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 with dimensions showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, utility locates, north arrow, etc.
- Fire Safety Plan *(to include emergency procedures to be followed in the event of a fire including initiating fire warning, notifying the fire, instructing site personnel, confining, controlling and extinguishing the fire, measures for controlling site hazards etc.)*
- Building elevation drawings with dimensions & cross-section views (all 4 views - front, back & sides)
- Roof Truss drawings & layouts
- Joist layouts
- Engineered Beam Specifications where applicable
  - Floor/beam drawings required if mezzanine or a second floor is included in the design
- Floor Plan of all levels with dimensions drawn to scale of all levels showing walls, doors, windows, 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 ft)
- 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 & site review
  - Pile and grade beam requires structural engineer drawings
  - Slab on grade foundation over 55 sq m (592 sq ft) 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

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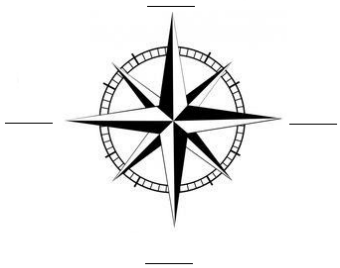
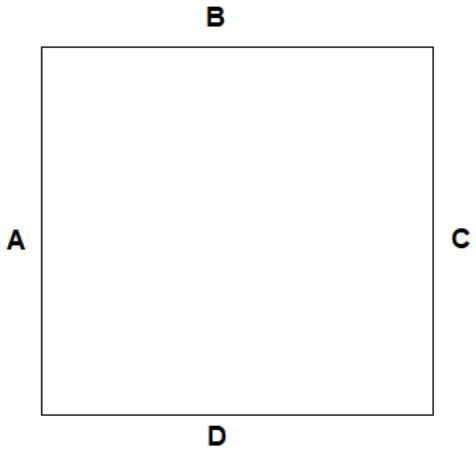
Detached Accessory Building Template

This page may be completed if your garage is a typical garage resembling these drawings. If the building does not resemble these drawings, please submit detailed drawings.

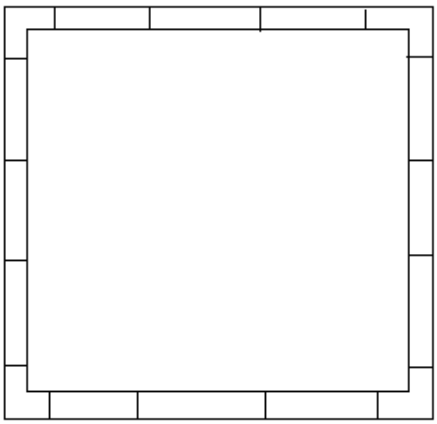
Please indicate North on the compass relative to the site plan





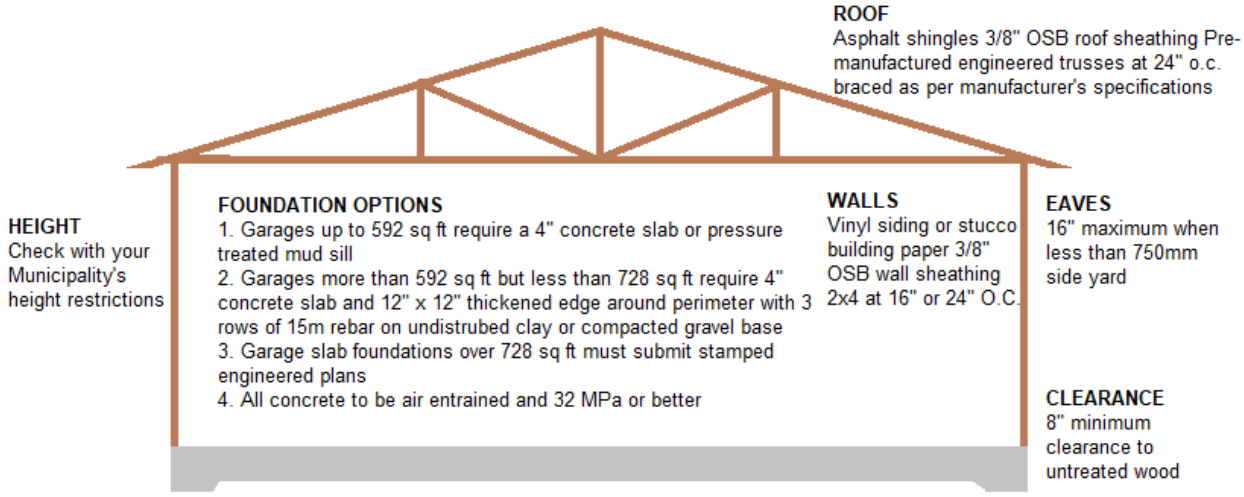
Plot Plan

- Provide a Sketch of your lot
- Show distance to other buildings & to property line
- Note utility locates



Floor Plan

- Provide outside dimensions of building
- Show all doors & windows
- Show orientation of trusses
- Show any interior partitioning, together with a description of the rooms.



