



Building Permit Checklist for a New Single Family Dwelling

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:

- Utilities – location, height or depth, and protection from damage of all utilities, i.e. sanitary and storm sewer, water, power, gas, telephone, cable, etc.
- 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 of High River 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

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 shall 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.

Structural members not specifically covered by the Alberta Building Code may require the services of a professional to undertake the structures design. Where professional involvement is required, drawings provided, must be stamped by an Alberta registered architect, engineer, or registered professional technologist and submitted with your permit application. The designer will also be responsible for field review.

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.

OCCUPANCY PERMIT

If a building or structure is occupied prior to having an Occupancy Permit issued by the Town, the Damage/Performance Fee, if any, will be retained by the Town.



Applicant's Checklist For office use only

Required Items

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<input type="checkbox"/> | <ol style="list-style-type: none"> 1. Approved Development Permit (if applicable) 2. Home Warranty Registration Required 3. Building Permit application – A copy can be obtained at the Safety Codes counter or online at www.highriver.ca. (Note: Estimated value of work includes materials, labour, contractor's fees, architectural and engineer's fees; excludes cost of land) 4. Completed Siting Confirmation application form 5. Sub-Contractors List – contractors and sub-trades require current Town of High River business license 6. Two (2) copies of the building Grade Slip. Original grade slip together with all signatures. 7. Real Property Report may be requested by the Safety Codes Officer, 8. Submit two (2) sets of scaled and dimensioned plans with the building permit application before starting any construction. The plans will include the following: <ul style="list-style-type: none"> ○ SITE PLAN ○ FOUNDATION (basement)PLAN ○ FLOOR PLANS ○ CROSS-SECTION ○ ELEVATIONS
<input type="checkbox"/> <input type="checkbox"/> SITE PLAN <ul style="list-style-type: none"> ▪ Show North Arrow, ▪ Provide Municipal address, ▪ Show Property lines and Indicate the size of the property by proper dimensioning, ▪ Indicate total area of the site & lot coverage, ▪ 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, ▪ Provide front, side and rear yard setback dimensions, ▪ Show right-of-way setbacks, easements & utility right-of-way, if any, ▪ Show any retaining walls – including height and grade, ▪ Show roadway access.
<input type="checkbox"/> <input type="checkbox"/> FOUNDATION PLAN (required information) <ul style="list-style-type: none"> ▪ Dimensioned foundation plan shall include details sufficient to determine the proposed construction meets the requirement of the current Alberta Building Code. ▪ Full construction details of the proposed foundation system are to be submitted. Foundation types may include any of the following: |
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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.



FOUNDATION TYPES:

- Slab on grade.
- Standard pile and grade beam.
- Piles (concrete, screw piles, wooden piles); or
- Footing and foundation wall, concrete, ICF (insulated concrete forms), PWF (permanent wood foundation), or other.

- 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.
- Where a preserved wood foundation system (PWF) is used, the authority having jurisdiction in your area shall determine if the services of a professional will be required to undertake the structures design.
- Provide foundation outline including cantilevers, decks, & other projections.
- Show size and maximum spacing of anchor bolts.
- For slab on grade foundations, provide foundation details including slab thickness and reinforcement (rebar), where applicable.
- Indicate foundation strip footing sizes, where applicable.
- Provide pad footing charts for engineered columns where required.

FLOOR PLANS (required information)

- Floor plans shall be drawn to scale and must indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that, when completed, the work and proposed occupancy complies with the building code.
- Plans and specifications shall include (as is applicable):
 - Floor plans on a scale of not less than 1:100,
 - Dimensions of all rooms,
 - A description of the purpose of all rooms,
 - Location of all walls, partitions, doorways, windows and other openings,
 - The finish of all floors, walls and ceilings,
 - The location and description of all fixed equipment, and
 - Roof truss details and indicate the direction of trusses;
 - Provide electrical layout with fixtures and switch controls,
 - Show locations of smoke alarms,
 - Include locations of Carbon monoxide alarms ,
 - All assembly details and specifications are to be on drawings.

CROSS-SECTION (required information)

- Show the roof pitch (slope),
- Provide roof system details, and indicate material used (type of shingles/shakes etc.),
- Show maximum projection of eave overhang and indicate the eave-line, measured from the finished floor level of the building,

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- Indicate span between supports of the stud wall construction,
- Show construction details for wall systems, and indicate (type of finish material, sheathing, etc.),
- Provide all wall, floor and roof construction details
- Show steel lintel sizes, specify weep holes, and masonry wall ties,
- Provide Flashing details where applicable
- For dimensional lumber floors and roof – show size and spacing
- Indicate sizing of all lintels and headers, if dimensional lumber
- Provide foundation details and indicate the maximum depth of the foundation as well as the foundation wall height above grade.

ADDITIONAL REQUIREMENTS:

- If Engineered Floor/Joist System is to be installed, an approved set of drawings by the manufacturer showing joist layout and specifications are required including built up post charts.
- If Engineered Roof System is to be installed, an approved set of drawings by manufacturer showing truss layout, individual truss profiles and required specifications are required.
- Project specific details for tall wall construction must appear on drawings submitted for the building permit. Tall wall details shall be designed by a Professional Engineer or to AHITC 2009 guidelines).
- Eave projection is not permitted within 0.45 metres (1'-6") of a property line shared with an adjacent property (excluding rain trough).
- A non-vented soffit is required for an eave located within 1.2 metres (4 feet) of a property line shared with an adjacent property.
- Fire Rated Wall System drawings as all requirements of the 2009 HIRF (High-Intensity Residential Fire requirements shall be met in its entirety.
- Spray foam – provide CCMC#.

ELEVATIONS (front, rear, right, and left)

- Describe the exterior wall finish material,
- Indicate window and door locations,
- Indicate maximum height from roof top to grade level.
- Exposed building face – For properties with side yard setbacks less than 5m, provide calculations for a maximum area of glazed openings in exterior walls on the side elevations, as per the current Alberta Building Code.
- If using manufactured stone and brick in exterior wall cladding systems, products must be approved by the Canadian Construction Materials Centre (CCMC #) and provided at time of submission
- New products must be approved by the Canadian Construction Materials Centre (CCMC #) and provided at time of submission

HYDRONIC HEATING SYSTEM

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- If installing hydronic heating system, please submit the following:
 - Schematic arrangement of the system and the equipment specifications including, but not limited to, boilers, pumps, expansion tanks, zone controls, mixing valves and other system components such as supplementary baseboard and/or fan-coil units, water heater, etc. connecting to the system.
 - Boiler room layout, venting and combustion air provisions for all gas appliances.
 - Piping specifications, spacing, sizes, maximum loop lengths, and pipe support details. Floor plans showing a general layout of the piping loops required for each room or space and the location of the main headers, .
 - Locations, sizes and specifications for all heat terminal units, such as baseboard heaters, radiators, fan-coil units, etc., if applicable.
 - Cross sections through typical floor assemblies to show piping loop locations and the type of insulation to be provided.
 - System operating parameters including supply and return water temperatures, design flow rates and heat output coefficient of individual piping loops.
 - Room by room heat loss calculations. To be submitted at time of hydronic heating system inspection.

- Full payment required at the time of application. Should you have any questions, please contact Safety Codes Office at 403-652-2110 (press 1).

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.

Information sheets listed above can be found on our web-site at www.highriver.ca

Office Use Only:

Checked by:

Date: