Permits and Compliance

A reference guide for applying for Electrical, Plumbing, Gas, Private Sewage and Building Permits
Permits and Compliance is an information guide produced and published by The Inspections Group Inc. This guide is intended to be for quick reference only. It is not intended to answer every question or anticipate every need of a permit applicant, home owner or builder. All persons planning work that is governed by a code in the province of Alberta should first contact their local municipal authorities for direction and requirements for permits in their locality.

The diagrams and forms contained here-in are samples only and do not represent the only way, method or materials that will achieve code compliance.

Permits and Compliance edited and compiled by Brent Adams of The Inspections Group Inc. with contributions from Richard Stelmaker, Tim Roskey, Mary Meier and John Kasper. Many other employees of The Inspections Group Inc. contributed with helpful technical and format suggestions.

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REFERENCE SECTION – The reference section contains helpful information and diagrams that cover some of the more common permit and compliance situations.

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INTRODUCTION

Service
Friendly advice. Complete inspection services. Quick turnaround time.

Mission Statement
The Inspections Group Inc. is committed to providing optimum compliance monitoring services with utmost integrity.
- Always be the inspection agency of choice
- Consistently exceed customer expectations

CORPORATE VALUES

Ethical
Conduct our business with integrity in the communities we serve.

Proactive
Identify contractor and municipal expectations and deliver on commitments and communications in a timely manner.

Growth & Innovation
Challenging the status quo with new ideas and continuously improve our people services and processes.

Teamwork
Share knowledge through communication that promotes continuous learning.

Service Excellence
By listening to our customers and their needs, consistently deliver extraordinary service that exceeds our customer’s expectations.

We Strive To Provide Our Customers With Expertise And Guidance At An Unmatched Level Of Excellence

The Inspections Group Inc. was incorporated in 2001. The Inspections Group Inc. provides compliance monitoring services under the Alberta Safety Codes Act for five disciplines: building, electrical, plumbing (including private sewage disposal systems), gas and fire. The Inspections Group Inc. also provides permit issuance and inspection services for residential, commercial and industrial sites in all four disciplines throughout the Province of Alberta.

PROUD LEADERS IN COMPLIANCE MONITORING SINCE 2001
PERMIT INFORMATION

Development Permit or Building Permit – What's the difference? Aren't they the same thing?

Development Permits and Building Permits are two entirely different permits.

DEVELOPMENT PERMITS

A Development Permit essentially regulates how a property is used or improved. Consideration has to be given to neighbors, zoning and existing construction to maintain harmony in various communities.

A Development Permit approves the location, size and use of a building. Development permits and approvals need to be obtained for new construction, renovations, businesses and changes to how a building is being used.

A Development Permit may also be subject to conditions, such as utility rights of way, restrictive covenants, proximity to roads and highways. For more information contact the Planning and Development Department of your local Municipality.

You must have a Development Permit before you may apply for a Building Permit.

BUILDING PERMITS

Building permits regulate how a building or other structure is built. The intent of The Alberta Building Code is to ensure the health and safety of the occupants of a building or project. This Code establishes minimum requirements to be met in the Province of Alberta.

Most construction projects; including some renovations, require permits under the Alberta Safety Codes Act. Depending on the Municipality you live in; The Inspections Group Inc. may provide some or all permit services for your area.

Some minor types of renovations (e.g. replacing doors or windows in the same size frames, re-shingling roofs, etc.) may not require permits. Buildings under 10 sq. m. (110 sq. ft.) do not require a permit. In some municipalities decks under 24 inches in elevation from finished grade do not require a permit to build. If you are not sure if you need a permit for your project, call your local Municipality or The Inspections Group Inc. today.
WHAT DO YOU NEED BEFORE APPLYING FOR A BUILDING PERMIT?

Make sure you have the following before applying for a Building Permit other than a garage, shed or accessory building:

- A copy of your approved Municipal Development Permit.
- The correct municipal address or the legal description of the property (lot, block, plan, section, township, range).
- At least two complete sets of plans for your building project including:
  - A floor plan
  - Elevation drawings
  - Cross-section drawings
  - Mechanical information
  - Electrical information
  - Professional endorsement (e.g. Engineer or Architect seal and signature when required)

All construction plans will be reviewed by a qualified professional to verify that they meet the requirements of the regulations adopted under the Safety Codes Act. Building Permits may be issued provided everything in your construction plan meet the requirements.

OTHER TYPES OF PERMITS?

The Inspections Group Inc. is accredited to issue permits and provide compliance monitoring in five disciplines under the Alberta Safety Codes Act. Our qualified Safety Codes Officer’s, will also check materials and appliances for compliance with recognized standards.

When your project includes services such as electrical, plumbing and gas, additional permits will be required.

The Alberta Safety Codes Act requires that installations of electrical, gas and plumbing (including private sewage disposal systems) be covered under a permit and that they must be inspected.

Our Safety Codes Officers will verify that proper methods of assembly are used and examine for proper identification before providing acceptance of installations.

HOW DO I APPLY?

