

Single/Semi Detached Dwellings & Row Homes Permit Checklist & Inspection Schedule



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

Please Submit Using the Following Naming Convention	✓ To Submit Package: <ul style="list-style-type: none">o Town of Okotoks Cityworks Portal: https://cityworks.okotoks.ca/CityworksProdPA/login If not an account holder of the Okotoks Cityworks Portal, contact the Permitting Department: 403-995-6304
120 - Construction Drawings	✓ One set of Construction Drawings – Electronic Format <ul style="list-style-type: none">o Construction drawing must conform to the National Building Code - 2023 Alberta Edition, must be signed by the application representative and issued for construction. Construction drawings must be complete. Drawings must show floor plans, elevations, cross-sections, column and footing locations. Drawings must contain side elevation percentages (%).o Radon Gas: Must include the Rough-In for a Subfloor Depressurization System and Detailo Window Fenestration Information: Window fenestration performance requirements. Calculate using "OPEN TERRAIN" for Okotoks.
102 – Site Plan	✓ Plot Plan c/w Developers Stamp and Changes <ul style="list-style-type: none">o 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 lines. Plot plan must contain the architectural approval stamp, civic and legal address and zoning.
123 – Grade Slip	✓ Grade Slip <p>Completed Grade Slip signed by both the Builder's Representative and the Developer's Representative.</p>
101 – Residential Home Warranty	✓ New Home Buyers Protection Plan Certificate
164 – Project Declaration	✓ Project Commitment Form
118 – Floor Joist Layout & 112 – Suppliers Letter	✓ Engineered Floor and Beam Layouts c/w Detail Sheet and Supplier's Letter <p>Layout shall indicate the column locations, column manufacture and type, engineering point and end bearing loads, built-up column details (steel & wood) and design specification details. Supplier's letter shall indicate address, wood products used, and the designer and computer program used.</p>
119 – Roof Truss Layout & 111 - Truss Detail Sheets & 112 – Suppliers Letter	✓ Engineered Truss Layouts and Supplier's Letter c/w Detail Sheet and Supplier's Letter <p>Layout shall indicate engineering end bearing loads for girder trusses, hanger size, type and locations, built-up column details and design specification details, including the type of structural design load (i.e. factored vs. unfactored). (As of March 1, 2026 all truss detail sheets shall include an Engineers Stamp) Supplier's letter shall indicate address, wood products used, and the designer and computer program used.</p>

109 – Heating Ventilation Air Conditioning

✓ **HVAC – Ventilation Design and Heat Loss Calculations**

- o Complete design of ventilation system. The design must include: Code Compliance Basis (referenced standards), Ventilation Calculations, System Selection and Design, Equipment Sizing and Selection, Air Distribution Design, Controls & Operation, Drawings & Documentation and Professional Accountability signature.

115 – Footing Pad Design
116 – Lateral Bracing

✓ **Engineering Review Documents**

- o Concrete footing pad design and manufacturer’s engineered metal/wood column design table.
- o 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 the applicable tables of 9.15.4 of the National Building Code - 2023 Alberta Edition.
- o Tall Wall Design & Detail for all walls exceeding heights listed in Table 9.23.10.1.
 - Engineered design submitted with engineering stamp, signature and civic address.
- o Adhered Masonry (Manufactured Stone) Letter of Engagement for professional review.
- o Other professional involvement.

117 – Tall Wall

106 – Manufactured Stone
130 – Engineering Reports

✓ **9.36 National Energy Code for Building**

- o Completed Project Summary Form & associated documents if applicable.

122 – National Energy Code for Building

Specific conditions may require additional submissions. Applicants will be notified when a partial or full permit has been approved. Approved permit applications will be visible on the Okotoks Portal:

<https://cityworks.okotoks.ca/CityworksProdPA/login>

Inspection Schedule



List of Inspections and Required Documents needed prior to booking Inspections in addition to those listed above, and/or documents that shall be posted on site in accordance with the Project Commitment Form.

