

DO I NEED A BUILDING PERMIT?

A Building Permit is required for basement alterations or construction, unless the changes are strictly aesthetic. If developing a basement for a basement suite, a development permit will be required. Please refer to the Additional Housing Units brochure. All necessary permits must be submitted at the time they are required. You may also need permits for electrical, gas, plumbing and sewage.

RULES AND SAFETY STANDARDS TO BE MET

Some of the building code requirements, bylaws and common concerns are:

Heating and Ventilation

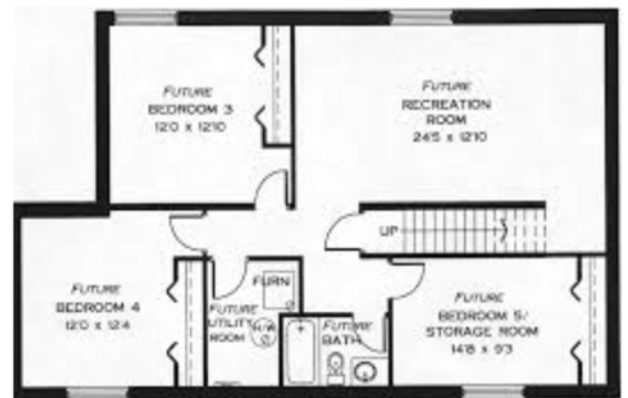
- The furnace room must be enclosed and provided with a minimum of 32"x78" door.

Smoke and Carbon Monoxide Alarms

- A carbon monoxide detector shall be installed in or within 16 feet (5 meters) of every bedroom.
- Alarms must be labeled as conforming to CAN/CSA-6.19.
- A 120-volt smoke alarm must be installed in each bedroom and in each hallway serving a bedroom.
- Alarms are to be fixed at a height recommended by the manufacturer.

Bedroom Windows

- Bedroom windows must open for ventilation, natural light, and emergency exiting.
- Each bedroom must have at least one window with an opening of not less than 3.8 ft² (0.35 m²) in an area with no dimension less than 15 inches (38 cm).
- Windows must open from the inside without the use of tools or special knowledge.
- There must be a minimum 30 inches (76 cm) clearance space between the front of an outside window and the window well.



Please note: This is not a complete list of requirements. For more detail, please contact the Planning and Development Department at 403.443.5541. Our staff would be happy to answer any questions you may have.



APPLICATION PROCESS

Meet with the Planning & Development Department.

Complete and submit a Building Permit Application and fee.

Application reviewed by the Planning & Development Department.

Request additional information.

The application is then forwarded to the accredited safety code agency for approval.

Plans review report received from SCA.

Permit Approved

Additional info required.

Inspections required as per Building Code.

Building Permit Services Report received (Final Compliance).

Deficiencies: Additional work or info required.

Obtain any other permits you may require prior to Development. (e.g.: Sewage, Building, Electrical, Gas, & Plumbing)

WHAT TO SUBMIT

After a pre-application meeting held with the County Planning & Development Department, you will need to submit the following:

- ✓ Completed Building Permit Application form
- ✓ An Approved Development Permit (if required)
- ✓ One set of dimensioned building plans or digital file on a scale of not less than 3/16" =1'-0", showing:
 - Proposed and existing room(s) layout
 - Dimensions on all rooms
 - Label use of each room (e.g. bedroom)
 - Location of all walls, partitions, doorways, windows and other openings
 - Window and door sizes
 - Locations of smoke alarms, carbon monoxide detectors, light switches and receptacles
 - Finish of all floors, walls and ceilings
 - Details of any structural changes proposed (may require professional engineer design)
 - Electrical panel placement
- ✓ Applicable Safety Code permit application
- ✓ Application fees

ADDITIONAL NOTES

Adding additional bedrooms may require an upgrade to your private sewage disposal system.

An electronic copy of the Land Use Bylaw can be found on the County's website at www.kneehillcounty.com/bylaws.

For detailed and complete building code and fire regulations, please refer to the *Alberta Building Code* and the *Alberta Fire Code* website at www.municipalaffairs.gov.ab.ca or contact the Province of Alberta's Public Safety Division at 1.866.421.6929.

For more information:

Web: www.kneehillcounty.com Telephone: 403.443.5541
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