- Check with your local Municipality first to find out if they issue the required permits.
- Fill out the correct application form.
- Submit the completed form with the necessary plans and supporting documents, (as required). Check to see where the application is to be received. It may be to the Municipality or directly to The Inspections Group Inc.

Call our office, at (866) 554 5048 (toll free) from anywhere in Alberta for free consultation, to verify the appropriate permit issuer in your Municipality and to obtain the correct application form. In the Edmonton area, please give us a call at (780) 454 5048 or visit our office located at 12010 - 111 Avenue, Edmonton, Alberta, you can also visit our Edson office at 4905 - 4th Avenue Lower Level, Edson Alberta or call (877) 723 4923.
HOMEOWNER VS CONTRACTOR

Homeowner
A permit issuer may issue a permit in:

Building:
- to an owner who resides in a single family residential dwelling for the installation of building systems in the dwelling

Electrical:
- to an owner who resides in a single family residential dwelling where the electrical system serves that dwelling
- to an owner of a farm building* served by a single phase electrical system

Gas:
- to an owner who resides in a single family residential dwelling if the gas system serves the dwelling
- to an owner of a farm building* if the gas system serves the farm building

Plumbing:
- to an owner who resides in a single family residential dwelling if the plumbing system serves the dwelling
- to an owner of a farm building* if the plumbing system serves the farm building

Private Sewage System:
- to an owner who resides in a single family residential dwelling for any private sewage system if the private sewage disposal system serves the dwelling
- to an owner of a farm building* for any private sewage system if the private sewage disposal system serves the farm building

*“Farm building – means a building located on agricultural land as defined in the Agricultural Operation Practices Act that is occupied for an agricultural operation as defined in the Agricultural Operation Practices Act....”
**Contractor**
A permit issuer may issue a permit in:

**Building:**
- to an owner’s agent

**Electrical:**
- to a master electrician

**Plumbing:**
- to a journeyman plumber

**Gas:**
- to a journeyman gasfitter

**PSDS:**
- to a certified installer (to locate a certified installer visit the link below)
  www.municipalaffairs.alberta.ca/cp_privatesewagecontractorlist.cfm
REQUIRED INFORMATION (on building drawings when applying for residential Building Permit):

1. A Site Plan
Show the actual dimensions of the legal property and the location of the building in relation to the property lines and all other buildings or structures on the property. Dimensions must be shown for spatial separation from property lines and other buildings. The legal description and/or civic address must be listed.

2. Foundation Plan
Include the following information:
- Width and depth of footing, strength of concrete and size of reinforcement steel used.
- Width and height of concrete walls including interior insulation and wall cladding.
- Size and depth of concrete pads used to support structural members.
- Type of damp proofing used below grade on foundation.
- Weeping tile and sub surface water disposal method.
- Main floor joist or truss layout including details of beams, columns and teleposts (size, spacing, etc.).

Note: The following types of foundation construction must be designed and inspected by a Professional Engineer licensed to practice in the Province of Alberta:
- Pile foundations (concrete, wood or steel).
- Pile and grade beam (exception garages, not exceeding 55 sq. meters (approx. 24’ X 26’).
- Preserved wood foundations if not built to CAN/CSA-S406.
- Shallow foundations – less than 4 ft. below grade or less than frost penetration.

Should you be using any one of the above construction methods, detailed drawings for these types of foundations should be designed, stamped and sealed by an Engineer before issuance of your Building Permit.

3. Floor Plan
For each floor level including the basement, the size and use of all rooms and floor areas are to be identified. (e.g. kitchen, bedroom, furnace room, garage, etc.).

Note: If you are utilizing a pre-engineered product such as: I-joint, truss joist or any other pre-engineered product including beams, the manufacturers designed layout must be submitted.

4. Elevation View
Each face of the building (north, south, east and west) must be drawn to show the size and location of each opening (windows and doors) and the finished grade elevation must be included. The type of exterior finishing is normally also identified on these drawings.
5. Cross Section
This drawing describes the construction details and dimensions of various components of the buildings construction (e.g. foundation, floor, basement floor, interior walls, exterior walls and roof).

For example a typical exterior wall may consist of the following: Horizontal vinyl siding, building paper, 3/8” OSB exterior sheeting, 2” X 6” SPF # 2 studs at 16 inch on center, R-20 batt insulation, 6 mil CGSB polyethylene vapor barrier, 1/2 inch gypsum board (painted).

6. Mechanical and Electrical Information
Information describing the type of heating and ventilation system which will be installed in the dwelling is to be shown.

Note: that hydronic radiant floor heating systems require engineered design systems, which must be submitted if you are installing such a system.

Electrical lighting, receptacles, service location and smoke alarms are to be included on floor plans.

7. Summary
Designs created by an applicant must be legible, drawn to scale and be of sufficient clarity and detail to enable a Safety Codes Officer to determine that the construction is in compliance with safety standards and identify any potential infractions prior to construction beginning.

It is impossible to cover all designs and site conditions using standard building practices as outlined in Part 9 of the Alberta Building Code. Any design which cannot be checked using the minimum standard of the Alberta Building Code must be designed and reviewed by Professional Engineer or a Registered Architect licensed to practice in the Province of Alberta.

