
Interior Alterations and Basement Developments - 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
 - Detailed Description of Work
- Development Permit *(if required by the Municipality. Check with your local jurisdiction)*
- Site Plan showing new window locations relative to the property line
- Floor Plans of all levels with dimensions drawn to scale showing existing space and proposed changes to all affected levels being developed showing walls, doors, size and location and sizes of windows, window-wells, room uses, smoke alarms, CO detectors, stairs, furnace room, etcetera
 - NOTE: bedrooms require egress windows
- Description and Details of structural work being completed including:
 - addition of bearing walls or beam, moving / adjusting teleposts
 - engineered drawings required if removing / modifying load bearing walls
- HVAC Details (heating, ventilation and air-conditioning) including:
 - Forced Air locations, Return Air locations, Heat Recovery Ventilator (HRV) diagram, bathroom fan locations
- Additional Information as required

If adding or enlarging a window well or adding an exterior door please include:

- Site Plan showing distance to property lines
- Outline of the home
- Window Wells
- Cantilevers *(ie: fireplace)*
- Landings
- Sizes for new or existing window wells, exterior doors, and landings

Noteworthy Items

- ★ If adding or developing a secondary suite (adding a second kitchen and bathroom to the basement), please refer to the secondary suite permit checklist
- ★ 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/