



## BUILDING PERMIT CHECKLIST FOR AN ADDITION TO A SINGLE DETACHED, SEMI-DETACHED OR DUPLEX DWELLING

The Safety Codes Act requires that permits in Alberta be obtained prior to commencing work on any buildings covered by the Alberta Building and Fire Codes, the Canadian Electrical Code, the Gas Codes, or the National Plumbing Code. Permits are part of a process to assess compliance to a minimum standard of construction safety for the benefit of all Albertans.

### 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 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.

### Home Warranty Coverage

Under the *New Home Buyer Protection Act*, a building permit cannot be issued unless appropriate warranty coverage or an authorization for exemption from the coverage requirement is in place on the property. An Approved New Home Registration Certificate from the New Home Buyer Protection Office must be provided to The Safety Codes Department for the Town of High River at the time of application for a building permit.

- In cases where a change, addition, alteration or repair to a pre-existing home leads to a single-family dwelling to be divided into additional dwelling units, the required home warranty under the *NHBPA* and its Regulations may be applicable.
- If the construction of a secondary suite within an existing home results in the enclosed square footage of the home to be 75% new, the home will be considered a reconstruction and the residential builder will be required to obtain home warranty.

### Professional Involvement

For the construction of an addition to an existing dwelling that is located in the 1/100 Flood Fringe or sites located within the Floodway, 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 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.

Sufficient detail of the existing dwelling unit shall be provided to determine how the addition will be aligned with the existing dwelling and the size of any window openings on the side elevations of the existing dwellings must be indicated. Design details must be submitted with the Building Permit application prior to the issuance of a building permit.

Mobile homes are “pre-engineered” building systems, including roof trusses, wall and floor systems. Placing an addition on a mobile home may alter engineered components and require professional involvement in the design.

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)

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*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 Office Use Only  
Checklist**

**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 <a href="http://www.highriver.ca">www.highriver.ca</a> .  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. 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"/> | 3. Warranty Registration – required if addition square footage is 75% or more of total square feet.  |
| <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. Provide copies of an approved Development Permit if the Land Use Bylaw requirements are not met.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Submit Siting Confirmation application form if Development Permit is not required.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Submit two (2) copies of the Building Grade Slip (original grade slip together with all signatures).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Real Property Report may be requested by the Safety Codes Officer,  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Provide copies of Plumbing, Electrical & Gas Permits (if applicable).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. 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"><li>○ SITE PLAN</li><li>○ FOUNDATION (basement)PLAN</li><li>○ FLOOR PLANS</li><li>○ CROSS-SECTION</li><li>○ ELEVATIONS</li></ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. <b>SITE PLAN (required information)</b> <ul style="list-style-type: none"><li>● Show North Arrow.</li><li>● Provide Municipal address.</li><li>● Show property lines and indicate the size of the property by proper dimensioning.</li><li>● Indicate total area of the site &amp; lot coverage (including addition).</li><li>● Provide location of the proposed addition on the property, and indicate distances of the entire building to property lines and to any existing buildings on site.</li><li>● Show foundation outline of the existing dwelling, the addition, cantilevers, decks, and other projections.</li><li>● Show front, side and rear yard dimensions to the proposed addition.</li><li>● Include adjacent streets, lanes, sidewalks, curbs, and curb cuts, abutting public pathways, right-of-way setbacks, easements and utility rights-of-way, if any.</li><li>● Indicate any retaining walls – including height and grade.</li><li>● Show roadway access.</li></ul> |



## 12. FOUNDATION PLAN (required information)

Provide all foundation plan details. Foundation plan shall include the following:

- If using ICF (insulated concrete forms) foundation walls, provide CCMC report including backfill height, re-bar grid, and all other details.
- 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.
- Show minimum depth of compacted gravel where required.
- Provide pad footing charts for engineered columns where required.
- The code requires that foundations other than footings be designed by an engineer. Soil conditions are a major consideration when designing a pile. If a pile foundation system is used, professional involvement is required, and drawings provided 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 services of a professional will be required to undertake the structures design.
- ***Sufficient detail of the existing dwelling unit shall be provided to determine how the addition will be aligned with the existing dwelling and the size of any window openings on the side elevations of the existing dwellings must be indicated.***

Design details must be submitted to your Safety Codes Officer prior to the issuance of a building permit.