A Safety Codes Officer may refuse to issue a permit if the work proposed does not meet the safety standards and regulations adopted under the Safety Codes Act. The issuer must be satisfied with the quality, accuracy, adequacy of the information provided by the applicant in support of the application.

In summary, this document is intended as general information only and may not address all situations which may arise in the process of preparing construction drawings or conditions encountered on the site during construction. It is our intention that this will act only as a guide to assist you in obtaining a Building Permit in a quick and efficient manner.

**Prefabricated roof trusses and manufactured floor joists** are designed and engineered to accommodate each individual site condition and cannot be checked using the building code. With each roof truss or floor system shipment, a truss or joist layout drawing showing the location of each truss or joist type and a shop drawing stamped and sealed by a Professional Engineer are included. These are to be submitted to the Safety Codes Officer prior to permit issuance.

A building Safety Codes Officer will stamp the drawings “examined” during the plan review phase. One set of these drawings must be present at the project site during construction.
REQUIRED INFORMATION FOR PERMIT APPLICATIONS THAT IS REGULARLY OVERLOOKED:

Cost of Installation (Labor & Materials): The Permit Regulation stipulates that the prevailing market value of the undertaking must be shown on the building permit application. Permit fees may be calculated on the work to be done, on square footage, cost of the project or number of fixtures.

Owner information: It is a requirement under the Permit Regulation to obtain the property owner’s name and mailing information. Obtaining complete and accurate owner information is necessary for several reasons. Most importantly the owner is ultimately responsible for ensuring the work complies with the Safety Codes Act. A Permit Services Report is issued to the owner when the permit is closed and alerts the owner as to the final outcome of the inspection process. This may require the owner to take additional action. It is imperative that we are able to contact the owner by mailing address, phone, fax or email to ensure a Permit Services Report is received. Every effort must be made to make sure the owner receives the Permit Services Report (PSR).

Owners are also contacted in the event of a ‘No Entry’ inspection, when a variance is issued or if the permit expires.

Project Location: It is a requirement under the Permit Regulation to obtain the address at which the work will take place. It is important to clearly state the municipality where the work is taking place.

Street Address: An address in any municipality other than a rural address in a County or Municipal District. A legal land description is required for rural addresses.

Description of Work: A requirement under the Permit Regulation is to describe the work or portion of the work governed by the permit, including information satisfactory to the permit issuer regarding the technical nature and extent of the project. A description of work should always be included to ensure the Safety Codes Officer knows what they should be inspecting when they are on site.
THE IMPACT OF PERMITS MISSED OR IGNORED

It is important that work on buildings and properties be properly permitted. The Safety Codes Act and its pursuant codes, (e.g. Building, Electrical, Plumbing and Gas, etc.), were put in force to protect public safety by establishing a minimum standard to be met. When permits are missed or ignored serious consequences may result. Less serious is the issue of having to put permits in place for completed work, days, weeks even months later (usually because of a property sale that someone never anticipated). There is also a financial impact; permits will cost more in the future than they will today.

The Government of Alberta is currently in the process of increasing energy efficiency requirements within the Provincial Building Code. They have commissioned two research papers to investigate options for accomplishing this in both small and large buildings and have recently completed a period of public consultation regarding code changes for single family dwellings.

Natural Resources Canada reports that houses built between 2000 and 2009 have been tested in Alberta and averaged an EnerGuide level of 70. Many provinces are moving towards EnerGuide 80 or equivalent as a minimum standard. There is also a process to include energy efficiency requirements in the National Building Code by 2012, which the Government of Alberta has stated it will likely adopt by 2014. Indications are that the Alberta Government would like to reach an EnerGuide 80 level by 2014 and will use the next code update to set interim mid-range efficiency requirements in preparation for the anticipated change in 2014.

The above information was taken from a recent Alberta Government report released in March 2010. We are anticipating changes affecting many of our current construction codes to achieve improvements in energy efficiency.

Existing buildings and construction that have permits in place will not be affected by future changes.

Buildings or work that did not have permits in place, (and future new construction of course), will have to meet all new requirements when a permit is taken out at a later date.
AFTER THE PERMIT IS ISSUED

Once the permit is issued the permit holder must:

a) comply with the terms and conditions of the permit,

b) undertake the construction, process or activity in accordance with the Act and applicable codes and standards,

c) Notify the permit issuer;
   i) if the permit holder does not intend to complete the undertaking, or
   ii) if there is a change in ownership from the owner as stated on the permit application

d) ensure that all plans and specifications required to apply for the permit are available at the construction site at all reasonable times for inspection by a Safety Codes Officer and,

e) ensure that a permit for the building discipline is posted, or otherwise identified, at the construction site.

Please inform us of your intention to start work, of any delays, changes or stoppages of work or an inability to complete the work.

Changes to the work in type, size and value does have an impact on a permit. Unapproved changes to permitted work can result in cancellation of a permit or result in costly delays and repairs.

It is best to inform your Safety Codes Officer and issuing agency when there is a change. Most often it is a simple matter of changing the records on file. (e.g. Address change, phone number, etc.)

