



## Building Permit Checklist for Commercial, Industrial & Institutional Construction

*All of the following information is necessary to complete a thorough evaluation and timely decision on your application. To aid in the evaluation, all materials submitted must be clear, legible, accurate and drawn to professional drafting standards. Town of High River will only accept complete application submissions. Applicant's checklist shall be completed and submitted as part of the Building Permit submission. Thank you for your cooperation.*

### SITE SAFETY

Before any excavation or construction is started, the owner or contractor shall have the following checked and marked:

- a) Utilities – location, height or depth, and protection from damage of all utilities, i.e. sanitary and storm sewer, water, power, gas, telephone, cable, etc.
- b) Grades – respecting proposed elevations of finished lanes, streets or avenues, sanitary or storm sewer connections and ensure compliance to grade slip.

A Construction Site Fire Safety Plan, approved by a Fire Safety Codes Officer from the Town and compliant with the Alberta Fire Code, shall be in place prior to construction rising above grade and must be retained on site in a visible location for the duration of construction when requested by the Safety Codes Officer on complex or large projects.

### PROFESSIONAL INVOLVEMENT

For design carried out in accordance with Part 4 of Division B of the Alberta Building Code, the designer shall be a professional engineer or registered architect licensed to practice in Alberta and skilled in the work concerned.

If a building is required to have professional involvement in some or all aspects of the project, the Alberta Building Code requires that Schedules A-1, A-2, B-1, and B-2 be completed and attached to the plans and specifications at the time of application for a building permit.

Engineer/Architect Schedules (where applicable) are to be submitted as follows:

- Schedules A-1 and A-2 should be in place after the issuance of a development permit and before starting work on plans and specifications. Schedules B-1 and B-2 are affirmations by the professionals of record that they were involved in the design and will be involved in the field review. The “A” and “B” Schedules shall be submitted to the Town of High River as the authority having jurisdiction before the issuance of a building permit.
- Before issuing an occupancy permit or giving permission to occupy, the Town of High River as the authority having jurisdiction shall receive assurance in the form set out in Schedule C-1 from the coordinating registered professional that the building or portion of the building to be occupied substantially complies with the requirements of this Code.

If a Building is to be built in the 1/100 Flood Fringe, a professional engineer or registered architect licensed to practice in Alberta and skilled in the work concerned may be required to provide the Safety Codes Department for the Town of High River with an approved Flood Mitigation Plan which is in compliance with the provisions of the Safety Codes Act, the regulations and codes adopted under the Act, as well as the Town of High River's Land Use By-Law.

309B Macleod Trail SW, High River, AB T1V 1Z5 P: 403-652-2110 E: [permits@highriver.ca](mailto:permits@highriver.ca) W: [www.highriver.ca](http://www.highriver.ca)

The personal information provided on this form is protected by the Freedom of Information and Protection of Privacy Act.  
Information on this form may be used by the Authority having Jurisdiction.



