
Detached Accessory Structures - Building Permit Application Checklist

Note: All applications must provide sufficient information to show that the proposed work will conform to the National Building Code-Alberta Edition and whether or not it may affect adjacent properties.

Please submit the following:

- Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Payment Method
 - Blue Sign/Fire Number, Civic Address, Legal Description and/or Land Location
 - Building Use (*ie: personal storage*)
 - Detailed Description of Work
- Development Permit (*if required by the Municipality. Check with your local jurisdiction*)
- Site Plan showing the location of the proposed construction, property lines, dimensions, adjacent buildings and/or structures, utility locates, north arrow, etcetera
- Building Elevation drawings with dimensions and cross-section views (*all 4 views: front, back, and sides*)
- Roof Truss Drawings and Layouts
- Joist Layouts
- Engineered Beam Specifications (*where applicable*)
 - Floor/Beam drawings required if a mezzanine or a second floor is included in the design
- Floor Plan of all levels with dimensions drawn to scale showing walls, doors, windows, and exits
- Foundation Details
- Professional Involvement documentation (*where applicable such as engineered slab or pole structure*)
 - Stamped Engineered Plans
 - Engineer A, B Schedules
- Engineered Tall Wall design (*if any wall height exceeds 12'*)
- Hydronic Heating System details (*if applicable*)
- Additional Information as required

Noteworthy Items

- ★ Accessory building - a building that is accessory to a single family dwelling
- ★ See sample detached garage template to assist with construction detail submission
- ★ A pole building requires an engineer stamped design with engineered truss design
- ★ Foundation type detail required:
 - Preserved Wood foundation requires professional engineer design and site review
 - Pile and Grade beams require structural engineer drawings
 - Slab-on-Grade foundation over 55m² (592ft²) requires engineer drawings
 - Screw Piles require engineering (*layout and specs required with application. Torque ratings required prior to final inspection*)
 - Structural Insulated Panels (SIP) require CCMC evaluation
- ★ A detached garage may not be constructed over an unsleeved gas line, call Alberta One-Call for your required locates (1-800-242-3447)
- ★ If you are using any unconventional construction methods, speak with your safety codes officer
- ★ For more information see the Safety Tip Brochures provided by the Safety Codes Council at www.safetycodes.ab.ca/permits-inspections/safety-tips/
- ★ Contact your permitting office for more information or tools to assist you with completing your fire safety plan