## 13. FLOOR PLANS (required information)

Floor plans shall be drawn to scale and shall include, so far as is applicable:

- Floor plans on a scale of not less than 1:100.
- Dimensions of all rooms.
- Show proposed and existing room(s) layout.
- A description of the purpose of all rooms.
- Location of all walls, partitions, doorways, windows and other openings.
- Size of doors and windows (indicate whether vented or sealed units).
- The finish of all floors, walls and ceilings.
- The location and description of all fixed equipment, and
- Show electrical panel placement.
- Provide electrical layout with fixtures and switch controls.
- Show location of smoke alarms.
- Include location of Carbon monoxide alarms.
- Indicate location of any fireplace(s), and provide a description of the type of fireplace (ULC approved) if applicable.
- If installing a wood stove/fireplace, please provide Manufacturer's specifications as per the clearances required around the stove/fireplace.
- Furnace location and location of combustion air and fresh intakes.
- Roof truss details and indicate the direction of trusses.
- All assembly details and specifications are to be on drawings.



**14. CROSS-SECTION (required information)**

Cross-Section and specifications shall include, so far as is applicable:

- Show the roof pitch (slope).
- Provide roof system details, showing 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.
- Indicate span between supports of the stud wall construction.
- Show construction details for wall systems, and indicate (type of finish material, sheathing, etc.).
- 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.

**15. ELEVATIONS - front, rear, right, and left (required information)**

*Provide all front, rear, right, and left wall, floor and roof construction details. Elevations and specifications shall include, so far as is applicable:*

- *Indicate maximum height from roof top to grade level.*
- *Indicate both the height of the existing dwelling and the addition.*
- *Describe the exterior wall finish material.*
- *Show required flashing details (above windows, doors, decks, battens, and service penetrations).*
- *Indicate window and door locations.*
- *Describe window installation details (staged details of the window installation) wire and stucco support details (lath installation and spacing of supports).*
- *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.*

**16. STRUCTURAL DOCUMENTS (required information)**

Additions to a residence with 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 be responsible for field review.

- If an Engineered Floor/Joist System is to be installed, approved drawings by the manufacturer showing joist layout and specifications are required.
- 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.
- Indicate details of any structural changes. Any structural changes proposed (may require an engineer design).
- Do not drill or notch beams or joists unless allowed by the manufacturer's specs.



**17. ADDITION CODE CONCERNS (required information)**

Additional information requirements may include the following, so far as is applicable:

- New products must be approved by the Canadian Construction Materials Centre (CCMC) and provided at time of submission.
- 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 HIRF (High-Intensity Residential Fire requirements shall be met in its entirety.
- 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).

**18. 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-S531-02 and the Alberta Building Code. They must be hard-wired into an electrical circuit and interconnected so they will all operate in unison. **Smoke alarms are required in each bedroom and hallway.**

**19. 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 contains a solid-fuel burning appliance or storage garage in conformance with the current Alberta Building Code. They are required inside each bedroom, or outside each bedroom, within 5 m of each bedroom door, measured following corridors and doorways.

Full payment- Should you have any questions, please contact Safety Codes Services.

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.

Office Use Only:

Checked by:

Date:

*The information above is about ADDITIONS TO A SINGLE DETACHED, SEMI-DETACHED OR DUPLEX DWELLING only. It does not include the Province wide standard for the construction of secondary suites Code (See Secondary Suite Guidelines).*

**Booking an Inspection**

**To book a Building inspection, please call 403-603-3412 or e-mail requests to [permits@highriver.ca](mailto:permits@highriver.ca)**

**For Plumbing, Electrical & Gas Inspection, please call Davis Inspection Services at 403-275-3338.**

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