Applicant's Checklist	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. Approved Development Permit (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	2. Building Permit application – A copy can be obtained at the Safety Code counter or online at <a href="http://www.highriver.ca">www.highriver.ca</a> .
<input type="checkbox"/>	<input type="checkbox"/>	3. Completed Siting Confirmation application form (not required if Development Approval is in place).
<input type="checkbox"/>	<input type="checkbox"/>	4. Provide Sub-Contractors List – contractors and sub-trades require current Town of High River business license. Please note: contractors performing plumbing, gas and electrical work must hold a valid certificate to perform work.
<input type="checkbox"/>	<input type="checkbox"/>	5. Set out the prevailing market value of the undertaking, (Note: Estimated value of work includes materials, labour, contractor's fees, architectural and engineer's fees (where applicable); excludes cost of land.
<input type="checkbox"/>	<input type="checkbox"/>	6. If a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,
<input type="checkbox"/>	<input type="checkbox"/>	7. Provide two (2) copies of the building Grade Slip. Original grade slip together with all signatures.
<input type="checkbox"/>	<input type="checkbox"/>	8. State the occupancy classification, identify the use and occupancy of the site and the installation of mechanical, electrical, plumbing, fuel gas or heating systems and equipment to be covered by the Permit for which the application is made.
<input type="checkbox"/>	<input type="checkbox"/>	9. Indicate number of stories, number of streets facing, & indicate the building occupant load.
<input type="checkbox"/>	<input type="checkbox"/>	10. Indicate floor area of each storey and of separate occupancies.
<input type="checkbox"/>	<input type="checkbox"/>	11. Provide calculations for number of exits and their width.
<input type="checkbox"/>	<input type="checkbox"/>	12. Show Spacial Separation calculations and proper fire resistance ratings.
<input type="checkbox"/>	<input type="checkbox"/>	13. Indicate if building is equipped with sprinklers and fire alarm system.
<input type="checkbox"/>	<input type="checkbox"/>	14. Submit mechanical and electrical drawings showing ventilation and make up air installation.
<input type="checkbox"/>	<input type="checkbox"/>	15. Provide stamped plans for the water for firefighting design including a cross section showing elevations (where applicable).
<input type="checkbox"/>	<input type="checkbox"/>	16. Show firefighting access routes and distance of hydrant to fire department connection and front entrance.
<input type="checkbox"/>	<input type="checkbox"/>	17. Determine the current Codes article under which the building is classified.

Where a building is required to have professional involvement in some or all aspects of the project, submit two (2) complete sets of building drawings. Please ensure the plans are stamped, dated and signed by the Professional Engineer and / or Architect responsible for the project including:

- Architectural
- Structural
- Geotechnical
- Mechanical
- Plumbing
- Electrical
- Sprinkler Drawings / Designs

309B Macleod Trail SW, High River, AB T1V 1Z5 P: 403-652-2110 E: [permits@highriver.ca](mailto:permits@highriver.ca) W: [www.highriver.ca](http://www.highriver.ca)

The personal information provided on this form is protected by the Freedom of Information and Protection of Privacy Act. Information on this form may be used by the Authority having Jurisdiction.



Where the owner is uncertain about the need for professional involvement they shall be responsible to contact the Town of High River's Safety Codes Officer to obtain clarification. The professional is responsible for making sure his or her work meets the requirements of the Safety Codes Act.

**To process** your Building Permit for construction that does not require professional involvement you shall submit two (2) sets of scaled and dimensioned plans with the building permit application before starting any construction. The plans will include the following:

- SITE PLAN
- FOUNDATION PLAN
- FLOOR PLANS
- ELEVATIONS
- CROSS-SECTION

#### **SITE PLAN**

- Show North Arrow.
- Provide Municipal address.
- Provide location of the proposed building on the property, and indicate distances of the building to property lines and to any existing buildings on site.
- Indicate the size of the property by proper dimensioning.
- Show outline of any additional buildings located on the property, if applicable.
- Provide foundation outline of existing buildings including cantilevers & other projections.
- Show front, side and rear yard setback dimensions.
- Indicate right-of-way setbacks, easements, and utility right-of-way, if any.
- Indicate total area of the site & lot coverage.
- Show any retaining walls – including height and grade.
- Show roadway access.

#### **FOUNDATION PLAN**

- Dimensioned foundation plan shall include details sufficient to determine the proposed construction meets the requirement of the building code.
- Show size and maximum spacing of anchor bolts.
- Provide foundation details including slab thickness and reinforcement (rebar).
- Indicate concrete strength.
- Show minimum depth of compacted gravel where required.

#### **ADDITIONAL FOUNDATION INFORMATION:**

- If a pile and grade beam foundation system is to be installed, the drawings must be signed, and sealed by a professional engineer licensed to practice in the province of Alberta.
- If using ICF (insulated concrete forms) foundation walls, provide CCMC report including backfill height, rebar grid, and all other details.