A permit expires if the undertaking to which it applies

a) is not commenced within 90 days from the date of issue of the permit,

b) is suspended or abandoned for a period of 120 days, or,

c) is in respect of a seasonal use residence and the undertaking is suspended or abandoned for a period of 240 days after the undertaking is started.

When the term of the permit has not expired, a permit issuer may, in writing and on the request of the permit holder, extend the permit for an additional fixed period of time that the permit issuer considers appropriate.
INSPECTIONS

Booking an Inspection: Allow at least two working days (48 hrs.) notice for an inspection to take place. The receiver of an issued permit can request an inspection by phone, fax or online at www.inspectionsgroup.com.

Inspection requests require the following information:

- Permit applicant contact name and phone number
- Permit number
- Project location / address (civic or legal)
- Directions to project location
- Stage of inspection; see pages 12 and 13 for reference

**PERMIT INSPECTION REQUEST**

**CONTACT INFORMATION:**

<table>
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<tr>
<td>Phone:</td>
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<tr>
<td>Cell:</td>
<td></td>
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<tr>
<td>Additional Information:</td>
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<tr>
<td>Preferred Inspection Date:</td>
<td>(allow at least 48 hours from submission)</td>
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**PROJECT INFORMATION:**

<table>
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<tr>
<td>County/City/Town/Village:</td>
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<tr>
<td>Civic Address:</td>
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<tr>
<td>Legal Address:</td>
<td>Part of Sec Twp Rge West of</td>
</tr>
<tr>
<td>Subdivision, Lot, Block, Plan:</td>
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<td>Directions:</td>
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**INSPECTION INFORMATION:** (number and type of inspections may vary depending on QMP requirements)

**Building**

- **Foundation prior to backfill** - footing & walls with forms removed, weeping tile & damp proofing in place
- **Framing prior to drywall** - framed walls, floors & roof complete prior to insulation, foundation backfilled, exterior doors & windows installed, outside sheathing, engineered floor & truss layout
- **Final prior to occupancy** - all items from previous inspection reports complete OR
- **Rough in prior to backfill** - majority of system installed with a portion left open for inspection

**Electrical**

- **Rough in prior to drywall** - main service, all wire & boxes installed & visible, bonding & grounding complete
- **Final prior to occupancy** - all items from previous inspection reports complete, panel labeled, smoke alarms installed, all load devices & switches installed & operational

**Gas** (also see TIGI Gas Service Completion Notification form)

- **Rough in** - for installations over 400,000 BTU
- **Final prior to occupancy** - All gas piping installed, pressure test complete, gas meter installed, all fixtures installed, vented & operational

**Plumbing**

- **Rough in prior to covering** - All drain or sewer lines installed, all water lines installed, all vent stacks installed
- **Final prior to occupancy** - All items from previous inspections reports complete, all fixtures installed & operational

**Private Sewage Disposal Systems**

- **Rough in prior to backfill** - Majority of system installed with a portion left open for inspection
INSPECTION STAGES BY PERMIT TYPE

INSPECTION STAGES IN BUILDING PERMITS

NEW HOUSES

Foundation before backfilling:

- Footings and walls poured with forms removed
- Weeping tile in place
- Washed rock and damp proofing in place

Framing before drywall and insulation:

- Framing of walls, floors and roof complete
- Foundation backfilled
- Exterior doors and windows installed
- Outside sheathing
- Manufactured engineered floor layout
- Truss layout and roof bracing details on site

Final prior to occupancy within 365 days of permit issuance:

- Handrails in place and guards complete
- Heating/ventilation system installed and ductwork complete
- Smoke alarms and carbon monoxide detectors installed
- All items from previous inspection reports or plan examination complete

AN ADDITION TO A HOUSE

Framing prior to drywall:

- Framing of walls, floors and roof complete
- Foundation backfilled
- Exterior doors and windows installed
- Outside sheathing
- Engineered floor and roof truss layouts onsite

Final prior to occupancy:

- Similar to New House final. Some items may not apply

MANUFACTURED, RTM MODULAR OR RELOCATED HOME

Foundation before backfilling:

(only when a full basement is included)

- The same as a new house foundation inspection

Final – before moving in:

- All work is complete

ACCESSORY BUILDINGS (GARAGES, SHOPS)

Framing prior to drywall:

- Framing of walls, floors and roof complete
- All work is complete

Final for Buildings valued over $20K:
DECKS, SHEDS, HOTTUBS, POOLS

Final – before using:

- All work is complete

WOODSTOVES AND WOOD FIREPLACES

Rough-in (for built in units):

- The unit is in place, the clearances to combustibles and connection of various parts are open to view

Final – before using:

- All work is complete, finishes are in place hearth and other surface protectors are in place
- Carbon Monoxide alarm has been installed

INSPECTION STAGES IN SERVICE OR TRADE PERMITS

ELECTRICAL PERMITS

Rough in prior to drywall:

- Main service installed
- All wire and boxes installed and visible
- Bonding and grounding complete

Final prior to occupancy within 365 days of permit issuance:

- All items from previous inspection reports complete
- Panel labeled
- Smoke alarms installed
- All load devices and switches installed and operational

GAS PERMITS

Final prior to occupancy within 365 days of permit issuance:

- All gas piping installed
- Pressure test complete
- Gas meter installed
- All fixtures installed, vented and operational

PLUMBING PERMITS

Rough in prior to covering:

- All drain or sewer lines installed
- All water lines installed
- All vent stacks installed

Final prior to occupancy within 365 days of permit issuance:

- All items from previous inspection reports complete
- All fixtures installed and operational

PRIVATE SEWAGE DISPOSAL SYSTEM PERMITS

Rough in prior to being covered:

- Majority of system installed with a portion left open for inspection
COMPLIANCE

AFTER THE INSPECTION – ACHIEVING COMPLIANCE

You’ve followed all the rules and called for all the inspections. Now what?

