

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.
Document to be used for informational purposes, see issued permit for full details.

- Detached Garages - Decks - Covered Decks - Gazebos - Pergolas - Sheds -

Please Submit Using the Following Naming Convention	✓ Completed Submission Package o Town of Okotoks Submission Package: https://forms.okotoks.ca/Forms/Permit_Application_SC
120 - Construction Drawings	✓ One set of Construction Drawings – Electronic Format o Construction drawings must conform to the National Building Code - 2023 Alberta Edition, drawings must be signed by the application representative and stamped as issued for construction. Construction drawings must be complete. Drawings must show floor plans, elevations, cross sections, foundation design.
102 – Site Plan	✓ Plot Plan 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 civic and legal address and zoning.
120 - Construction Drawings	✓ Optional Forms In lieu of professional construction drawings, the Town of Okotoks (based on the complexity of the project) will accept the below, fully completed forms: Deck Guideline Form Detached Garage Guideline Form Simple Accessory Structure Guideline Form
118 – Floor Joist Layout 112 - Supplier's Letter	✓ (If applicable) Engineered Floor and Beam Layouts c/w Detail Sheet Layout shall indicate the column locations, column manufacture and type, engineering point and end bearing loads, built-up column details and design specification details. Supplier's letter shall indicate address, wood products used, and the designer and computer program used.
119 – Roof Truss Layout 112 - Suppliers Letter	✓ (If applicable) Engineered Truss Layouts and Supplier's Letter c/w Detail Sheet Layout shall indicate engineering end bearing loads for girder trusses, hanger size, type and locations, built-up column details and design specification details, including type of structural design load i.e. factored vs. un-factored. (As of March 1, 2026 all truss detail sheets shall include an Engineer's Stamp) Supplier's letter shall indicate address, wood products used, and the designer and computer program used.

Specific conditions may require additional submissions. Applicants will be notified when a permit has been approved.

Permit Checklist & Inspection Schedule



Inspection Schedule

List of Inspections and Required Documents needed prior to booking those Inspections in addition to those listed above.

- Detached Garages - Decks - Covered Decks - Gazebos - Sheds -

Inspections List in Order	Required Document Submission, Prior to Booking Inspection.	Site Condition for Inspection
1. (If Applicable) 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.		Site shall have fall protection installed, and be clear of obstructions for inspection. Plumbing/Electrical/Gas shall be visible for inspection.
2. - Rough-In Inspection	All revised framing documents shall be submitted prior to booking inspections. If screw piles are being used, a site-specific engineering report and the CCMC Evaluation Report is required prior to booking inspection If applicable, the Framing Component of Compliance, Report(s) – Professional Involvement to be submitted.	Site shall have fall protection installed if necessary, and be clear of obstructions for inspection. All framing members and connections shall be visible for inspection.
3. - Permit Closed		

Additional requirements and/or inspections will be assessed on a case-to-case basis 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 permits for conditions or contact a Safety Codes Officer; permits@okotoks.ca – 403-995-6304