Inspections List in Order	Required Document Submission/Posting, Prior to Booking Inspection.	Site Condition for Safe Inspection
<p>1. Foundation Inspection</p>	<p>(Reference Grade Slip for the following) Footing Elevation Certificate Engineered Soil Bearing Certificate Sulphate Resistant Cement Verification Submit Foundation Professional Involvement - Compliance Report(s) prior to booking inspection.</p>	<p>Safe access into excavation (without device) shall be made for Safety Codes Officer. Excavation shall be clear of all construction waste/debris, snow or water. Site shall be fully fenced.</p>
<p>2. Plumbing Below Slab Rough-In Inspection Inspection days are Tuesdays and Thursdays.</p>	<p>Plumbing shall be visible for inspection.</p>	<p>Safe access into basement shall be provided (without device) to Safety Codes Officer. Basement shall be clear of all construction waste/debris including all non-structural concrete 'splash pads'. Basement shall be drained of all water.</p>
<p>3. Support Column, Concrete Pad and Radon Rough-In Inspection (Post & Pad/ Radon)</p>	<p>Radon rough-in pipe shall be clearly labelled near the cap. Inlet for radon rough-in pipe shall be centred in basement and/or in each area separated by strip footing. Submit Pad Footing Professional Involvement - Compliance Report(s) prior to booking inspection.</p>	
<p>4. a) Plumbing Rough-In Inspection b) Electrical Rough-In Inspection c) Gas Rough-In Inspection Note: Order above has no significance; inspections may be booked on same day. Inspection days are Tuesdays and Thursdays.</p>	<p>Plumbing/Electrical/Gas shall be visible for inspection.</p>	<p>Site shall have fall protection installed, and be clear of obstructions for inspection.</p>
<p>5. a) Framing Rough-In Inspection b) HVAC Rough-In Inspection Note: book both inspections together.</p>	<p>All revised framing documents shall be submitted prior to booking inspections. If screw piles are being used, a site-specific engineering torque report and the CCMC Evaluation Report is required prior to booking inspection Submit Framing Professional Involvement - Compliance Report(s) prior to booking inspection.</p>	<p>Site shall have fall protection installed, and be clear of obstructions for inspection.</p>

<p>6. Insulation / Vapour Barrier Inspection</p>	<p>Spray Foam Job Site Label shall be completed and posted. Job Work Record for Fire Coatings of Spray Foam shall be completed and posted.</p>	<p>Ensure the structure is sealed from the elements to protect from moisture entering the envelope. Inspections shall not be scheduled until all required manufacturer off-gassing timeframes have been met and the installed product is deemed safe for entry.</p>
<p>Schedule Water Meter Install</p>	<p>Water Meter must be installed prior to booking Final Inspections. To book, use the following link: https://forms.okotoks.ca/Forms/Meter Install Request</p>	
<p>7. a) Electrical Final Inspection b) Gas Final Inspection Note: Order above has no significance; inspections may be booked on same day. Inspection days are Tuesdays and Thursdays.</p>	<p>Civic Address must be posted.</p>	
<p>8. a) Building Final Inspection b) HVAC Final Inspection Note: book both inspections together.</p>	<p>Civic Address must be posted. Air Balance Report must be posted on site. Job Site Label must be posted on site. Installation Job Work Record must be posted on site. Submit Final Professional Involvement - Compliance Report(s) Example: Manufactured Stone Review, Etc.</p>	<p>Grading will at minimum (Seasonal), result in code compliant steps and safe access to and from the home, suitable for emergency services. For questions about emergency services access please contact: https://www.alberta.ca/file-complaint-online</p>
<p>9. Final Grading Within 1 year of possession of home</p>	<p>Submit As Constructed Grade Certificate For further information contact: consed@okotoks.ca</p>	

Additional requirements and/or inspections will be assessed on a case-to-case basis (e.g., Zero Lot Line Acknowledgement) to satisfy the intent of the National Building Code - 2023 Alberta Edition. Site safety shall comply with Division B, Part 8 of the National Building Code - 2023 Alberta Edition. Photos will not be accepted for any inspection phase.

Always review issued building permit for conditions or contact a Safety Codes Officer; permits@okotoks.ca – 403-995-6304