Ideally you will have passed your inspection. Whether it is under a Building, Plumbing, Gas, Electrical or P.S.D.S. permit, you want compliance. You want and deserve assurance that all the work you have done or paid for is in compliance with all applicable codes and regulations. As previously stated every permit requires at least one inspection and maybe more. There is a possibility that an inspection will uncover a deficiency with code requirements.

Compliant - Let’s assume that all of your inspections are compliant. The owner of the property on which the work took place will receive a Permit Services Report (PSR). This is a recorded document that states the work, (within the limits of the specific permit), meets the intent of The Safety Codes Act and applicable code. A PSR is not a guarantee. It is a statement that inspections were carried out and those points that were inspected are in compliance.

Non Compliant - Your inspection isn’t 100% compliant. The inspection report requires that you repair, re-do or complete something. Now what? If you receive an inspection report that requires an action on your part, the first thing to do is ensure you understand what needs to be corrected, then plan what you will do to correct the deficiencies.

Let your inspector know when and how you will be correcting a deficiency. In some cases a re-inspection will be required; while in others a written verification will be acceptable. The worst thing to do is to ignore or forget to do something with a deficient inspection report. As an inspection agency it is our purpose to work with you to achieve full compliance with your permits. We will work with you after a final inspection and maintain contact with you through the process. Your inspector is ready to discuss all matters with you and provide all the guidance he or she can.

When contact and co-operation with us has not been maintained, we have to continue to proceed with the file to close permit.
BEDROOM WINDOW EGRESS

Bedroom windows must be sized so that they can be used as a direction of escape in case of fire. Each bedroom must have a window that opens from the inside without the use of tools or special knowledge and has an unobstructed area when open of at least 0.35 m² or 3.75 sq. ft. (minimum dimension of opening, (width or height), allowed is 380 mm or 15”) (Division B Article 9.7.1.2).

The critical area of a bedroom window is the open area that is free and clear of obstruction when open fully.

If a bedroom window is fitted with security bars, the bars must be openable from the inside without the use of any tool or special knowledge. (Division B Article 9.7.1.2).

Where a bedroom window opens into a window well, a clearance of not less than 550 mm must be provided in front of the window. (Division B Article 9.7.1.3.).

There is no minimum or maximum height requirement stated in the Alberta Building Code for bedroom windows in a basement development. It is recommended to have furniture positioned to aid smaller children to access an escape route through a window in an emergency.
TYPICAL ENTRANCE LANDING WITH GUARD RAILS AND STAIR

STAIR CONSTRUCTION:
Treads and risers shall have uniform rise and run in any one flight with a maximum tolerance of 6mm. (Division B Article 9.8.4.1.Unif. Treads and Risers). The landing should be approximately 1500mm (5’) wide and 1200mm (4”) in depth.

The stairs shall:
- have a minimum run of 210 mm (8 1/4”) and a maximum rise of 200 mm (7.87”) and a minimum tread width of 250 mm (9.84”) and uniform rise/run throughout any one flight.
- be provided with a handrail if more than three risers.

Unpreserved wood must not be used within 150mm of the ground or in contact with concrete in contact with the ground.

WHEEL CHAIR RAMP
TYPICAL GUARD CONSTRUCTION

No climbable surfaces between 4” (100mm) and 35 ¼” (900mm). No gaps in guard to exceed 4” (100mm).

A handrail is required for interior stairs with more than two risers and three risers for exterior stairs. No gaps in guard to exceed 4” (100mm).

Interior guard height is 35 ¼” (900mm), exterior guard is 35 ¼” (900mm) up to a deck elevation of 5.9 ft. (1.8m) and 42” (1070mm) for deck elevations above 5.9 ft.

The vertical handrail height for stairs must be 35 ¼” (900mm) min. to 38” (965mm) max. measured from the forward edge of the stair nosing.

