



PERMITS & INSPECTION SERVICES
PARK ENTERPRISES LTD.
"Inspections by People Who Care!"

Building Permit Application Checklist

Note: All applications must provide sufficient information to show that the proposed work will conform to the Alberta Building Code and whether or not it may affect adjacent properties.

New Construction

- ✓ Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Blue sign/fire number, civic address, legal description and/or land location
- ✓ Site Plan showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, north arrow, etc.
- ✓ New Home Warranty (if applicable)
- ✓ Floor Plan(s) drawn to scale of all levels showing walls, doors, windows, room names, dimensions, smoke alarms, CO detectors, etc.
- ✓ Truss & Joist layouts (can be obtained upon framing stage)
- ✓ Elevations
- ✓ Foundation Details
- ✓ Professional Involvement documentation (if applicable)
- ✓ Energy Code documentation (if applicable)
- ✓ Additional information as required.

Move on Building

- ✓ Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Blue sign/fire number, civic address, legal description and/or land location



#10-491 W.T. Hill Blvd S
Lethbridge, AB T1J 1Y6
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- ✓ Site Plan showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, north arrow, etc.
- ✓ New Home Warranty (for new RTM homes, provided by manufacturer)
 - ✓ Floor Plan(s) drawn to scale of all levels showing walls, doors, windows, room names, dimensions, smoke alarms, CO detectors, etc.
- ✓ Foundation Detail
 - Piling or Block layout
- ✓ CSA Sticker or photo of label if available (older RTM's may not have)
- ✓ Professional Involvement documentation (if applicable)
- ✓ Energy Code documentation (if applicable)
- ✓ Additional information as required.

Deck

- ✓ Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Blue sign/fire number, civic address, legal description and/or land location
- ✓ Site Plan showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, north arrow, etc.
- ✓ Plan drawing(s) drawn to scale showing the deck, existing house, dimensions, stairs, railings, etc.
- ✓ Foundation Details (pilings/blocks)
- ✓ Structural Details (beams, joists, blocking, attachment to home, etc.)
- ✓ How high off ground, dimensions & railing information
- ✓ Professional Involvement documentation (if applicable)
- ✓ Additional information as required.





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Basement Development

- ✓ Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Blue sign/fire number, civic address, legal description and/or land location
- ✓ Floor Plan(s) with dimensions and drawn to scale of all levels being developed showing walls, doors, size and location of windows, window-wells, room names, smoke alarms and CO detectors, stairs, furnace room, etc.
- ✓ Structural Details if structural modifications are being done
- ✓ Professional Involvement documentation (if applicable)
- ✓ Additional information as required.



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