

## Building Inspections Department – ELECTRONIC SUBMISSIONS

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

A permit application **MUST** include the following, all plans must be legible, drawn to scale of not less than 1:00 or 1/8" – 1' 0" or 3/16" = 1' 0" and conform to the applicable Safety Codes of the day.

- ELECTRONIC SUBMISSIONS MUST BE IN PDF FORMAT ONLY**, include all documentation listed below when submitting your application through [MyAirdrie](#). All electronic documents must be labeled – no address or numbered document titles. (Example: Heat Loss, Truss profiles, Tall Wall Design, Architectural Drawings etc.)
- Completed application and fee paid in full**
- Plot plan – conforming to Section 11 (1 to 9) of the Lot Grading Bylaw**  
Plan must be complete, 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, window wells etc. including distance to property line), and detail of eaves including dimensions to property line. Dimensions must be shown for setbacks to buildings on the site and to adjacent property lines  
The plan shall be of a scale not less than 1:200
- Building plans – Recognized Engineered Scale**  
Plan must be complete and must show floor plans including electrical, elevations and cross sections and must include the front elevation building height as defined in the current land use bylaw.  
Floor plans must indicate telepost location and pad footing sizes
- Grade slip**  
City of Airdrie Grade slip must be obtained from the developer of the subdivision and must be signed by the builder
- Floor layouts**  
Floor layout shall indicate the telepost location and engineering for loading.
- Roof layouts**  
Overall layout complete with full detail sheets for each truss design
- Suppliers letters**  
Supplier's letter shall indicate address, wood products used, computer program used and the designer for each supplier
- Room by room heat loss calculations**
- New Home Registration Certificate**
- 9.36 Energy Code project summary report and drawings detailing all energy code compliance components**
- 9.36 Or NECB Performance modeling package for the reference and the proposed building (If performance modeling is selected)**
- 9.36 Or NECB Trade off calculations and detailed drawings of the trade off areas (If trade off path is being selected)**

**Confirm your electronic documents against this checklist to ensure the above information has been provided as part of the application.**