TYPICAL ARRANGEMENT FOR A WOODSTOVE INSTALLATION

Spark arrestor / rain cap

Certified chimney for appliance

Roof flashing

600 mm (24”) minimum

600 mm (24”)

3 m (9.8’)

Possible alternate method of chimney installation

Carbon monoxide detector

Certified flue for appliance

Combustion air supply

Non combustible floor protector
UNCOVERED DECK INFORMATION
(You may complete this form and attach it to the Building Permit Application)
PRIVATE GARAGE INFORMATION
(Both pages to be completed fully and attached to the Building Permit Application)

Owner Name: ________________________________
Address: ____________________________________ Postal Code: _______________________
Phone: ____________________________________ Fax: _________________________________
Email Address: _______________________________ Cell: ________________________________

BUILDING SIZE: Length ______ x Width ________ x Wall Height ________

BUILDING FOUNDATION (select one)
☐ Concrete slab on grade. 55 sq. M. (592 sq. ft.) or less
☐ Concrete slab on grade. Greater than 55 sq. m. (592 sq. ft.) (Engineering design and stamped drawing is required)
☐ Concrete frostwall on concrete strip footing with minimum 4’ depth
☐ Concrete pile and grade beam (Engineered design and stamped drawing is required)
☐ Other __________________________________________________________________________

WALL CONSTRUCTION (fill in information or and select as required)
☐ 2 x ______ wall studs ______” on center
☐ 2 x ______ double top plates
☐ 2 x ______ treated bottom plate
☐ 1½” anchor bolts maximum 8’ apart
☐ ______ windows
☐ ______ man door(s) (minimum one required)
☐ 2 2 x ______ headers over windows and man door(s)
☐ Overhead door header. type ______ size ________
☐ Wall sheathing □ 3/8” □ 7 /16” □ ½” □ O.S.B. □ Plywood □ Other: ____________
☐ I.C.F. wall construction ______ thickness ______ height
☐ Siding: □ Vinyl □ Stucco □ Metal □ Other: ____________
☐ Electrical lighting: □ Interior □ Exterior

ROOF CONSTRUCTION
☐ Engineered trusses ______” on center
☐ Site framed roof ______________________________________
☐ Roof Covering: □ Asphalt shingles □ Metal □ Other ______
☐ Roof Sheathing □ 3/8” □ 7 /16” □ ½” □ O.S.B. □ Plywood □ Other ______


GARAGE, SHED AND ACCESSORY BUILDING PLAN SHEET

SITE PLAN: INDICATE THE PLANNED POSITION OF THE BUILDING ON THE PROPERTY WITH DIMENSIONS TO THE PROPERTY LINE. INCLUDE THE LOCATION OF ALL OTHER BUILDINGS


PLEASE INDICATE ALL WINDOWS AND DOORS WITH APPROXIMATE SIZES

LEFT VIEW WHEN FACING FRONT

FRONT VIEW

RIGHT VIEW WHEN FACING FRONT

BACK VIEW
GARAGE, SHED AND ACCESSORY BUILDING
SECTION VIEW

COMPLETE THIS DIAGRAM AS IT APPLIES TO YOUR CONSTRUCTION

1. DIMENSION THE WALL HEIGHT
2. INDICATE THE TYPE AND THICKNESS OF THE FOUNDATION
3. DESCRIBE THE BUILDING ANCHORS
4. IDENTIFY THE TYPE AND THE DIMENSIONS OF THE WINDOW AND DOOR HEADERS
5. COMPLETE THE ROOF SECTION SHOWING THE TRUSS WIRING WITH ANY BRACING OR RAPTER CONSTRUCTION
6. INDICATE AND DESCRIBE PROVISION FOR ROOF VENTILATION, ANY INSULATION AND WALL FINISHES.
MANUFACTURED HOME INFORMATION SHEET
(both pages to be completed fully and attached to the Building Permit Application)

Owner Name: ____________________________________________________________

The following information is required to obtain a building permit. The information required on
lines one through four is provided by the manufacturer of the unit and is recorded on a label
affixed to the home.

1. C.S.A. Label Number ___________________________________________________
2. A.M.A. Number _______________________________________________________
3. Serial Number _______________________________________________________
4. Year of Manufacture ___________________________________________________

5. Type of Foundation:  □ Wood Blocking  □ Concrete Piles (requires engineered drawings)
                        □ Pier Foundation  □ Steel Piles (requires engineered pile details)


Please answer the following questions:

1. Is this home brand new?  □ No  □ Yes
2. Is this home built on a steel frame?  □ No  □ Yes
3. Is this home being relocated from somewhere other than a factory?  
   □ No  □ Yes (Explain: ______________________)
4. This home is being relocated for the ________ time.
5. Has this home had any renovations or additions since leaving the factory?  
   □ No  □ Yes (Explain: ______________________)

The set up of this home includes two 4’x6’ landings with stairs and railings. Decks, additions
and woodstoves require the submission of separate plans and details.
Please complete the views on this page as accurately as possible. Please indicate the following:
1) The approximate sizes and locations of all rooms.
2) The approximate sizes and location of all windows and doors.
3) The location of all carbon monoxide alarms and smoke alarm.
BUILDING APPLICATION REQUIREMENTS CHECKLIST

Hot Tubs/Swimming Pools
☐ Site plan with the location and dimensions of tub/pool
☐ Hot tub cover certification conforming to ASTM F1346-91
☐ Location of fence around pool

Decks
☐ Site plan
☐ Plan view
☐ Cross section view or sample plan with dimensions filled in

Woodstoves (includes Fireplaces, Pellet and Coal Stoves)
☐ Floor plan indicating room dimensions and clearances of stove
☐ Manufacturers’ installation instructions
☐ References to certification listing

Basement Developments and Minor Renovations
☐ Floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors

