



Revised: March 2019

Building Permit Checklist for Basement/Lower Level Development

You **must** obtain a building permit for any basement development as determined by the Town of High River.

Benefits of getting a permit include:

- You have access to the expertise of certified Safety Codes Officers (Inspectors), who will help you comply with the Alberta Building Code.
- Your plans will be reviewed by a certified Safety Codes Officer to identify potential problems. This will help you make changes in the planning stage and avoid costly corrections after construction.
- Inspections will be carried out by certified Safety Codes Officers, who will provide you with inspection reports and follow-up of any outstanding deficiencies related to the Alberta Building Code.

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. The **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.

Applicant's Checklist

Required Items

- | Applicant's Checklist | Office Use Only | Required Items |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed Building Permit application – A copy can be obtained at the Safety Codes counter or online at www.highriver.ca . |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. 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"/> | 3. 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"/> | 4. Two sets of floor plans on a scale of not less than 1:100 or legibly drawn showing the following: <ul style="list-style-type: none">• Proposed and existing room(s) layout• Dimensions of all rooms• Use of each room (bedroom, bathroom, etc.)• Location of all walls, partitions, doorways, windows and other openings• Window sizes, door sizes, location of smoke alarms, carbon monoxide alarms, light switches and receptacles• Finish of all floors, walls and ceilings• Details of any structural changes proposed (may require an engineer design)• Electrical panel placement |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Full payment. Should you have any questions, please contact the Safety Codes Department. |

We will require a minimum ten (10) working days to process a completed building permit application. The building permit fee will be doubled should construction start prior to obtaining a building permit.

Office Use Only:

Checked by:

Date:

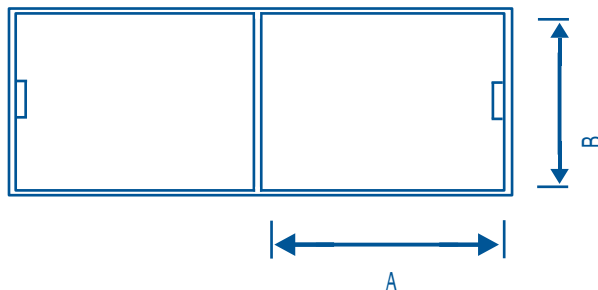


Bedroom Windows

Unless a bedroom has a door that leads directly to the building exterior, or the basement is sprinklered, each bedroom must have at least one window that can be opened from the inside without the use of tools or technical knowledge.

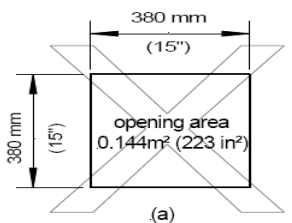
- Bedroom windows must be openable for ventilation, natural light and emergency exiting.
- Each bedroom must have at least one window that has an “opening” of at least 3.8 sq. ft. (0.35 m²).
- The opening cannot have any dimension less than 15” (380mm).
- The opening is required to be maintained during an emergency without the need for additional support.
- An egress window below grade requires a window well and must not be located under any main floor projections.
- A minimum 30” (760mm) clearance in front of windows opening into a window well is required.
- These windows must open from the inside without the use of tools or special knowledge. This includes opening of security bars. If security bars are provided, they shall be openable from the inside without the use of keys, tools or special knowledge.

Slider Type Window

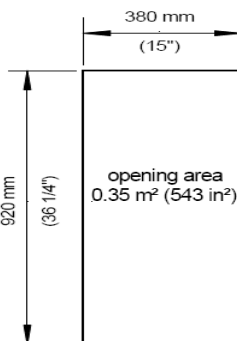


Dimensions A and B cannot be less than 15” (380 mm) A x B cannot be less than 3.8 sq. ft. (0.35 sq. m)

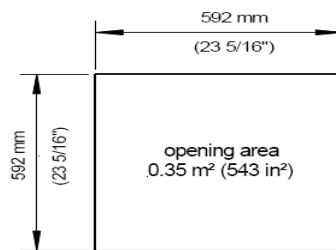
Examples of bedroom window measurements:



(a) conforms to height and width requirements; does not conform to area requirements



(b)



(c)

(b) and (c) conform to height, width, and area requirements

Furnace/Utility Room

- The furnace room must be enclosed and provided with a minimum 32” x 78” door.
- Minimum clearances are required to be maintained around your furnace room appliances. Check your appliance labels as these clearances will be checked at time of inspection.
- Furnace Disconnect Switch – if the furnace is in an emergency condition, you must be able to shut it down without passing by the furnace. If the panel is behind the furnace, locate the furnace disconnect switch near the furnace room doorway.
- A clear walkway to the gas appliances of 36” is required.
- Air admittance valves are not allowed where vent piping can be accessed.

Beams and floor joists

- Indicate details of any structural changes.
- Do not drill or notch beams or joists unless allowed by the manufacturer (see specifications for product).

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Plumbing

- All clean outs require access covers. Well and floor access covers must be accessible.
- Hose bibb shut off requires access covers.
- Water lines and/or drainage piping cannot be located in exterior walls (frost walls).

Electrical

- The electrical panel requires 3 ft 3 in (1m) of clearance in front at all times and cannot be inside a clothes closet or bathroom.
- One circuit may have a maximum of 12 outlets (combination of lights and receptacles).
- Boxes installed on an insulated outside wall must have a vapour barrier hat installed around the box before it is nailed to the stud.
- All junction boxes must remain accessible (do not cover a box with drywall or build it into an inaccessible location).
- Three way switches are required to control the basement stairway lighting from top and bottom landings.
- All communications cables must have FT1 or FT4 ratings (for flame-spread) imprinted on the cable. These cables must be separated from power cables by 2" (50mm) throughout (drill separate holes through the studs as well as install separate boxes).
- Bathroom switches must be located inside the bathroom. They are to be at least 500 mm from the side of the tub or shower. Switches must be on a GFCI protected circuit if less than 1 meter from the tub or shower.
- Branch circuits that supply receptacles installed in bedrooms shall be protected by an arc-fault circuit interruptor breaker.
- All receptacles 1.5 m from any sink require GFCI protection unless they are located behind an appliance. e.g. a bar fridge.
- All receptacles to be tamper resistant.

