

City of Lethbridge

**Planning and
Development
Services**

910 - 4th Avenue South
Lethbridge, AB
T1J 0P6

General #: 403-320-3920
Inspection #: 403-320-3830
Fax #: 403-327-6571

Residential Building Permit Checklist

REQUIREMENTS FOR RESIDENTIAL BUILDING PLANS

Construction drawings of your project are necessary for the plan review process.

Plans shall be legible reproductions, such as blueprints or originals. They should be drawn to scale and with dimensions, clearly showing all work to be done.

If submitting drawings that are "Reverse", the site plan and the floor and roof layouts must be reflective of the actual construction.

If required, architectural or structural plans must bear the stamp or seal of an Architect or Engineer licensed to practice in the Province of Alberta.

One copy of the plans will be required.

Please note that should the scope of work be changed without approval from this office, a stop work order may be issued. (This would include room usage changes, roof line or pitch changes, floor system changes or changing manufacturer, etc.)

To help reduce costs and delays by ensuring information is provided about the proposed work at the time of permit issuance, the following checklist is items of information that are to be provided at the time of the application. Please use the checklist to indicate which items are required and have been submitted.

Applications with inaccurate information supplied on the checklist may be cancelled. A 50% refund of the Building Permit cost will be requisitioned to you. A new application with a "complete" package will need to be re-submitted and FULL PAYMENT for the new application will be required.

Version Date: December 28, 2017

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BP _____
DEV _____

Project Address:

Unit/Bay # _____ Civic Address _____

Date: _____

Access Code: _____

The following items are required at time of application:		Yes	N/A
1	APPLICATION REQUIREMENTS		
1.1	Legible plans drawn to scale, showing conformance to the applicable building codes. Plan review cannot be completed if copyright violations exist. (see cover sheet for details)		
1.2	New Home Warranty Approval Certificate - Signed and Sealed by the Registrar		
2	SITE PLAN REQUIREMENTS		
2.1	Entire property with dimensions of boundaries and north arrow. Show scale.		
2.2	Vertical Grade stamp and Architectural Control Stamp if required.		
2.3	Location of existing and proposed structures or additions, including porches, balconies, decks, eave overhangs and chimneys.		
2.4	Show distances of proposed structures or additions from property lines.		
2.5	Names of adjacent streets and roads.		
3	FLOOR PLAN REQUIREMENTS		
3.1	Size and arrangement of rooms and partitions with rooms or spaces identified.		
3.2	FLASHING DETAIL		
3.3	Window sizes and types, door sizes and types, and direction of swing.		
3.4	Required egress windows will be designated, as such, either on the window schedule, floor plans or elevations.		
3.5	Size and location of crawlspace and attic access hatches and fire rating, if required.		
3.6	Stair and landing dimensions, including width, rise and run. Also show all required handrail/guardrails and heights.		

Page 2		Yes	N/A
3.7	Size and type of all structural elements, including but not limited to floor framing members, roof framing members and wall framing members, as well as all beams and columns. Headers and posts will be clearly shown on the drawings.		
3.8	Total square footage of living space for each floor and total square footage of garage or other accessory spaces.		
3.9	FLOOR & ROOF LAYOUTS MUST BE WITH PLANS AT TIME OF APPLICATION. Roof shop drawings must be on site prior to framing inspection or no inspection will take place and a re-inspection fee will be assessed.		
3.10	On all additions and remodels, floor plans will be required showing the adjacent areas of the existing structure and their use. The total of the floor areas of the existing structure and the additional areas to be added as part of the remodeling or alteration work will be included as parts of the building permit application. Include all floors and basement.		
3.11	For additions and remodels, show schematic floor plan of entire house to scale. Clearly indicate use of rooms adjoining new construction. Dimensions and details are needed only in areas where work is proposed.		
4	FOUNDATION PLAN REQUIREMENTS		
4.1	Layout of foundation walls and concrete slab with dimensions.		
4.2	Size and location of footings, posts, beams, vents, access holes, and integral footings in slabs.		
4.3	Size and spacing of reinforcing in footings and walls. Footings should be shown in cross section with horizontal and vertical reinforcement clearly shown. (AS REQUIRED)		
4.4	Size, direction of span and spacing of floor joists and/or girders.		
4.5	Engineering for screw piles, friction piles, etc.		
5	CROSS SECTION REQUIREMENTS		
5.1	All floor, wall and roof framing with size and spacing of members.		
5.2	Height of crawlspace, interior rooms, tall walls and pitch of roof.		
5.3	Roof and wall materials, including sheathing and insulation. (Thickness, type and "R" value of all required insulation)		
5.4	Thru walk-outs or basement entries showing frost protection.		
5.5	Bonus room above garage. (Insulation and vapor barrier clearly shown)		

Page 3		Yes	N/A
6	ELEVATIONS		
6.1	Label drawings FRONT, REAR OR NORTH, SOUTH, etc.		
6.2	Unprotected opening calculations based on site specific limiting distance.		
6.3	Types of exterior wall cladding and roof coverings.		
6.4	Height of highest point of structure above final grade.		
6.5	Location of final grade.		
6.6	Height of porches, balconies and decks walking surface from grade.		
7	ELECTRICAL, MECHANICAL, PLUMBING		
7.1	Show proposed location of all (main as well as sub-panels) electrical panels.		
7.2	Location of smoke alarms.		
7.3	Location of GFIC and Arc-fault outlets.		
7.4	Indicate bathroom fans or an opening window.		
7.5	Indicate range hood.		
7.6	Show location of all plumbing fixtures.		
8	ENERGY EFFICIENCY		
8.1	Complete and submit attached 9.36 Project Summary		
8.2	Provide required details as indicated on Page 1 of 9.36 Project Summary Sheet		

Checklist must be completed by applicant prior to submittal.

Minor changes or notes on submitted plans may be in blue or black ink.

Red ink is reserved for department.

"I HAVE READ AND AGREED THAT ALL THE ABOVE INFORMATION I HAVE CHECKED AS "YES" ON THE CHECK LIST IS REPRESENTED ON THE DRAWINGS I HAVE SUBMITTED."

Name (Please Print) _____

Signature: _____

Date: _____

SUBMIT APPLICATION FORM

Any personal information collected on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection, use or disclosure of the personal information provided, please contact Information Management at 910 4 Ave S, Lethbridge, AB, T1J 0P6 or phone at (403) 320-7329.