

## **Checklist for a Single Family Dwelling**

- Approved Development Permit (including approved Site Plan)
- Complete Building Permit Application Form
- Verification of New Home Warranty coverage or exemption - for more information visit [http://www.municipalaffairs.alberta.ca/alberta\\_home\\_warranties.cfm](http://www.municipalaffairs.alberta.ca/alberta_home_warranties.cfm)
- **Two sets of construction drawings** using good quality software drafting or design program. Full size plans and specifications with one set being at least 11" X 17" or available as a PDF for our file. Plans scale not less than 1:100 Metric or ¼" = 1'0" Imperial.  
*Note: hand drawn plans are not acceptable.*

### **Foundation Plans**

- Footings, walls, column pads, weeping tile, damp proofing, reinforcement details and all other related details. Include sump pit location and radon gas rough-in details.
- Approved Engineering stamped plans and specifications are required for the following:
  - ✓ Concrete Pile & Grade Beam system
  - ✓ Concrete Piles
  - ✓ Steel Screw Piles
  - ✓ Preserved Wood Foundation
  - ✓ Concrete Slab on Grade supporting the home
  - ✓ Structural Insulated Panel Systems (SIPS)
  - ✓ **Note:** Engineering approval maybe required for (ICF) systems

### **Floor Plan**

- Dimensions and descriptions of all room and spaces; location and description of all fixed equipment or furniture.
- Location of all smoke alarms and carbon monoxide alarms. There shall be a Smoke Alarm on each floor level including the basement and all Smoke Alarms shall be interconnected.
- Location and sizes of windows and doors. Bedroom windows will have to meet egress requirements.
- Location and dimensions of all stairs including, stairwell width, rise and run, headroom, guards and handrails.
- If using dimensional lumber, submit the floor layout, size, spacing of joists and beams.
- Manufactured Floor Joists & Beams Layout and Design Specifications package.

### **Roof Plan:**

- All Roof Framing including roof sheathing and roof finishes.
- Manufactured Roof Truss Layout and Design Specifications (Shop Drawings of Each Truss and Web Bracing Details).
- Pre-Manufactured Roof Framing Systems (TJI) package and Roof Ventilation information.

### **Elevation Views & Cross Section & Detailed Plans:**

- Include views from all sides (front, rear, right, left), including exterior cladding details and roof finishes.
- Cross Sections to include details of foundation wall, footing, framed walls, roof, and floors.
- Stairs, including rise/run dimensions and headroom, bedroom window sizes, exterior doors and sizes.
- Detailed drawings showing all parts that apply for the Energy Code Efficiency requirements.

### **Energy Efficiency Requirements:**

- If using the **Prescriptive** requirements as per 9.36.1.1 of the National Building Code 2019 – Alberta Edition, then complete the attached form.
- If using the **Performance** method, then submit the Performance Path Energy package.

### **Miscellaneous Items:**

- Tall Wall Framing over 3.6 metres (12 ft) in height requires engineering approval.
- Information for the Exterior Insulation & Finish System (EIFS), if applicable.
- Engineering letter or approval of the Manufactured Cultured Stonework, if applicable.
- Hydronic Heating Design Information, Pre-Engineered Package or Site Specific Designed, and shall include:
  - ✓ The schematic arrangement of the system and equipment specifications, such as boilers or pumps.
  - ✓ The mechanical room layout, location and sizes of all heat terminal units.
  - ✓ Cross section and floor plan showing the piping loops and type including insulation under the slab.
  - ✓ Room by room heat loss calculations and heat exchangers.

**Note:** Building Code Standata link for Hydronic Heating Systems -

<https://open.alberta.ca/dataset/standata-building-code-interpretation-national-building-code-2019-alberta-edition>

## **Checklist for a Existing Single Family Dwelling to be Relocated**

- Approved Development Permit (including approved Site Plan)
- Complete Building Permit Application Form

**NOTE:** If renovations are being completed, ensure that is noted on application form at the time of application. If not included on original application form, a separate permit will need to be provided identifying all areas being renovated.

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- The Applicant **MUST** provide a **Letter of Assurance**, from a Registered Professional stating, that the existing residential home is structurally adequate and safe to occupy and can be relocated within Parkland County. The letter shall state that a registered professional has evaluated the home for asbestos, mould and mildew (proof of verification may be required). **NOTE: Building Permit Application Package will not be accepted without the Letter of Assurance.**
- **Two sets of construction drawings** using good quality software drafting or design program. Full size plans and specifications with one set being at least 11" X 17" or available as a PDF for our file. Plans scale not less than 1:100 Metric or 1/4" = 1'0" Imperial.  
*Note: hand drawn plans are not acceptable.*

### **Foundation Plan**

- Footings, walls, column pads, weeping tile, damp proofing, reinforcement details and all other related details. Include sump pit location and radon gas rough-in details.  
**Note:** A foundation plan, including specifications are required.
- If using the **Prescriptive** requirements as per 9.36.1.1 of the National Building Code 2019 – Alberta Edition, then complete the attached form.
- **Approved Engineering stamped plans and specifications are required for the following:**
  - ✓ Concrete Pile & Grade Beam system
  - ✓ Concrete Piles
  - ✓ Steel Screw Piles
  - ✓ Preserved Wood Foundation
  - ✓ Concrete Slab on Grade supporting the home
  - ✓ Structural Insulated Panel Systems (SIPS)
  - ✓ **Note:** Engineering approval maybe required for (ICF) systems

## **Floor Plans:**

- Dimensions and descriptions of all room and spaces; location and description of all fixed equipment or furniture.
- Location of all smoke alarms and carbon monoxide alarms. There shall be a Smoke Alarm on each floor level including the basement and all Smoke Alarms shall be interconnected.
- Location and sizes of windows and doors. Bedroom windows will have to meet egress requirements.  
**NOTE:** The bedrooms shall have at least one outside window openable from the inside without the use of tools or special knowledge. These windows shall provide unobstructed glazing openings with areas not less than 0.35 M<sup>2</sup> and with no dimension less than 380 mm. (Example: 592 mm X 592 mm or 380 mm X 920 mm)(23"X 23" or 15" X 36") and maintain the required opening during an emergency without the need for additional support.
- Location and dimensions of all stairs including, stairwell width, rise and run, headroom, guards and handrails.
- If using dimensional lumber, submit the floor layout, size, spacing of joists and beams.
- Manufactured Floor Joists & Beams Layout and Design Specifications package.

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

- Include views from all sides (front, rear, right, left), including exterior cladding details and roof finishes.
- Cross Sections to include details of foundation wall, footing, framed walls, roof, and floors.
- Stairs, including rise/run dimensions and headroom, bedroom window sizes, exterior doors and sizes.
- Detailed drawings showing all parts that apply for the Energy Code Efficiency requirements.

## **Miscellaneous Items:**

- Engineering letter or approval of the Manufactured Cultured Stonework, if applicable.
- Hydronic Heating Design Information, Pre-Engineered Package or Site Specific Designed, and shall include:
  - ✓ The schematic arrangement of the system and equipment specifications, such as boilers or pumps.
  - ✓ The mechanical room layout, location and sizes of all heat terminal units.
  - ✓ Cross section and floor plan showing the piping loops and type including insulation under the slab.
  - ✓ Room by room heat loss calculations and heat exchangers.

**Note:** Building Code Standata link for Hydronic Heating Systems - <https://open.alberta.ca/dataset/standata-building-code-interpretation-national-building-code-2019-alberta-edition>