



Residential Addition & Renovations Front Counter Checklist

Building Inspections Department

NOTE: Insufficient information will cause delay in issuance of building permit.

The following **MUST** be included with an application or the application may **NOT** be accepted for processing.

Electronic application including supporting documents in PDF format will be accepted in person at City Hall, online through MyAirdrie or by email: building.inspections@airdrie.ca

- ☐ **Plot plan (If applicable)**
Plot plan must be complete and legible and must include area of the lot, area of proposed buildings, percentage of lot coverage, details of all cantilevers (including floors, bay windows, eaves, fireplaces, etc. including size or distance to property line), and detail of eaves including either dimensions or distance to property line.
The plan shall be of a scale not less than 1:100
Dimensions must be shown for setbacks to buildings on the site and to adjacent property lines
- ☐ **Building plans (see brochures for information required)**
Plan must conform to the Alberta Building Code
Plan must be complete, legible, drawn to scale and must show floor plans, elevations and cross sections and must include the front elevation building height as defined in the current land use bylaw. Maximum size 8 ½" x 14".
Floor plans must indicate telepost location, size and reinforcing.
- ☐ **Floor layouts and suppliers letter (If applicable)**
Floor layout must indicate the telepost location and engineering for loading.
Supplier's letter must indicate address, wood products used, computer program used and the designer.
- ☐ **Roof truss layouts and suppliers letter (If applicable)** (if different from floor supplier)
If roof is complex, full details sheet for each truss design will be required.
- ☐ **Room by room heat loss calculations (If applicable)**
Review contractor notice at www.airdrie.ca
- ☐ **9.36 Project summary report** including drawings detailing all energy code compliance components including assembly RSI/R value calculations
- ☐ **Completed application and fee paid in full**