



BUILDING APPLICATION REQUIREMENTS CHECKLIST

Hot Tubs/Swimming Pools

- site plan with the location and dimensions of tub/pool
- hot tub cover certification conforming to ASTM F1346-91
- location of fence around pool

Decks

- site plan
- plan view
- cross section view or sample plan with dimensions filled in

Woodstoves (includes Fireplaces, Pellet and Coal Stoves)

- floor plan indicating room dimensions and clearances of stove
- manufacturer's installation instructions
- references to certification listing

Basement Developments and Minor Renovations

- floor plan showing layout of new walls, bathrooms, bedrooms, windows, and doors
- has the PSDS system been sized for more bedrooms?
- window well size serving bedrooms

Manufactured Homes (mobiles)

- site plan
- foundation requirements:
 - wood blocking is acceptable (must be pressure-treated wood within 6" of grade)
 - any other foundation may/will require a structural engineered stamped plan
- floor plan
- 4 elevation views (north, south, east and west)
- C.S.A. number
- Alberta Municipal Affairs number
- serial number
- proof of deformation resistant building (built on steel frame)

Modular Homes, RTM or Relocated Buildings

- site plan
- floor plan
- foundation requirements:
 - a full basement or frost wall foundation is acceptable
 - any other foundation may/will require a structural engineered stamped plan
 - window well size(s) serving bedrooms
 - radon mitigation system rough in details
- 4 elevation views (north, south, east and west)
- C.S.A. number
- Alberta Municipal Affairs number
- serial number

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Secondary Suite

- mechanical plan indicating separate heat system and ductwork installations
- floor plan
 - separate egress/exit facility from primary residence
 - window well size(s) serving bedroom(s)
 - kitchen range ventilation to the exterior
 - drywall separation between secondary and primary suites
- is this unit being added to row housing?

Duplex/Row-Housing (up to 4 units per building)

- site plan
- foundation plan
- floor plan
 - any decks or front porch construction details
 - window sizes
 - location of smoke/carbon monoxide alarms
- 4 elevation and cross section views (north, south, east and west)
- firewall / party wall construction details
- presence of any secondary suites (see secondary suites notes above)
- roof truss layouts
- manufactured floor joist layouts
- engineered stamped drawing for attached garage foundation if it is pile and grade beam
- indicate if there will be secondary suites

Single Family Dwellings and Additions

- site plan
- floor plan(s)
- window well size(s) serving bedroom(s)
- radon mitigation system rough in details
- foundation requirements:
 - a full basement or frost wall foundation is acceptable
 - pile and grade beam or any other foundation will/may require a structural engineered stamped plan
 - window well size(s) serving bedrooms
 - radon mitigation system rough in details
- elevation and cross section views
- roof truss layouts
- manufactured floor joist layouts
- engineered stamped drawing for attached garage foundation if it is pile and grade beam
- window manufacturer design layouts
- energy code details on method chosen and construction details for that option

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One Room Additions and Sunrooms

- site plan
- floor plan
- foundation plan
- elevation views
- cross section view
- if it is a manufactured sunroom; supplier's full product information is required

Garages/Sheds/Storage Buildings

- site plan
- plan view
- 4 elevation views (north, south, east and west)
- building cross section
- roof truss information (optional - could be submitted later)
- window manufacturer information
- foundation requirements:
 - frost wall foundation or 55 m². (596 ft²) concrete slab are acceptable
 - any other foundation will require a structural engineered stamped plan
- wall requirements:
 - walls up to 12 feet in height are acceptable
 - walls over 12 feet will require an engineered stamped plan

Demolition

- site plan
- identify building(s) to be removed on the site plan
- estimated completion date of demolition
- if adjacent to a public access/thoroughfare, indicate how the public will be protected from the demolition process

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