

---

## Relocation of Existing / Uncertified Home - 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*)
- Documentation showing when the building was constructed (*for residential applications*)
- New Home Warranty Certificate or Owner Builder Exemption Certificate (*required for New Home Construction or 75% reconstruction*) [www.alberta.ca/new-home-warranty-overview.aspx](http://www.alberta.ca/new-home-warranty-overview.aspx)
- Site Plan showing the location of the proposed construction, property lines, dimensions, adjacent buildings and/or structures, utility locates, north arrow, etcetera
- Floor Plan(s) drawn to scale of all levels showing walls, doors, windows, name and use of spaces, dimensions, smoke alarms, CO detectors, etcetera
- Foundation Details
- If developing a basement, a floor plan is required
- Building Elevation drawings with dimensions and cross-section views (*all 4 views - front, back, and sides*)
  - Photos of the home to be relocated (exterior and interior) are acceptable
- Professional Involvement documentation where applicable (*such as engineered slab or wood foundation*)
- Energy Code documentation (*calculations required for basement only if home is placed on a basement*)
- Additional Information as required

---

## NOTEWORTHY ITEMS

---

- ★ Foundation Type detail required:
  - Preserved Wood foundation requires a professional engineered design and site review
  - Pile and Grade Beam requires structural engineered drawings
  - Slab on Grade foundation over 55m<sup>2</sup> (592ft<sup>2</sup>) requires engineered 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
- ★ New construction of decks and/or attached garages will be required to be permitted separately if not completed prior to occupying the home.
- ★ Smoke and CO detectors may be required to be updated as part of relocating.
- ★ Complete site locates prior to construction to ensure safe construction and placement of structures as various codes contain regulations pertaining to construction near or over utility services.
- ★ 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/](http://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