



## TOWN OF HIGH RIVER BUILDING PERMIT REQUIREMENTS AND GENERAL INFORMATION

In order to assist us in processing your Building Permit Application promptly, you are required to submit the following at the time of application:

- Development Permit (if applicable).
- Sub Contractors List.
- Two (2) sets of building drawings including the following:
  - Elevations (front, rear, left, & right sides)
  - Foundation (outline of dwelling including cantilevers, decks, & other projections)
  - Floor plans shall be drawn to scale and shall indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy with conform to the building code.
  - Plans and specifications shall include, so far as is applicable: a) floor plans on a scale of not less than 1:100, b) dimensions of all rooms, c) a description of the purpose of all rooms, d) the location of all walls, partitions, doorways, windows and other openings, e) the finish of all floors, walls and ceilings, f) the location and description of all fixed equipment, and g) building sections, elevations and details sufficient to determine the proposed construction meets the requirement of the building code.
  - All assembly details and building specifications to be on drawings
- Two (2) sets of a dimensioned site plan including the following:
  - North arrow
  - Municipal address
  - Property lines
  - Site area and coverage
  - Front, side and rear yard dimensions
  - Right-of-way setbacks, easements, and utility right-of-way, if any
  - Foundation (outline of dwelling including cantilevers, decks, & other projections)
  - Outline of accessory buildings, if applicable
- Two (2) copies of the building Grade Slip. Original grade slip together with all signatures.
- Fire Rated Wall System drawings as all requirements of the 2009 HIRF (High-Intensity Residential Fire requirements shall be met in its entirety. **NEW**
- Project specific details for tall wall construction **must** appear on drawings submitted for the building permit. **NEW**
- If Engineered Floor/Joist System is to be installed, an approved set of drawings by the manufacturer showing joist layout and specifications are required. **To be submitted at time of application. NEW**
- If Engineered Roof System is to be installed, an approved set of drawings by manufacturer showing truss layout and required specifications are required. **To be submitted at time of application. NEW**
- If a Preserved Wood Foundation is to be installed, an Engineer's approval is required on the Foundation.
- If Building is to be built in the 1/100 Flood Plain, you are required to have an Engineer provide us with a Flood Mitigation Plan and approval.
- Full payment. Should you have any questions, please contact Building Services.

We will require a minimum ten (10) working days to process a completed building permit application. We will double the permit fees should construction start prior to obtaining a building permit. **In case of emergency**, a temporary building permit (footings and foundation only) **may** be issued at the discretion of the Authority having Jurisdiction.

### **Inspection Requests**

Inspections are scheduled on Tuesday and Thursday of every week, therefore we would ask that you plan accordingly. Please provide your name, telephone number, and the civic address and type of inspection required.

### **Business Licenses**

It is the responsibility of the owner to ensure that all contractors and sub-trades working on his project are licensed to work in the Town of High River. If any of the said contractors or sub-trades do not pay the license fee, the owner will be billed in that amount (which may be taken off the Damage Deposit) and a Stop Work Order may be placed on the building site until payment has been received. A list of all principal and sub-contractors is to be attached to the building permit application by the owner/applicant.

### **Nuisance Bylaw**

Please be advised that under the provisions of the Town of High River Nuisance Bylaw, you are required to take all necessary precautions to see that all construction sites are free of excel building materials such as building paper, cardboard, plastic sheeting, etc. and to see that same is secured or disposed of in a proper manner to prevent debris from blowing into adjacent properties. Failure to comply with this provision could result in a summary conviction and fine.

### **Gas/Plumbing/Electrical Permits**

All permits for electrical, plumbing, gas & air test installations are to be acquired before work commences.