



Municipality of Crowsnest Pass
Building Safety Codes Services
PO BOX 600 Crowsnest Pass, AB
403-562-8833

Building Permit Application Checklist – New Residential & Part 9 Buildings

SECTION 1 – PERMIT INFORMATION

Project Address: (Provide at least one of the following) – Please note: it cannot be an intersection

PROJECT ADDRESS (MUNICIPAL): _____

LEGAL DESCRIPTION PLAN: _____ BLOCK: _____ LOT: _____

All permits for New or Moved/Renovated-(as required by NHWP) dwellings are required by the **New Home Buyer Protection Act** to have a Certificate of Registry Approval prior to any Building permit issuance.

Warranty confirmation number: _____ OR, Exemption? Yes _____ Copy Attached _____

Builder License #: _____ Copy Attached _____

Signature: _____ Date: _____

Description of Work: (in addition to the Dwelling Unit(s)-check applicable proposed construction)

Attached garage Attached Carport Detached Garage Covered deck Uncovered deck

Veranda Fireplace Balcony Basement development Secondary suite development

Exterior hot tub Solar Installation system Hydronic Heating or Geo-exchange system Wood/Solid Fuel

Burning Stove Other: _____

SECTION 2 – DEVELOPMENT/BUILDING PERMIT SUBMISSION REQUIREMENTS

One (1) complete set of drawings that include the following: (Minimum scale: metric 1:100 / imperial 1/8")

CHECK OFF APPLICABLE INFORMATION SUBMITTED WITH THIS BUILDING PERMIT APPLICATION

- Plot plan or site plan with grade elevations (at the four corners of site) and main floor elevation
- Floor and elevation plans (include a basement floor plan if also applying for a basement development)
- Cross sections and specifications details
- Foundation plans/beams / columns/column loading / pad details / type of concrete to be used
- Engineered Slab (> 590ft2) grade beam and/or pile foundation details for attached garage, veranda, covered deck, etc.
- Foundation lateral support details (include site-specific engineered foundation / window / stairwell bracing or reinforcing details)
- Engineered roof truss layout and supplier letter, or stick built roof layout (include bearing details & load transfer points)
- Engineered floor joist/truss and engineered beam layout and supplier letter(s)
- Structural details not covered under ABC 2014 – Division B – Part 9 (engineer stamped drawings / details)

Personal Information required by Municipality of Crowsnest Pass application forms is collected under the authority of the Alberta Freedom of Information and Protection of Privacy Act section 33. Your personal information will be used to process your applications. Please be advised that your name, address, and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions about the collection or use of your personal information, please contact the Municipal FOIP Coordinator at 403-562-8833.



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PLAN SUBMISSION REQUIREMENT DETAILS

To **minimize delays in processing your application**, the application form must be completed and accompanied by the required plans/information for your project. Additional information may be required as considered necessary, to demonstrate compliance with applicable Municipality of CNP Bylaws and Alberta Building Code, to enable the permit to be issued.

Site Plan or Plot Plan – including the following:

- North arrow, scale and date of preparation
- Municipal address and legal description
- Dimensions of the site (property lines)
- Dimensions and location of all proposed and existing structures including eg: air conditioners, cantilevers, overhangs and distances to property lines
- Dimensions/location of existing and proposed accesses to the site
- Elevations of site, including finished grades, bottom of footings, top of foundation wall, finished main floor
- Elevation taken alongside property lines a distance equal to the minimum front setback (walkout basements)
- Off-site detail – From the property lines to neighboring sides of Public or Private Properties. Road or lane/alley ways, Neighboring Properties, street furniture which includes lights, fire hydrants, signs, sidewalks, and utilities above ground.

Floor Plans to show the following: (minimum scale- metric 1:100 imperial 1/8")

- Dimensions of proposed structure
- All levels and square footage of each level
- Dimensions and layout, location of walls; doors; and windows (include sizes) and use of all rooms/areas

Building Elevations and Sections to show the following:

- All sides of the house
- Building height
- Finished ground level
- Exterior finishing materials
- Materials and assemblies of materials forming floors, walls, roofs, decks etc.

