

# REQUIRED DOCUMENTS FOR BUILDING PERMIT APPLICATIONS

## RESIDENTIAL BUILDING PERMIT

- ☐ Site plan
- ☐ Floor plans for all floors
- ☐ Elevations
- ☐ Cross section
- ☐ Truss layouts with corporate letter
- ☐ Drawing details
- ☐ New home warranty
- ☐ Energy code summary

## FOOTING AND FOUNDATION

- ☐ Site plan
- ☐ Floor plan foundation for basement
- ☐ Main floor truss layout
- ☐ Elevations showing foundation
- ☐ Cross section
- ☐ Engineered drawings (if applicable)

## LOT GRADING

- ☐ Site plan with elevations

## HOT TUB

- ☐ Site plan showing location of hot tub (indication of 1.8 m fence or lockable hot tub cover)

## SWIMMING POOL

- ☐ Site plan showing location of swimming pool
- ☐ Information about the design of the fence, including proposed height, gate location, and method of construction
- ☐ Gas boiler location (if applicable)

## HYDRONIC SYSTEM

- ☐ Engineered system design or system design plans from certified person to design hydronic heating systems, with accompanying documentation
- ☐ Room-by-room heat loss calculations
- ☐ Loop lengths

## GEOHERMAL SYSTEM

- ☐ Engineered system design plans
- ☐ Heat loss calculations
- ☐ Site plan
- ☐ Subsurface investigation report
- ☐ Installation checklist

## RESIDENTIAL FORCED AIR SYSTEM

- ☐ Heat loss calculation report
- ☐ Furnace size specifications

## WOOD BURNING STOVE OR FIREPLACE

- ☐ Floor layout showing where appliance will be installed
- ☐ Make, model, and installation manual
- ☐ Carbon monoxide detector (if required by location)

CITY OF

Lethbridge

AccountsUpdate ProfileSchedule InspectionseApplyLog Out

Accounts

Welcome MyCity User

Update Profile

Edit Accounts

FILTER ACCOUNTS ....

910 4 AVE S

Permit Number: BP031475

Application Date: Jul 17, 2024

Project:

BUILDING - HOMEOWNER

Issued Date:

Status: ON HOLD

Permit

Permit Number: BP031476

Type: BUILDING - HOMEOWNER

Subject: Homeowner Building Permit

Status: ON HOLD

View/Submit Plans

Folder

Purpose: Construction of new uncovered wood deck in backyard

Project Information

Plan Documents

Review Documents

Approved Documents

Project

BP030423

Group

<None>

Name

910 4 AVE S - Homeowner Building Permit

Status

Submission Required

Review Status

None

Actions

Submit for Review

Browse...

Clear

Upload

Cancel

Edit Names

Status: Ready

↓

Name

↓

Discipline

↓

Sheet Type

Site Plan

Select Discipline

Select Sheet Type

## UPLOADING DOCUMENTS

If you do not have access to your required documents at the time of your application, you can upload them later by following the steps shown here.

A

Log into your MyCity profile at [lethbridge.ca/mycity](https://lethbridge.ca/mycity)

From the Accounts page, select the permit for which you are uploading documents.

B

Click 

View/Submit Plans

 to be redirected to OnBase.

C

Click 

Browse...

 to upload a single file or multiple files at once.

Make sure each file is named appropriately. You can also change the Discipline and Sheet Type of your files to provide more detail for the plan reviewer.

D

Click 

Upload

 to confirm the documents added in the previous step.

E

Click 

Submit for Review

 to send your plans to a plan reviewer.

### Important!

If you do not click 

Submit for Review

 a plan reviewer will not be notified of your uploads, and your documents will not be reviewed.