

The following information must be included with the permit application submission.
Missing documents may cause an application to be declined or delayed for approval.

- ✓ **Completed Application Forms**
 - Town of Okotoks permit application
 - Estimated construction cost and permit fee calculations
- ✓ **One set of Construction Drawings – Electronic Format**
 - Construction drawing must conform to the Alberta Building and related Code(s), must be signed by the application representative and stamped as permit / construction drawings. Construction drawings must be complete. Drawings must show floor plans, elevations, cross sections, column location, footing size/reinforcement and building height as defined in the Okotoks land-use bylaw. Drawings must contain side elevation percentages (%) of unprotected openings and high intensity residential fire (HIRF) requirements for side yard setbacks from property line.
 - Radon Gas
 - Must include the Rough-In for a Subfloor Depressurization System and Detail
 - Window Fenestration Information
 - Window fenestration performance requirements. Calculate using “OPEN TERRAIN” for Okotoks.
- ✓ **Plot Plan c/w Developers Stamp and Changes**
 - Plan must be complete, legible and include area of the lot, area of proposed building, percentage of lot coverage, details of all cantilevers and detail of eaves including either dimensions or distance to property line. The plan shall be a scale of not less than 1:200. Dimensions must be shown for setbacks to buildings on the site and to adjacent property line. Plot plan must contain the architectural approval stamp, civic and legal address and zoning.
- ✓ **New Home Buyers Protection Plan Certificate**
- ✓ **Airport Vicinity Protection Area – ABC part 11 – acoustic insulation design (refer to Grade Slip)**
- ✓ **Grade Slip**
 - Obtained from the developer of the subdivision and signed by the developer and the builder.
- ✓ **Dwelling Colors and Exterior Material Approvals**
 - Exterior dwelling approvals must contain the architectural approval stamp.
- ✓ **Engineered Floor and Beam Layouts c/w Detail Sheet and Supplier’s Letter**
 - Layout shall indicate the column locations, column manufacture and type, engineering point and end bearing loads, built-up columns details and design specification details. Supplier’s letter shall indicate address, wood products used, and the designer and computer program used.
- ✓ **Engineered Truss Layouts and Supplier’s Letter**
 - Layout shall indicate engineering end bearing loads for girder trusses, hanger size type and locations, built-up columns details and design specification details. Supplier’s letter shall indicate address, wood products used, and the designer and computer program used.
- ✓ **HVAC – Ventilation Design for Heat Loss Calculations**
 - Completed design of ventilation system
- ✓ **Component Documents**
 - Exterior wall cladding (part 9) Moisture control form
 - Exterior wall cladding system – manufactured stone & brick professional involvement form
- ✓ **Engineering review documents**

This information could be in the form of a standard letter with a validation time or site specific.

 - Concrete footing pad design or manufacture’s engineered column design table
 - Engineering structural design for standard size built-up wood columns
 - Engineered lateral support of foundation walls:
 - Laterally unsupported foundation wall sections (ie; stairs)
 - Openings greater than 1.2m wide
 - Total width of openings in concrete walls exceeding 25% of wall length
 - Backfill height exceeding Alberta Building Code 2014 Table 9.15.4.2.A
 - Tall Wall Design and Detail
 - Engineered design submitted with engineering stamp, signature and civic address.
- ✓ **Grade permit application**
 - Completed permit application and plot plan conforming to lot grading bylaw.

Approved permit applications will be scanned and emailed back to the permit applicant.