



BUILDING PERMIT CHECKLIST

The building permit application requirement list outlines the information necessary to evaluate and provide a timely decision on your application.

Refer to the Taza Development Guidelines and the Infrastructure Design Standards and Specifications for the applicable guidelines and standards.

Applications and supporting documentation that are submitted must be clear, legible and precise. Plans must be to a professional drafting standard and be clear of any previous approval stamps and notations.

Submission Requirements:

- ☐ An approved Development Permit # _____
- ☐ Building Permit Application Form – Can be obtained from Tsuut'ina Development Authority located at 240, 5894 Tsuut'ina Parkway, Tsuut'ina Alberta, or on TDA's website (TDA.tsuutina.com.) The application is to be completed in full and signed by the leaseholder, or the person/firm authorized to act on their behalf.
- ☐ Application Fee – estimated value of work includes materials, labor, contractor's fees, architect and engineer's fees; excludes cost of land. (Refer to Building Permit Fee Schedule)
- ☐ Alberta New Home Warranty Certificate (Residential Only Including Multi-Family)
- ☐ National Energy Code for Buildings is the National code is 2020 , NBC 2020 and Alberta code is 2023 , NBC (AE) 2023. Submission requirements.

Building Classification:

- ☐ The 3.2.2 Article for the building classification, or Part 9
- ☐ Number of storey's
- ☐ Roads and sizes
- ☐ Indicate if building is equipped with sprinklers and fire alarm
- ☐ Indicate floor area of each storey and of separate occupancies
- ☐ Indicate occupancy load

Building Plans: Three complete sets of engineer-approved drawings will be submitted with the application; preferred scale is Metric – 1:200. Please ensure the plans are stamped, dated, and signed by the Professional Engineer and/or Architect responsible for the project, including spatial separation calculations and appropriate fire resistance ratings.

- ☐ Spatial Separation calculations and appropriate fire resistance ratings
- ☐ Show firefighting access routes as per NFPA 24



- ☐ Indicate exits/calculations and fire separations required

Structural Plans – Part 3 Building must meet Part 4 of the Alberta Building Code

Part 9 Buildings, the following may be required.

- ☐ P Eng. stamp required for complex components
- ☐ Schedules A & B from the engineer and architect
- ☐ Mechanical – including ventilation and make-up air, if required
- ☐ Electrical drawings
- ☐ Sprinkler drawings/ designs
- ☐ Geotechnical Report, including A & B schedules
- ☐ Schedules A & B (Part 3 Buildings, exceptions apply) as per the Alberta Building Code
- ☐ Hydronic – Heating Systems (primary/ secondary shall be designed as per Standata

NOTE: All building permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

The Tsuut'ina Development Authority may require additional supporting documentation considered necessary to properly evaluate the proposed project.

FOR OFFICE USE ONLY

Checked by Permit Clerk _____ Development Officer _____

Applicant: _____ Date _____