Cross Sections and Details: (provide on separate sheets, preferred maximum 11"x17")

- Provide fully-labeled sections of all assemblies forming floors, walls, roofs, decks, etc.
- Show Effective Thermal Resistance (ETR) calculations, in Metric RSI (*plus Imperial R, if desired for trades*) for proposed opaque assemblies for above ground AND below grade/in-ground-contact. Show the source of assembly or component thermal resistance values (eg: ABC2014:DivB:A-9.36.2.; www.cwc.ca/resources/wall-thermal-design/; ASHRAE Handbook; etc. If desired, use the conversion factor: $RSI \times 5.678 = \text{Imperial R value}$)
- Include **ALL** assemblies detailing 9.36 thermal insulation details, as well as air barrier construction as required according to the option chosen in 9.36.2.9.(1), which indicates that air leakage shall be controlled by establishing a continuous air barrier system in accordance with 9.25.3. and 9.36.2.9.(2)-(6), --AND--
 - a) in accordance with 9.36.2.10 details —thus satisfying prescriptive air barrier requirements --OR--
 - b) with installation of CAN/ULC-S742 approved Type A4 air barrier system(s) (provide details for all assemblies) --OR--

- c) results in an air leakage rate--demonstrated by blower door test before final inspection--to not exceed 0.20L/(s*m²) when tested to ASTM E2357.
- Buildings Containing Group D, E, F3 occupancies whose combined total Floor area is ≥ 300 m² and Buildings containing F2 Occupancies (any size) to meet the National Energy Code of Canada Building NECB.
- Any other details as required.

Manufactured structural component information required to be submitted (see Standata 06-BCI-015):

- Supplier letters* for roof trusses, floor joists, and/or structural beams & columns
- Layouts* for:
 - a) Roof
 - b) Floor joists of simple or continuous spans
 Note: Where continuous spans are incorporated into the design, the layout schematic should also show all joist and/or beam reactions and all construction details that are covered in the manufacturer's product guide
- Manufacturer's design drawings* for all manufactured structural components not covered by (a) or (b) above
- Beam calculations* for loads transferred to the beam other than through uniform loading covered by ABC 2014-Division B-Part 9.
- Design of *engineered columns* where loads exceed 8000 lbs, including pad footing details

Aspects of building that may require professional or engineer involvement: (stamped design/engineer letter etc.)

- | | |
|--|---|
| <input type="checkbox"/> Foundation construction not in Code (PWF, ICF, etc.) | <input type="checkbox"/> Exterior walls exceeding Code height limits |
| <input type="checkbox"/> Foundation design where geotechnical information indicates it is required | <input type="checkbox"/> Dimension lumber joists exceeding Code table limits |
| <input type="checkbox"/> Foundation lateral bracing for wall length, height or backfill condition | <input type="checkbox"/> Cantilevered joists not in Code |
| <input type="checkbox"/> Grade beams & piles | <input type="checkbox"/> Masonry supported on wood frame |
| <input type="checkbox"/> Structural concrete (slabs, brackets, etc) | <input type="checkbox"/> Concrete topping on wood floor system |
| <input type="checkbox"/> Retaining walls connected to building or required for building integrity (over 4' most cases) | <input type="checkbox"/> Construction with uncommon housing materials (steel, precast concrete, straw bale, SIP, ICF, etc.) |
| <input type="checkbox"/> Roof or floor exceeding Part 9 prescriptive requirements (stick framed or engineered) | <input type="checkbox"/> Installation of renewable energy devices (solar collectors etc) |
| <input type="checkbox"/> Flush connections for built up beams | <input type="checkbox"/> Exterior cladding systems not in Code |
| | <input type="checkbox"/> Hydronic heating / Geo-Thermal systems |
| | <input type="checkbox"/> Spray foam products and installation Clearance for Attic ventilation |

Solar Energy Systems:

If construction involves solar panels (Thermal or PhotoVoltaic (PV)) – Applicant must inquire with Municipality about Solar Energy Systems for additional submission requirements.

Hydronic or Geo-Thermal Systems:

If construction involves Hydronic Heating Systems or Geo-Thermal Systems – Applicant must see Hydronic Heating / Geo-Thermal system's Building Permit application Form for details and submission requirements.

Payment of Fees :

- Applicable fees

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Building Permits will be processed and the applicant will then be **Notified** by the Municipality when the fees can be paid in full. **After payment is received the Permit is released/issued, and construction is permitted to commence.**

We accept cash, debit, Cheque or credit card. If applying, other than in person, a service representative will call you to advise you of your fees.

Office hours are Monday to Friday, 8:30 am to 4:30 pm. The office is closed on statutory holidays

Inquiries:

Please contact Park Enterprises at 403-329-3474.