Manufactured Homes (mobiles)
☐ Site plan
☐ Foundation Requirements:
  • wood blocking is acceptable
  • any other foundation may/will require a structural engineered stamped plan
☐ Floor plan
☐ 4 Elevation views
☐ C.S.A. number
☐ Alberta Municipal Affairs number
☐ Serial number
☐ Proof of deformation resistant building (Built on steel frame)

Modular Homes, RTM or Relocated Building
☐ Site plan
☐ Floor plan
☐ Foundation Requirements:
  • a full basement or frost wall foundation is acceptable
  • any other foundation may/will require a structural engineered stamped plan
☐ 4 Elevation views
☐ C.S.A. number
☐ Alberta Municipal Affairs number
☐ Serial number
BUILDING APPLICATION REQUIREMENTS CHECKLIST

Single Family Dwellings and Additions

☐ Site plan
☐ Floor plan(s)
☐ Foundation Requirements:
  • a full basement or frost wall foundation is acceptable
  • pile and grade beam or any other foundation will/may require a structural engineered stamped plan
☐ Elevation views
☐ Roof truss layouts
☐ Manufactured floor joist layouts
☐ Engineered stamped drawing for attached garage foundation if it is pile and grade beam

One Room Additions and Sunrooms

☐ Site plan
☐ Floor plan
☐ Foundation plan
☐ Elevation views
☐ Cross section view
☐ If it is a manufactured sunroom; supplier’s full product information is required

Garages/Sheds/Storage Buildings

☐ Site plan
☐ Plan view
☐ 4 Elevation views
☐ Building cross section
☐ Roof truss information (optional could be submitted later)
☐ Foundation Requirements:
  • frost wall foundation or 55 sq. m. (596 sq. ft.) concrete slab are acceptable
  • any other foundation will require a structural engineered stamped plan
☐ Wall Requirements:
  • walls up to 12 feet in height are acceptable
  • walls over 12 feet will require an engineered stamped plan
BASIC BUILDING FOUNDATIONS

The examples illustrated on the following pages are not intended to be a complete list. They are however examples of the most common foundations currently being used for residential construction and is for information only.

Poured Concrete Wall on a Strip Footing

This is by far the most common foundation for new home construction. Minimum widths and thicknesses can vary so be sure to consult your local Building Safety Codes Officer if you are unsure about dimensions. In this example there will be a full basement on the opposite side of the wall. You can see in this picture a foundation that has been damproofed. The perimeter weeping tile is in place awaiting coverage by six inches (150 mm) of clean stone. This foundation does not require professional engineering.

Frost Wall Foundation

This foundation is generally used when either a crawl space will be used under a building or both sides of the wall will be backfilled. Most often it is constructed from poured concrete. It is called a frost wall because it is meant to extend a minimum depth into the ground to be below expected frost penetration. This foundation does not require professional engineering.

Preserved Wood Foundation (PWF)

This foundation has its walls constructed from below grade certified treated wood. It can have either PWF footings and floor or poured concrete footings and floor. Most of these foundations are built from engineered drawings. Care must be taken to ensure that the wood used in this construction is not confused with treated wood meant for above grade work like decks.
Pier Foundation

These foundations are generally constructed from poured concrete. Under normal residential use they would not require an engineered design. A pier foundation is comprised of a column and a base. The width of the column must be at least one third of its height. The base would be a minimum of 4” (100mm) thick extending beyond the column base the same distance. Typical uses for this foundation are covered porches, small additions or buildings.

Pile Foundation

A pile foundation is most often a series of cylindrical holes drilled into the ground and filled with concrete. Typical uses are decks and porches added to an existing building. Care must be taken here with the potential roof loads that may be placed on the pile. This foundation is not definitely described in The Alberta Building Code and will likely require a design stamped by a professional engineer before a permit may be issued.

Pile and Grade Beam Foundation

This foundation is constructed from poured concrete. It is comprised of steel re-enforced piles spanned by a steel re-enforced beam. The intended use of this foundation is where the bearing surface of the ground is not adequate, (too soft), to support footings. The piles are placed deep enough to find firm support and the grade beam supports the building over the soft ground between the piles. The complexity of this foundation type requires that it be designed and the plans stamped by a professional engineer.
Poured Concrete Slab Foundation

This foundation is made from poured concrete resting on the surface of the ground. The Alberta Building Code limits its size to 55 sq. m. or 592 sq. ft. This foundation type is permitted for single storey detached garages with no masonry veneer. It is not intended for houses, cabins or tall wall construction. Slabs that exceed the maximum size allowed or are used for buildings other than vehicle parking will require the slab plans to be designed and stamped by a professional engineer.
P.S.D.S. APPLICATION REQUIREMENTS CHECKLIST

Septic Field Application page

- Ensure that all signatures are included
- Ensure that all mailing addresses, including postal codes are complete
- Ensure that type of system being installed is indicated
- Ensure that installers certification number is indicated, (contractor permit applications, only)
- Ensure that tank size is indicated
- Ensure that number of bedrooms is indicated

Site diagram

- Ensure that water source (well or cistern) is identified
- Ensure that building being served is indicated
- Ensure that tank and field location is shown
- Ensure that set back distances are indicated

Summary design report

- Ensure that summary design report is included and completed for type of system being applied for

Soils profile log form

- Ensure the at least two completed soils profile log forms are included

Soils laboratory analysis report

- Ensure that at least two soil analysis reports are included

Worksheets (for pressure distribution systems)

- Ensure that pressure distribution worksheets are included

The above is the minimum required information for obtaining a septic field permit.

