

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.

- Secondary Suites Within Homes -

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. For suites within detached buildings, drawings must also show elevations, cross sections, and construction details.
130 – Engineers Report	✓ (if Applicable) Engineered Component of Compliance - Professional evaluation and design for all concrete cutting/coring. - 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.
114 – Acoustic Factors	✓ Sound Separation Within a House with a Secondary Suite A completed form shall be included with every secondary suite application. To review the form go to: https://www.okotoks.ca/sites/default/files/2025-09/Secondary%20Suite%20Sound%20Transmission%20Form%20-%202025.pdf

Specific conditions may require additional submissions. Applicants will be notified when a permit has been approved.
Contact permits@okotoks.ca for more information.

- Secondary Suites Within Detached Buildings -

In addition to the requirements listed above the following documents shall be submitted:

102 – Site Plan	✓	Plot Plan 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.
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 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.
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 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.
109 – Heating Ventilation Air Conditioning	✓	HVAC – Ventilation Design and Heat Loss Calculations 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 Concrete footing pad design and manufacturer's engineered metal/wood column design table. 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.
117 – Tall Wall		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.
106 – Manufactured Stone 130 – Engineering Reports		Adhered Masonry (Manufactured Stone) Letter of Engagement for professional review. Other professional involvement.
122 – National Energy Code for Building	✓	9.36 National Energy Code for Building Completed Project Summary Form & associated documents if applicable.

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

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

- Secondary Suites -

Inspections List in Order	Required Document Submission, Prior to Booking Inspection.	Site Condition for Inspection
1. Foundation Inspection Applies to Suites Within Detached Buildings Only	Submit Foundation Professional Involvement - Compliance Report(s) prior to booking inspection.	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.
2. 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.	Plumbing/Electrical/Gas shall be visible for inspection.	Site shall have fall protection installed, and be clear of obstructions for inspection. Plumbing/Electrical/Gas shall be visible for inspection.
3. Framing & HVAC Rough-In Inspection	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.	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.
4. Insulation, Air Barrier & Acoustic Inspection		All thermal insulation to be installed. Poly to be installed and sealed.

Continued...		All acoustic requirements to be installed. For both prescriptive and engineered design path. General acoustic requirements: 150 mm batt insulation and resilient channel over entire suite ceiling, including bulkheads. Batt insulation filling stud space and resilient channel (one side) for walls separating mechanical room from suite or common stair. Batt insulation filling stud space and resilient channel(one side) for walls separating common staircases and each unit in the dwelling. Often requires removing existing drywall in top half of staircase.
5. 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.	Civic Address must be posted.	
6. Building Final Inspection	Civic Address must be posted. Air Balance Report must be posted on site. Job Site Label must be posted on site. Submit Final Professional Involvement - Compliance Report(s) Example: Acoustic Review, Manufactured Sone Review, Etc.	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

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