

## Additions to a Residence

### Alberta's Safety System

Alberta Municipal Affairs works in partnership with the Safety Codes Council, municipalities, corporations, agencies, and other organizations, to deliver effective community-focused public safety programs and services to Albertans.

### Do you need a permit?

Yes, if you are building an addition to your home, you will likely need one or more permits. As the home owner, you are responsible for getting all necessary permit(s). Check with your municipality to find out what permits you need or contact Municipal Affairs to find the permit provider in your area. Make sure you get your permit(s) before starting your project.

**IMPORTANT:** *Check with your municipality on the zoning and development bylaws in your area. Some restrictions may apply.*

### Required plans information

You must submit plans with your building permit application to your municipality or permit provider before starting any construction. The plans may include any combination or all of the following:

- Site Plan
- Foundation (Basement) Plan
- Floor plans
- Elevations
- Cross-section

### Importance of permits

The *Safety Codes Act* requires that permits in Alberta be obtained prior to commencing work on any buildings covered by the Alberta Building and Fire Codes, the Canadian Electrical Code, the Gas Code, or the National Plumbing Code.

Permits are part of a process to access compliance to a minimum standard of construction safety for the benefit of all Albertans. If construction projects are undertaken without required permits, the owner may be subject to penalties and extra costs incurred to bring a project into compliance.

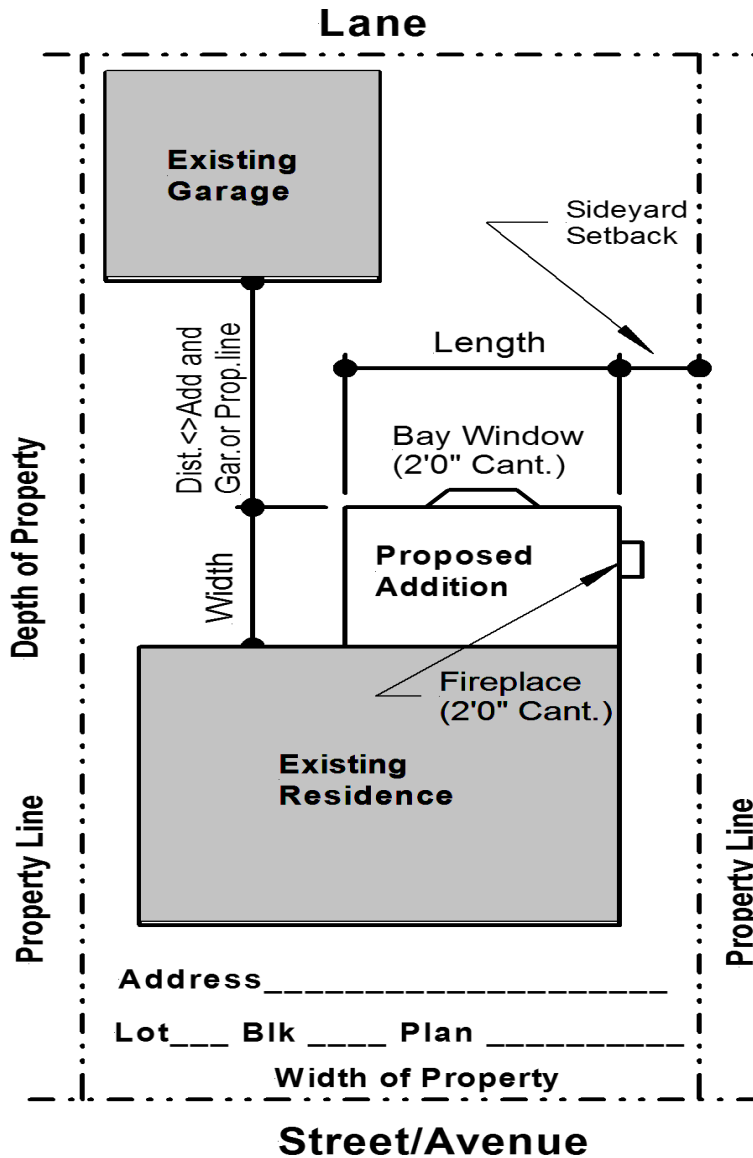
As the property owner, you are responsible to obtain all necessary permits. A contractor can look after this on your behalf; however, you should specify in writing, who will get the required permits. Some jurisdictions may require a letter of authorization before a contractor can apply for permit(s) on your behalf.

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## Site plan (required information)

- Show North arrow and indicate the size of the property by proper dimensions.
- Indicate distances of proposed addition to property lines and to any existing buildings on site.
- Show roadway access.

## Sample Site Plan (for information only)



## Benefits of getting a permit

When you get a permit, certified safety codes officers (inspectors) will:

- give you expert advice,
- review your plans to find any potential problems,
- inspect your project, and
- make sure your project meets the Alberta Building Code.