A list of private sewage certified contractors list can be found at www.municipalaffairs.alberta.ca/cp_privatesewagecontractorlist.cfm.
1 or 1 ¼" discharge line graded at ¼" per ft. Back to tank, with a ¼" drain hole drilled in the 90 degree elbow inside pump chamber, at the outlet of the tank, to permit discharge line to drain (if elevation allows), or bury at least 2’ deeper than the frost line.

Point of discharge.

Mound up earth around the discharge line, cover this mounded earth with fieldstone, rip rap, etc. to keep this mounded earth from eroding away. The extra height provided by this mounded earth will help keep the frost away from the discharge line to a higher elevation and avert possible freeze ups.

An insert elbow and 1 ft. of pipe to direct flow to the area covered with heaviest rock that has been laid down.
Customer Connection Guide

TYPICAL RESIDENTIAL AERIAL SERVICE INSTALLATION
(MAXIMUM SERVICE SPAN DISTANCE 30 METERS)
-SERVICE ATTACHMENT MUST BE ON THE POLE LINE SIDE OF THE BUILDING

NOTE: MAXIMUM DISTANCE ABOVE ROOF LINE OR TOP SUPPORT FOR:

100A RESIDENTIAL SERVICE:
- 450 mm for 35 mm (1 1/4") MAST
- 600 mm for 41 mm (1 1/2") MAST
- 900 mm for 53 mm (2") MAST

150A or 200A RESIDENTIAL SERVICE:
- 900 mm for 35 mm (2") MAST

35mm (1 1/4") RIGID STEEL CONDUIT MAST
41mm (1 1/2") RIGID STEEL CONDUIT MAST
53mm (2") RIGID STEEL CONDUIT MAST

CLEVIS ABOVE ROOF LINE
450mm for 35mm (1 1/4") RIGID STEEL CONDUIT MAST
600mm for 41mm (1 1/2") RIGID STEEL CONDUIT MAST
900mm for 53mm (2") RIGID STEEL CONDUIT MAST

1500mm MINIMUM
1800mm MAXIMUM

FINAL GRADE

120V LINE
LOAD
SINGLE PHASE, 3 WIRE
120/240 VOLT
SELF-CONTAINED
METER INSTALLATION
CUSTOMER CONNECTION GUIDE
TYPICAL UNDERGROUND RESIDENTIAL SERVICE INSTALLATION

NOTES:
1. Depending on conditions, where a chain type trencher is utilized, sand may not be required. However, where excavation is completed by a hoe or similar means, sand must be provided 150 mm above and below cable.
2. Service cable to be minimum 900 mm. Maximum 1.2 m in depth.
3. Installation must be inspected prior to completing backfill (install cable, sand and fill up to marker tape, then call for inspection). If multiple inspections are required, there will be additional charges.
4. Cable must be protected from mechanical damage at all times.
5. Installations that are not in compliance will be rejected.
COMMON BRANCH CIRCUITS

All receptacles S-15R and S-20R. A shall be tamper resistant except microwaves, refrigerators, freezers and kitchen counter.

- Washing Machine: 14/2 wire 15 amp breaker
- Microwave: requires separate circuit if built in. Does not require separate circuit if not built in. 14/2 wire 15 amp breaker
- Dishwasher: check appliance for requirements
- Refrigerator and clock outlet: 14/2 wire 15 amp breaker
- Garage plugs and lights: on separate circuit. 14/2 wire with 15 amp breaker.
- Kitchen counter split receptacles: max. 2 on circuit 14/3 wire 2 15 amp breakers
- Kitchen counter receptacles within 59" (1.5 m) of sink must be GFCI protected
- Bathroom plug outlet: GFI type receptacle required. 14/2 wire 15 amp breaker
COMMON BRANCH CIRCUITS

- Gas Furnace 14/2 wire 15 amp breaker with disconnect switch
- Electric Water Heater 12/2 wire 20 amp breaker
- Electric Dryer 10/3 wire 30 amp breaker
- Electric Range 8/3 wire 40 amp breaker
- Freezer - separate circuit is not required, but is recommended. 14/2 wire 15 amp breaker
- Outside plugs GFCI protected. 14/2 wire 15 amp breaker
- Bedroom circuit 14/2 wire - AFCI type 15 amp breaker - tamper resistant receptacles
- Kitchen Fan
- Carbon Monoxide Alarm
- Circuits for plugs, lights, fans etc. max. 12 devices @ 1.2 amps ea. per circuit 14 wire 15 amp breaker
- Bathroom Fan
- Smoke Alarms

Note! Smoke and Carbon Monoxide Alarms cannot be wired on a stand alone circuit and should be included in a circuit serving lights to ensure that the circuit is active.