

## MISCELLANEOUS APPLICATION REQUIREMENT LIST

This application is for other projects (ie. Hot tub, pool, interior renovations, retaining walls, window/door replacements, etc.)  
All application requirements are as per the Safety Codes Permit Bylaw and the 2014 Alberta Building Code.  
**All required items must be provided upon application. Incomplete applications will not be accepted.**

| Completed<br>By<br>Applicant | Office<br>Use<br>Only    | <u>Required Items</u>  |
|------------------------------|--------------------------|--|
|                              |                          | <b>EXTERIOR PROJECTS ONLY:</b>   |
| <input type="checkbox"/>     | <input type="checkbox"/> | 1. <b>Two</b> copies of a Site Plan (plot plan or RPR), that shall include: <ul style="list-style-type: none"> <li>- North Arrow</li> <li>- Property lines, shown and labelled</li> <li>- Location of buildings in relationship to property line; including front, rear, and side yard setbacks</li> <li>- All easements and right-of-ways shown and labelled</li> <li>- Dimensions of proposed deck(s)</li> <li>- Distance from proposed deck(s) to all property lines</li> </ul> |
| <input type="checkbox"/>     | <input type="checkbox"/> | 2. Depending on scope of project, other details may be required, including:<br><hr/> <hr/> <hr/>   |
|                              |                          | <b>INTERIOR PROJECTS ONLY:</b>   |
| <input type="checkbox"/>     | <input type="checkbox"/> | 3. <b>Two</b> copies of a Floor Plan, that shall include: <ul style="list-style-type: none"> <li>- Room sizes</li> <li>- Window sizes</li> <li>- Use of each room</li> <li>- Location of smoke/carbon monoxide detectors</li> <li>- Total area of construction only (sq.M)</li> </ul>  |
| <input type="checkbox"/>     | <input type="checkbox"/> | 4. Depending on scope of project, other details may be required, including:<br><hr/> <hr/> <hr/>   |
| <input type="checkbox"/>     | <input type="checkbox"/> | 5. Letter of Authorization from property owner, if applicant is not registered on title.   |

### **Additional permits may be required.**

It is the applicant's responsibility to obtain any necessary permits for the purpose of this project.