Making changes at the planning stage can save you money, rather than making costly corrections after construction. Certified safety codes officers will give you an inspection report(s) and follow-up on deficiencies to make sure your project is safe and in compliance.

## Where do you get a permit?

Permits are available through municipalities that administer the *Safety Codes Act* and through agencies that provide inspection services on behalf of municipalities or the province. If you don't know whether your municipality issues permits, contact the Alberta Safety Codes Authority (ASCA) at 1-877-413-6725 or visit [safetycodes.ab.ca/ASCA](http://safetycodes.ab.ca/ASCA).

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### Foundation (basement) plan *(required information)*

When submitting a foundation plan, you must include full construction details of the proposed foundation. Foundation types may include any of the following:

- Slab on grade
- Standard pile and grade beam
- Piles (concrete, screw piles, wooden piles)
- Footing and foundation wall, concrete, ICF (insulated concrete forms), PWF (preserved wood foundation), or other

### Floor plan *(required information)*

- Indicate the use and sizes of rooms and spaces.
- Use proper dimensions.
- Provide floor layout and construction details.
- Show window and door opening locations and sizes.
- Include details of all structural elements.

### Elevations *(required information)*

- Show the slope of the roof (pitch).
- Describe the exterior wall finish material.
- Indicate window and door locations.
- Include the size of any window openings.

### Cross-Section *(required information)*

- Show the slope of the roof (pitch).
- Provide roof system details, and indicate material used (type of shingles/shakes, etc.).
- Show details for wall and floor systems,
- Provide foundation details, the maximum depth of the foundation and the height of the foundation wall above grade.

### Applying for a building permit

When applying for a building permit, you must submit the following information to your local authority:

- details of the project or occupancy to be covered by the permit.
- details of the land on which the project will be located, including a description that will easily identify and locate the building lot.
- plans, specifications and other documents showing, in detail, the proposed occupancy of all parts of the building. state the value of the proposed project.

### Hire qualified tradespeople

Specific trades such as electricians, plumbers and gasfitters must be certified to work in Alberta. To find out if the tradespeople you are hiring need to be certified in Alberta or to verify an individual's status, you may contact *The Apprenticeship and Industry Training* office by calling 310-0000.

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### Design Professionals

You may need the help of a registered architectural or engineering professional (which includes technologists with an authorized scope of practice), for more complex designs Professionals are required to provide you with stamped drawings, which you will submit with your building permit application. The professional is responsible for field review of the engineered portion of the construction.

For example, foundations built with foundation walls and strip footings do not require professional involvement, while more complex designs for foundations would require professional involvement.

If you want to use a preserved wood foundation system, the municipality or permit provider in your area will decide if a professional is needed to complete the structural design.

The registered professional is responsible for making sure his or her work meets the requirements of the *Safety Codes Act*.

The **owner** is responsible to see that professionals are used where they are required by the Alberta Building Code and the Safety Codes Act. If unsure contact the municipality or permit provider.

### Details are important

You will need to provide enough detail about your existing home and planned addition so the municipality or permit provider can understand how they will align. Design details must be submitted to the safety codes officer before a building permit can be issued.

### Additions to manufactured homes




Manufactured homes are a “pre-engineered” building system, which includes the roof trusses, wall and floor system. Placing an addition on a manufactured home may alter engineered components and require professional involvement in the design.

*These brochures may be updated periodically. They have no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect.*

#### More information:




##### Alberta Municipal Affairs

Community & Technical Support  
16<sup>th</sup> Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4

 Toll-free: 1-866-421-6929  
 [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)  
 [municipalaffairs.gov.ab.ca](http://municipalaffairs.gov.ab.ca)

##### Safety Codes Council

Suite 1000  
10665 - Jasper Ave NW  
Edmonton, Alberta T5J 3S9

Toll-free within Alberta:  
 1-888-413-0099  
1-888-424-5134  
 [webmaster@safetycodes.ab.ca](mailto:webmaster@safetycodes.ab.ca)  
 [safetycodes.ab.ca](http://safetycodes.ab.ca)

##### Alberta Safety Codes Authority (ASCA)

Toll-free within Alberta:  
 1-877-413-6725  
 [askasca@safetycodes.ab.ca](mailto:askasca@safetycodes.ab.ca)  
 [safetycodes.ab.ca/ASCA](http://safetycodes.ab.ca/ASCA)

#### Call (or click) before you dig!

**Alberta One Call** will locate utility lines on your property. Call or click before you start any project that involves digging in your yard. Alberta One Call will locate gas, water, electricity, drainage, telephone and cable TV lines. Allow at least two full working days for Alberta One Call to locate your utility lines.