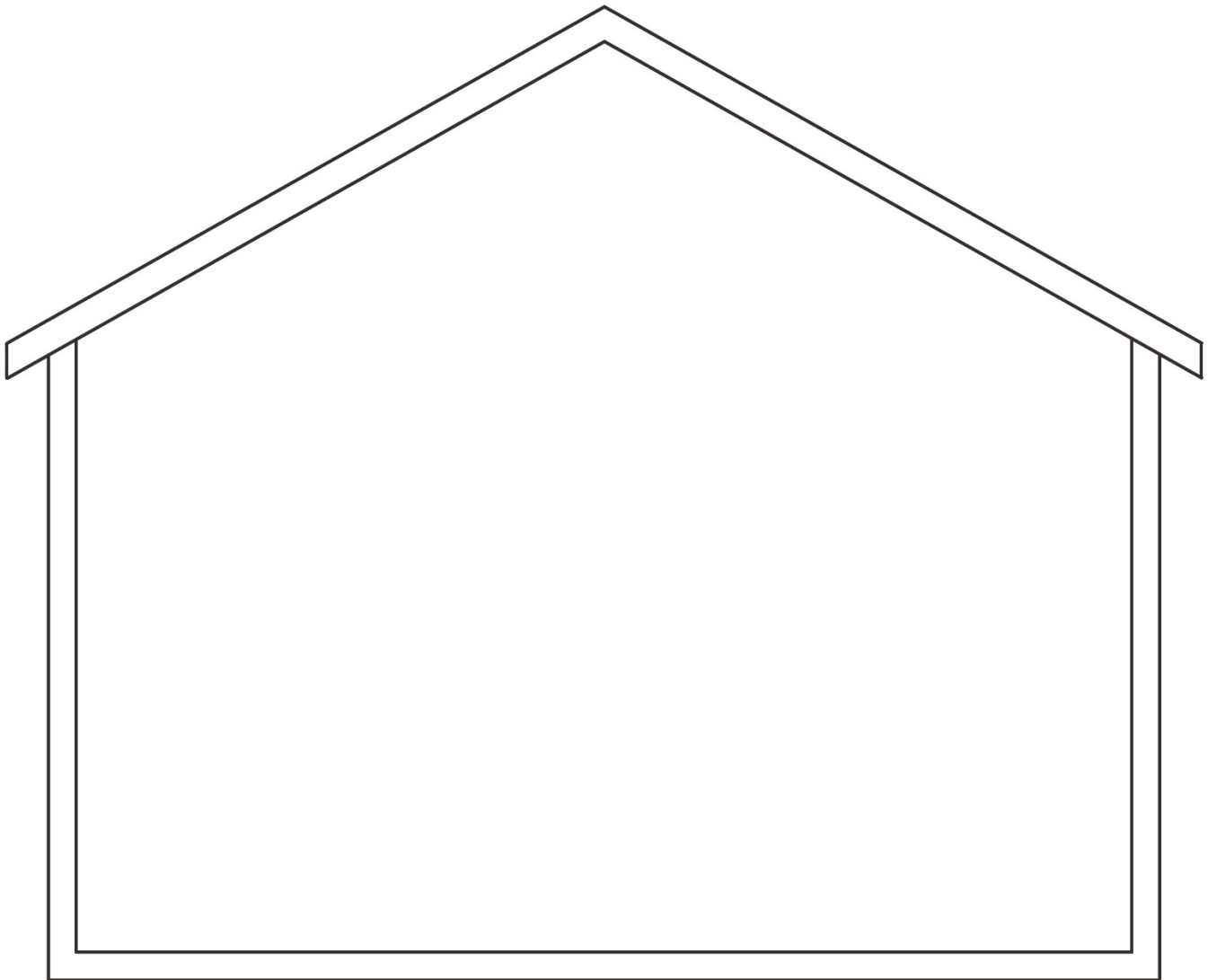
Please complete a floor plan on a blank piece of paper and include the following:

- Dimensions & purpose of all rooms, if applicable (ie: bathroom, office, etc.).
- Sizes of all openings (man doors, overhead doors, windows, etc.)

## CROSS SECTION

Please complete the following information on the cross section drawings

- Wall height.
- Indicate the type and thickness of the foundation.
- Describe the building anchors.
- Identify the type and the dimensions of the window and door headers
- Complete the roof section showing the truss webbing with any bracing or rafter construction.
- Indicate and describe provision for roof ventilation, any insulation and wall finishes.



## CHECKLIST

### Accessory Building, Detached Garage, Storage Shed, etc. (exceeding 108 sq. ft.)

- Approved Development Permit (including approved Site Plan)
- Complete Building Permit Application Form
- Two sets of construction drawings
  - *At least one set must be 11" x 17" or available as a PDF for our file.*

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

##### **Foundation Plan**

- Foundation type, depth, reinforcement and all related details.
- Engineering **is required** for the following:
  - \* Concrete slab **greater than 592 sq. ft.** in size
  - \* Concrete pile and grade beam systems
  - \* Concrete piles
  - \* Screw piles
  - \* Concrete slab
  - \* Preserved wood foundation
  - \* Polycore foundation
- Engineering is **not required** for a frost wall foundation (min. 4 foot depth)

##### **Floor Plan**

- Dimensions & purpose of all rooms, if applicable (ie: bathroom, office, etc.).
- Sizes of all openings (man doors, overhead doors, windows, etc.)

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

- Include views from all sides (North, South, East & West)
- Cross Sections with specifications
- **Engineering is required for tall walls** (exceeding 12 feet).

**NOTE:** Any changes from the original drawings that were approved need to be submitted for approval **prior** to the changes being made.

- Roof Truss and Beam Design Information
- Hydronic Heating Design Information & Designer Certification (if applicable)
- Structural insulated panel wall systems require engineering.

**GARDEN SHED** drawings must also **include all details for wood floor** and must be pressure treated material if placed on ground or may be spruce material on pressure treated 4" x 6" or 6" x 6" skids.

**STEEL FRAMED (POLE TYPE) BUILDING** drawings must be **stamped by an engineer and will require a field review** by an engineer for compliance.