



Medicine Hat
The Gas City

Planning and Development Services

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RESIDENTIAL BUILDING PERMIT APPLICATION CHECK LIST

New Single Family, Duplex, Triplex, and Additions to Existing Buildings and other Part 9 Buildings.

**Drawings or Documentation Required –
2 copies of all drawings are required.**

Scale not less than 3/16" = 1'-0" (1:50), unless otherwise noted.

Reserved for BP Label

Drawing Section	Details Required
SITE PLAN	<ul style="list-style-type: none"> <input type="checkbox"/> Scaled site plans with dimensions of boundaries and north arrow. <input type="checkbox"/> Location of existing or proposed structure(s) or additions, including porches, decks, eave overhangs, chimneys, and cantilevers. <input type="checkbox"/> Distances from the structure to property lines. <input type="checkbox"/> Names of existing streets or roads. <input type="checkbox"/> Geodetic elevations of site, including finished grades, bottom of footings, top of foundation wall, finished main floor. <input type="checkbox"/> Lowest top of footing, sanitary, bearing certificate, and special foundation elevations. <input type="checkbox"/> Soffit protection, if required.
FOUNDATION PLAN	<ul style="list-style-type: none"> <input type="checkbox"/> Beam calculations for loads transferred to the beam other than through uniform loading covered by ABC 2014-Division B-Part 9. <input type="checkbox"/> Manufacturer's design drawings for all manufactured structural components. <input type="checkbox"/> Engineered design for window openings larger than 48" with professional stamp. <input type="checkbox"/> Radon gas extraction rough-in. <input type="checkbox"/> Design of engineered columns where loads exceed 8000 LBS, including pad footing details.
FLOOR PLAN	<ul style="list-style-type: none"> <input type="checkbox"/> For all levels, complete with floor area of developed spaces. <input type="checkbox"/> Deck and patio floor area, pad/footing sizes, and reinforcement. <input type="checkbox"/> Window sizes and types, door sizes. <input type="checkbox"/> Locations of smoke and CO detectors. <input type="checkbox"/> Roof access size and location. <input type="checkbox"/> Electrical panel location.
CROSS SECTION	<ul style="list-style-type: none"> <input type="checkbox"/> Complete with all construction details, including tall wall design details (if required). <input type="checkbox"/> Concrete slab thicknesses, footing and foundation wall type and height, damp proofing, wall and footing reinforcement, strength and type of concrete. <input type="checkbox"/> Framing material used: insulation (R value - and type used), vapour barrier, fire ratings (if required). <input type="checkbox"/> Spray foam insulation thickness and brand name. <input type="checkbox"/> Wall heights, landing sizes, stair widths and riser heights. <input type="checkbox"/> Wall and roof finishes (OSB or plywood thicknesses, wall, roof finishes, and roof slope).
ELEVATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Must include front, rear, and two side walls, including the calculations of unprotected openings based on site specific limited distances. <input type="checkbox"/> Building height, finished ground level, and exterior finishing material. <input type="checkbox"/> Overhangs that require soffit protection.

