



# NEW HOME AND ADDITION INFORMATION

County of St. Paul No. 19  
5015- 49 Avenue, St. Paul, AB T0A 3A4

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**A building permit is required for the construction of a new home (dwelling) or an addition to an existing dwelling. Below is a list of items and information that are required to begin the permitting process:**

- Completed Development permit application form with a surveyed site plan.
- Completed Building Application Form
- Builder License for contractors or Owner Builder Authorization for individuals planning to build their own home. For more information please visit [www.builderlicensing.alberta.ca](http://www.builderlicensing.alberta.ca)
- Copy of new Home Buyer Protection Act Registration Certificate or Exemption Certificate. To register, please call Alberta Municipal Affairs at 1-866-421-6929. <https://residentialprotection.alberta.ca/>
  
- Two complete sets of construction drawings printed or one PDF copy that include:
  - > Elevation drawings
  - > Floor plans for all developed floors, including area of each floor
  - > Building cross section
  - > Foundation Plan (see below Foundation Information)
  - > Specifications/layouts for any engineered projects (ie. Trusses, beams, floor systems, etc.) Layouts can be onsite at framing stage.
- National Energy Code for Building Compliance Report \*
- National Energy Code 9.36 Compliance Report for houses and small buildings (new construction including additions.) \*

**\* Questions regarding the two requirements listed above can be directed to Alberta Municipal Affairs, Safety Services at 1-866-421-6929 or by email at [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)**

## **Foundation Information**

Foundations that are not required to be designed by a professional engineer or registered architect:

- Full concrete foundation
- 4 ft. concrete frost wall on a strip footing
- 4 ft. pier foundation on a spread footing

Foundations that are required to be designed by a professional engineer or registered architect:

- Concrete pile and grade beam systems
- Concrete piles
- Screw piles
- Preserved wood foundation
- Shallow foundation (slab on grade) over 55 sq.m
- ICF - Insulated Concrete Forms (may require engineering if no CCMC approval is provided)

## **Engineering Required**

- Hydronic in-floor heating system plans
- Geothermal heating system plans

If you require any information regarding the plans that are needed, please contact Superior Safety Codes at 1-866-489-4777.