

Hot Tubs/Swimming Pools

- Site plan with dimensions of tub/pool
- Fence information

Wood Stoves (including fireplaces, pellet, and coal stoves)

- Floor Plan
- Manufacturers installation instructions
- References to certification listing

SITE PLAN SPECIFICATIONS

What to include in the site plan?

- Copy of the site plan showing the size, shape, & position of the proposed building on lot
 - Location of existing buildings
 - Distances from the proposed development to the front, rear, & side yards of the property
 - Location of any water bodies
 - Location of the driveway
 - All developed or undeveloped road allowances adjacent to the property
 - Indication of North direction
 - Location of right-of-way & easements within and abutting the subject property
 - Existing & proposed accesses on

BUILDING PERMIT TIMEFRAME

- Work must commence within **90 days** of the building permit being issued
- Building permit will expire in two **(2) year** unless extended in writing by a Safety Codes Officer.



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BUILDING PERMIT GUIDE

JANUARY
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Mackenzie County

When are building permits required?

Building permits are required for the construction, alteration, repair, relocation, demolition, or change of use of any building.

BUILDING PERMIT APPLICATION

When applying for a building permit, the following documents are needed:

Approved Development Permit

A development permit deals with “what” and “where” a development may proceed, whereas a building permit deals with “how” the development is built.

New Home Buyers Protection Act

All new homes built in Alberta require new home warranty coverage.

National Energy Code

Certain energy documents need to be submitted.

Builder Licence

All residential home builders are required to have a licence, and all owner builders require Owner Authorization.

Application Requirements

All pertinent information must be filled out, including the proposed project value, the names, addresses, and phone numbers of the project owner, designer, and contractor, and the details of the land, plans, and specifications of the building.

PROJECT SPECIFICATIONS

Construction checklists for specific building projects:

Manufactured, Modular, Mobile Homes

- Site plan, foundation plan
- Serial #
- Square footage
- Floor plan
- CSA, QAI, or Interek #
- AMA #
- Year of Manufacture

One Room Additions & Manufactured Sunrooms

- Site plan, foundation plan, floor plan
- Cross section view
- If manufactured sunroom, supplier’s full product information or engineer approval is required

Basement Development & Minor Renovations

- Floor plan showing layout of new walls, bathrooms, bedrooms, windows & doors
- Floor plan
- Manufacturers installation instructions
- References to certification listing

Decks

- Site plan
- Floor layout
- Cross section view or example plan with dimensions filled in

Construction of New Homes & Additions

- Site plan, floor plan(s), foundation plan
- Elevation views
- Building cross sections
- Roof truss layouts
- Manufactured floor joist layouts
- Engineered stamped drawings for attached garage if it is pile and grade beam
- Preserved wood foundations require plans designed by a Province of Alberta registered Engineer
- Hydronic heating design and designer certification

Storage Buildings/Garages/Sheds

- Site plan, floor plan
- Elevation views
- Building cross sections
- Roof truss and beam design information
- Hydronic heating design information and designer certification (if applicable)
- Pole building require engineering
- Foundation requirements:
 - 4 ft frost wall and footing
 - Concrete slab is acceptable; 12”x12” thickened edges
 - Concrete slab over 67.64 sq. meters (728 sq. ft) must be engineered
 - Engineered grade beam and pile
 - Any other foundation will require a structural engineered stamped plan
- Wall requirements:
 - Walls over 12 ft will require an engineered stamped plan