Heat and Ventilation

- A warm air vent must be provided in each finished room. Warm air vents must be located so at least one exterior wall or window is bathed by warm air.
- Warm air vents in finished areas must have heat registers with adjustable openings and cannot be located on a furnace plenum.
- The return air system must be designed to handle the entire air supply of the house. This may mean installing a cold air return in each room or leaving adequate gaps below doors.
- Do not locate return air openings within 10 ft (3m) (horizontally) from the furnace and not in an enclosed furnace room, bathroom or laundry room.

Bathrooms

The bathroom must have a fan which is vented to the exterior to remove odors and condensation and the switch must be located inside the bathroom.

- If bathroom is on exterior wall it requires a source of heat.
- Bathroom door to be minimum (30") 760mm.
- All shower valves must be pressure-balanced or thermo static-mixing valves.
- Low flow water closets are required as per Town Bylaw.



Town of High River Water Conservation Bylaw No. 4212/2008 - Low Flow Plumbing Fixtures

Low flow plumbing fixtures are encouraged as a conservation measure for existing residential and commercial CONSUMERS.

1. For the purposes of this section, Low Flow Plumbing Fixtures are defined as:
 - (a) toilets having a total water usage of no greater than 1.6 US gallons or 6.0 litres per flush;
 - (b) urinals having a total water usage of no greater than 1.0 US gallons or 3.8 litres per flush, but does not include urinals which flush automatically after a period of elapsed time, regardless of the amount of water usage per flush;
 - (c) showerheads having a rate of water flow no greater than 2.5 US gallons or 9.5 litres per minute;
 - (d) lavatory basin and kitchen sink faucets having a rate of water flow no greater than 2.2 US gallons or 8.3 litres per minute; and
 - (e) public restroom faucets having a total water flow of no greater than 0.5 US gallons or 1.8 litres per minute.
2. Subsection 1. (c) will not be interpreted to prevent the installation of more than one valve in a shower stall or bathroom.
3. Every Person responsible for the construction of:
 - (a) New residential construction, regardless of the number of dwelling units contained in a structure;
 - (b) New industrial, commercial and institutional construction; and
 - (c) Any renovation project regarding a residential, industrial, commercial or institutional structure that requires a plumbing permit;

Must ensure that all plumbing fixtures installed in that construction or renovation are Low Flow Plumbing Fixtures, as they are defined in this Section.
4. Water will not be used for any air conditioning or any other means of cooling subject to a written approval from the DIRECTOR.

Smoke alarms

Smoke alarms conforming to CAN/ULC-S531-02 "Smoke Alarms" must be located in both the main dwelling and the basement and be installed in conformance of CAN/ULC-S553-02 and the Alberta Building Code. They must be hard-wired into an electrical circuit and interconnected so they will all operate in unison.

Carbon monoxide alarms

Carbon monoxide alarms conforming to CAN/CSA-6.19-01 "Residential Carbon Monoxide Alarming" must be installed in every new home built since Sept 2007 which contain a solid-fuel burning appliance or storage garage in conformance with the current Alberta Building Code. They are also recommended for existing homes.

COMMON CODE CONCERNS

- Interior damp proofing is required unless a 25mm (1") gap is provided between the concrete and the insulated stud wall.
- Interior damp proofing should not extend higher than the adjacent ground level.
- The perimeter of the foundation wall is to be insulated from the top of the wall to a minimum of 600 mm (24 inches) below the exterior finished ground level. This insulation is to have a minimum thermal resistance value of RSI 1.4(R8).
- Foamed plastic insulation materials can be dangerous when exposed to fire and must be protected by a thermal barrier (i.e. ½" drywall or equivalent).
- Spray foam – provide CCMC#.
- Provide a continuous vapour barrier of approved 6mil polyethylene or equivalent to be installed on the heated side of the insulation.
- Acoustic sealant is required on top and bottom plates, exterior outlet boxes, and all horizontal poly joints.
- Wood stud furring shall be (spacing of 0.6m (24") maximum).



- Bottom floor plate shall be pressure treated or separated from the floor with approved 6mil polyethylene.
- The minimum basement ceiling height is 2.1m (or 6.9 feet).

Secondary Suites

A second self-contained dwelling unit that is located with a primary dwelling unit, where both dwelling units are registered under the same land title.

Secondary suites are only allowed when the Town of High River's Land Use Zoning allows for this use and the construction of the suite has been properly permitted and constructed to conform as a secondary suite. When this approval is not in place your dwelling must be occupied as a single tenancy.

The information above is about basement development for Single Family Homes only. It does not include the Province wide standard for the construction of secondary suites that are now included in the Alberta Building Code and Alberta Fire Code (See Secondary Suite Guidelines).

Inspections are required at the following stages:

- 1) Rough-In Inspection for Electrical & Plumbing**
- 2) Building - Upon completion of framing, vapour barrier & insulation: prior to concealing work**
- 3) Upon completion (depending on the project) – Building, Electrical, Plumbing & Gas**

To book Building, Plumbing, Gas, Electrical inspections, please call [403-603-3412](tel:403-603-3412) or e-mail requests to permits@highriver.ca