309B Macleod Trail SW, High River, AB T1V 1Z5 P: 403-652-2110 E: [permits@highriver.ca](mailto:permits@highriver.ca) W: [www.highriver.ca](http://www.highriver.ca)

The personal information provided on this form is protected by the Freedom of Information and Protection of Privacy Act.  
Information on this form may be used by the Authority having Jurisdiction.



#### **FLOOR PLANS** (required information)

- Dimensioned floor plans shall be drawn to scale and shall indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy will conform to the building code.

#### **PLANS AND SPECIFICATIONS SHALL INCLUDE**, (as applicable):

- Show floor plans on a scale of not less than 1:100.
- Provide dimensions of all rooms.
- Show length and width dimensions of proposed floor area.
- All assembly details and building specifications to be on drawings.
- Show the location of all walls, partitions, doorways, windows and other openings.
- Identify the finish of all floors, walls and ceilings.
- Show the location and description of all fixed equipment, and include details of all structural elements.
- Provide electrical layout with fixtures and switch controls.
- Project specific details for tall wall construction must appear on drawings submitted for the building permit.
- Consideration of new products must be approved by the Canadian Construction Materials Centre (CCMC) and provided at time of submission.

#### **CROSS-SECTION** (required information)

- Provide dimensioned cross section building details sufficient to determine the proposed construction meets the requirement of the building code.
- Show construction details for wall systems, floor and roof construction details, and indicate material used.
- All assembly details and building specifications to be on drawings.

#### **ADDITIONAL CROSS-SECTION INFORMATION:**

- For spray foam – provide CCMC#
- Structural details and members not covered in the current edition of the Alberta Building Code may require a Professional Engineer's seal.
- Where masonry veneer shows on plans, indicate their support. Show steel lintel sizes, specify weep holes, masonry wall ties, and flashing.
- Provide Tall Wall details-designed by a Professional Engineer or to AHITC 2009 guidelines where applicable.

#### **ELEVATIONS** (front, rear, right, and left)

- Provide building elevations and details sufficient to determine the proposed construction meets the requirement of the building code.
- Indicate maximum height from roof top to grade level.
- Describe the exterior wall finish material.
- Indicate window and door locations.

309B Macleod Trail SW, High River, AB T1V 1Z5 P: 403-652-2110 E: [permits@highriver.ca](mailto:permits@highriver.ca) W: [www.highriver.ca](http://www.highriver.ca)

The personal information provided on this form is protected by the Freedom of Information and Protection of Privacy Act.  
Information on this form may be used by the Authority having Jurisdiction.



**ADDITIONAL ELEVATIONS INFORMATION:**

- o Exposed building face – For properties with side yard setbacks less than required, provide calculations for maximum area of glazed openings in exterior walls on the side elevations, as per the Alberta Building Code.

Note: Issuance of an Occupancy Permit shall not be construed to be permission for, or approval of, a contravention of any provision of any other Act, regulation or Bylaw.

**Business Licenses**

It is the responsibility of the owner to ensure that all contractors and sub-trades working on his project are licensed to work in the Town of High River. If any of the said contractors or sub-trades do not pay the license fee, the owner will be billed in that amount (which may be taken off the Damage Deposit) and a Stop Work Order may be placed on the building site until payment has been received. A list of all principal and sub-contractors is to be attached to the building permit application by the owner/applicant.

**Full payment**

Should you have any questions, please contact Safety Codes department.

We will require a minimum ten (10) working days to process a completed building permit application. We will double the permit fees should construction start prior to obtaining a building permit. In case of emergency, a temporary building permit (footings and foundation only) may be issued at the discretion of the Authority having Jurisdiction.

The information sheets listed above can be found on our web-site at [www.highriver.ca](http://www.highriver.ca)

---

Office Use Only:

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

***Note: Issuance of an Occupancy Permit shall not be construed to be permission for, or approval of, a contravention of any provision of any other Act, regulation or Bylaw.***