

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: _____

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 No: _____

Expiry Date: _____

Signature: _____

Please note that if you are remitting a payment with a credit card number, the application cannot be submitted by email to ensure security of your credit card information. Alternatively, you could remit by email WITHOUT the credit card information and include contact information for payment, but be aware that permits will not be processed until payment is received.

The application can be dropped off at our office, mail/couriered or remitted via fax at 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.

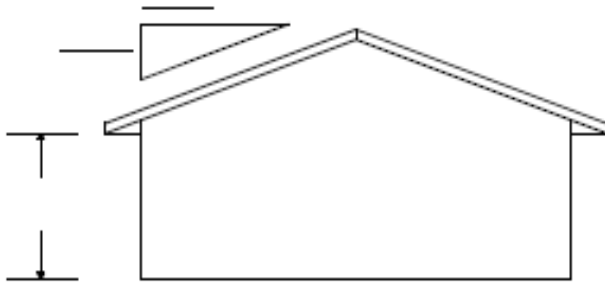
ROOF CONSTRUCTION:

_____ 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 _____ .

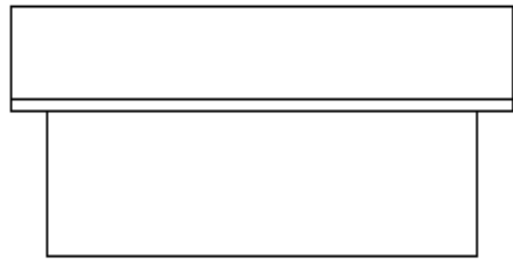
ELEVATIONS

Please complete the following information on the above elevation drawings:

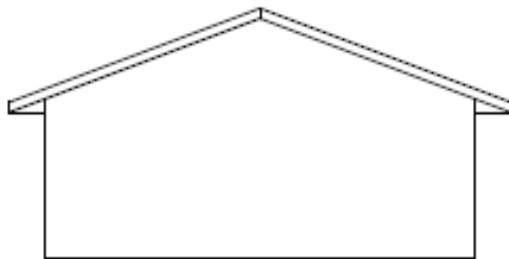
- Label each elevation (ie: North, South, East, West).
- Show all door and window locations and sizes on all elevations.
- Indicate slope of roof (ie: 3:12).



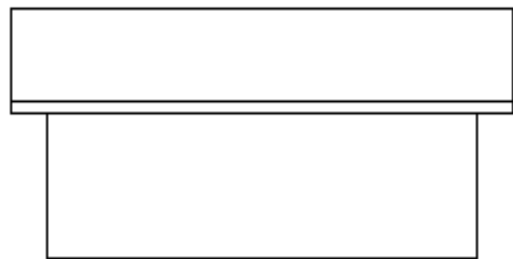
_____ Elevation



_____ Elevation



_____ Elevation



_____ Elevation

FLOOR PLAN

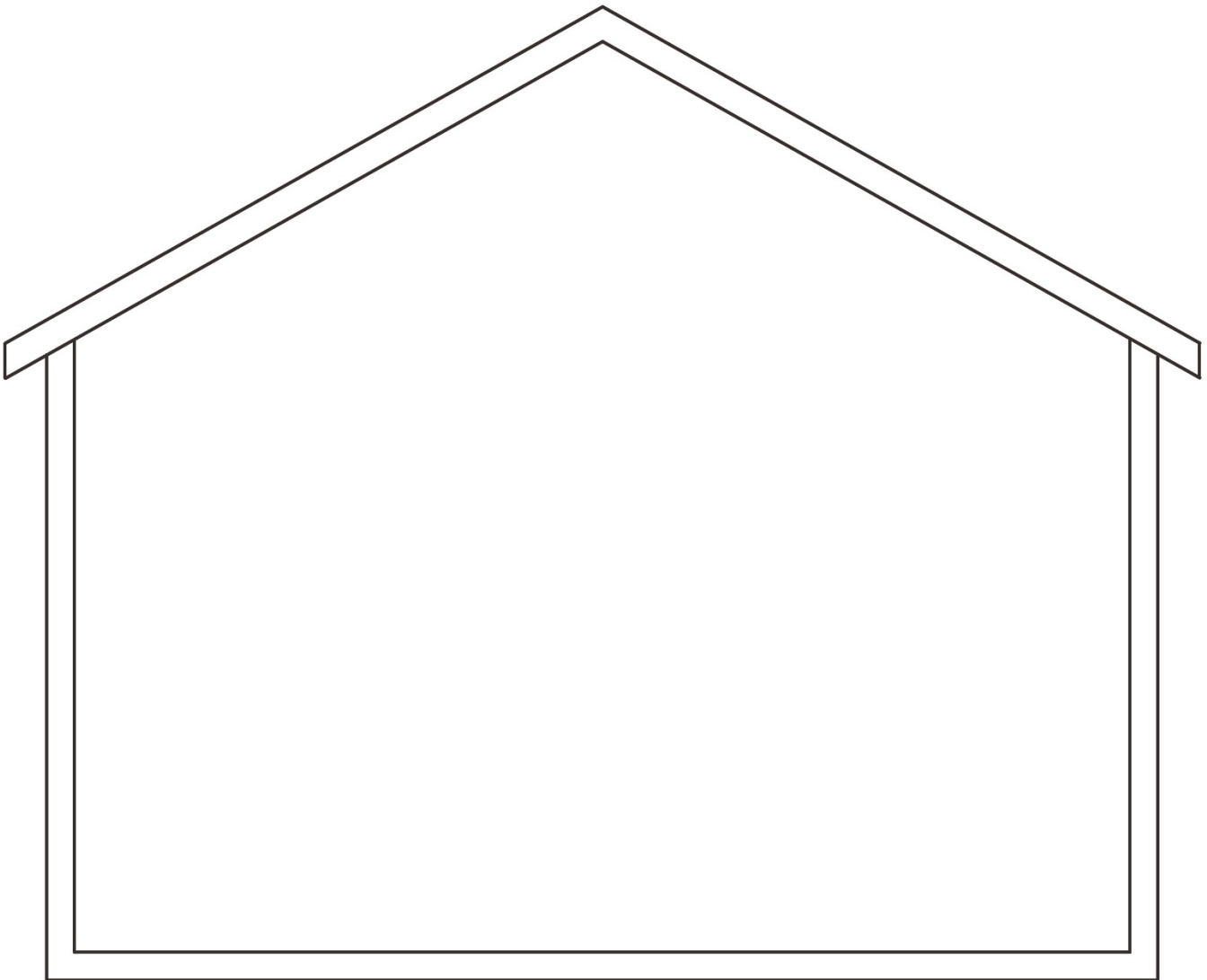
Please complete a floor plan on a blank piece of paper and include the following:

- 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.