Roofing Material

- ☐ Asphalt Shingles
- ☐ Cedar, Pine Shakes/Shingles
- ☐ Metal Roofing
- ☐ Other (specify) _____

Roofing Sheathing

- ☐ Min. ⅜" OSB or plywood
- ☐ NOTE: OSB or plywood less than ½"
- ☐ requires H clips and bridge blocking
- ☐ ½" OSB or plywood
- ☐ Other (specify) _____

Garage Door Beam

- ☐ Length: _____
- ☐ Depth: _____
  # of Plys: _____
- ☐ ___Built Up
  ___ Engineered

Garage Door Size:

_____

Roof Framing

- ☐ Pre-manufactured Engineered Truss
- ☐ Stick Build Rafters (provide details)

Foundation

- ☐ 4" Slab with Thickened Edges
- ☐ Strip footing & 4' frost wall

Interior Development

NOTE: A separate permit is required for each of these items (if applicable)

- ☐ Electrical
- ☐ Gas
- ☐ Plumbing
- ☐ Other (specify) _____

Wall Framing

- ☐ 2 x 4 @ 16" o.c.
- ☐ 2 x 4 @ 24" o.c.
- ☐ 2 x 6 @ 16/24" o.c.
- ☐ Insulated walls & ceilings

Wall Sheathing

- ☐ ⅜" OSB
- ☐ ⅜" plywood
- ☐ ½" OSB
- ☐ ½" plywood
- ☐ Other (specify) _____

Exterior Finish

- ☐ Vinyl Siding
- ☐ Stucco
- ☐ Metal Siding

Other (specify) _____

Direction of Trusses

- ☐ Trusses parallel to overhead door opening
- ☐ Trusses perpendicular to overhead door opening
- ☐ Other Foundation (details, engineering)

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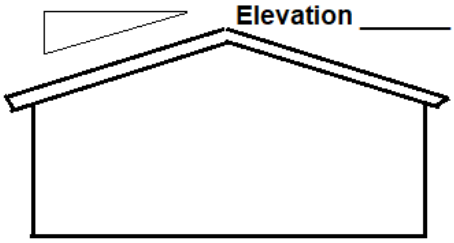
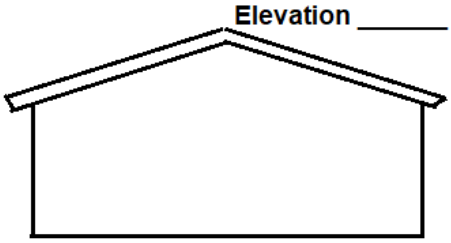
Please complete the following information on the below drawings:

- Label each elevation - North, South, East, West
- Show doors and window sizes on all elevations
- Indicate height of walls
- Indicate slope of roof (ie: 1 in 3)



Width _____



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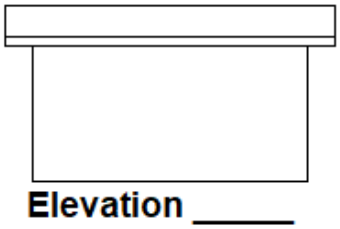
Roof Pitch _____



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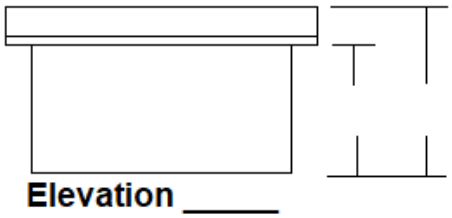

Width _____

Eaves / Overhang _____

Interior being finished? Yes ____ No____

THINGS TO BE AWARE OF:

- If the roof framing members transfer roof loading to the overhead garage door beam, please specify the size of the garage door beam
- Garage door beams without roof loading must be a minimum of 2 - 2 x 12 c/w a minimum of 3" bearing
- Walls to be secured to the slab with 12.7mm anchor bolts at 2.4m on center max
- Cannot build over an underground gas line
- Any wall over 12' requires engineering as a tall wall
- Eaves: 16" max when less than 750mm side yard
- 4' or less from the property line?
  Wall needs to be fire rated
  Non-vented soffit
  Windows cannot be placed in this wall