

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.

- Basement Development - Interior Structural Alterations - - Window/Door Alterations -

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 drawing 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 and all applicable alterations.
130 – Engineers Report	✓ (if applicable) Engineered Component of Compliance - Professional evaluation and design for all concrete cutting/coring. (Required for all window/door enlargement or new install in foundations walls). - Professional evaluation and design for floor system or roof system alterations. - Professional evaluation and design for load-bearing wall removal and open concepts. - Other professional involvement.

Specific conditions may require additional submissions. Applicants will be notified when a permit has been approved.
Building Permits are not required for aesthetic interior alterations. Contact permits@okotoks.ca for more information.

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Inspection Schedule

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

- Basement Development - Interior Structural Alterations -
- Window/Door Alterations -

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 be clear of obstructions for inspection. Plumbing/Electrical/Gas shall be visible for inspection.
2. - Rough-In Inspection	All revised documents shall be submitted prior to booking inspection. Professional field review and Letter of Compliance to be submitted if requested in the original engineering evaluation report.	Site shall be clear of obstructions for inspection. Engineered components shall be visible for inspection. Restore insulation and poly unless required for eng. component review. All altered HVAC shall be completed and visible for inspection. All framing to be completed and 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