FLOOR JOIST ROOF TRUSS	<input type="checkbox"/> Layouts complete with point load calculations. <input type="checkbox"/> Beam types and sizes, joist hangers types. <input type="checkbox"/> Blocking panels.																																																												
9.36. ENERGY EFFICIENCY	<p>COMPLIANCE PATH. Select one path to 9.36. Energy Efficiency Compliance – Refer to the 9.36 User Guide for additional information</p> <table border="1" data-bbox="334 327 1528 401"> <tr> <td data-bbox="334 327 634 401"><input type="checkbox"/> Prescriptive</td> <td data-bbox="634 327 943 401"><input type="checkbox"/> Trade-off</td> <td data-bbox="943 327 1252 401"><input type="checkbox"/> Performance</td> <td data-bbox="1252 327 1528 401"> <input type="checkbox"/> NECB <small>Note: Does not include 10m2 exemptions for additions</small> </td> </tr> </table>	<input type="checkbox"/> Prescriptive	<input type="checkbox"/> Trade-off	<input type="checkbox"/> Performance	<input type="checkbox"/> NECB <small>Note: Does not include 10m2 exemptions for additions</small>																																																								
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9.36. ALL COMPLIANCE PATHS	<p>PROVIDE DETAILS OR SCHEDULES ON DRAWINGS SHOWING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify on the plans all assemblies containing heating pipes, cables, or membranes. <input type="checkbox"/> Identify if a Heat Recovery Ventilator is proposed, which type, and efficiency. <input type="checkbox"/> Indicate Effective RSI values for all assemblies of the building envelope, both above and below ground (walls, floors, attics, roofs and skylight sidewalls). <input type="checkbox"/> Provide calculations used to determine the RSI values (hand calculations or software program). <input type="checkbox"/> Provide U-values for windows, doors, and skylights. <input type="checkbox"/> Indicate the air barrier systems proposed. <input type="checkbox"/> Indicate the HVAC equipment type and efficiency, dampers, on intakes and outlets. <input type="checkbox"/> Note the Service Hot Water type and efficiency. <input type="checkbox"/> Note if Hot Water recirculation is proposed, the thickness and extent of pipe insulation to be used in the Service Hot Water system. <p>PROVIDE DETAILS ON DRAWINGS SHOWING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attic hatch, eaves/top of wall, upper floor rim joist, top of basement wall/main floor junction, slab/footing junction, cantilever, bonus room over attached garage including ducts, typical outlet box detail, and typical window/door jamb and sealants to be used. <input type="checkbox"/> Party wall meeting an exterior wall, electric meter/vent pipe/ duct in insulated walls, skylight shaft walls, slab edges in walkout basements and heated slabs, masonry chimneys and fireplaces. 																																																												
9.36. TRADE-OFF COMPLIANCE PATH	<ul style="list-style-type: none"> <input type="checkbox"/> In addition to the information required above, a trade-off calculation completed in accordance with 9.36.2.11 must be submitted for any trade-off carried out for above ground assemblies. <input type="checkbox"/> The areas of assemblies used in the calculation must be clearly identified on the drawings. 																																																												
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PERFORMANCE COMPLIANCE PATH	<p>Information provided below sets the parameters for the energy simulation used to demonstrate compliance with the ABC 2014 Division B Section 9.36 via the performance path.</p> <table border="1" data-bbox="334 1171 1528 1808"> <thead> <tr> <th colspan="2" data-bbox="334 1171 930 1213">Referenced Model</th> <th colspan="2" data-bbox="930 1171 1528 1213">Proposed Model</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="334 1213 1528 1245">Which direction does the front of the house face as modeled (N, NE, E, SE, S, SW, W, NW):</td> </tr> <tr> <td data-bbox="334 1245 836 1318">Airtightness (ACH @ 50Pa) 2.5 <input type="checkbox"/></td> <td data-bbox="836 1245 930 1318"></td> <td data-bbox="930 1245 1430 1318">Airtightness (ACH @ 50Pa) 3.2 <input type="checkbox"/> 2.5 <input type="checkbox"/></td> <td data-bbox="1430 1245 1528 1318">other:</td> </tr> <tr> <td data-bbox="334 1318 836 1392">Solar Heat Gain Co-Efficient Glazing (SHGC) 0.26 <input type="checkbox"/></td> <td data-bbox="836 1318 930 1392"></td> <td colspan="2" data-bbox="930 1318 1528 1392">Solar Heat Gain Co-Efficient Glazing (SHGC):</td> </tr> <tr> <td data-bbox="334 1392 836 1423">Thermal Mass (MJ/m2 degrees C) 0.06 <input type="checkbox"/></td> <td data-bbox="836 1392 930 1423"></td> <td colspan="2" data-bbox="930 1392 1528 1423">Thermal Mass (MJ/m2 degrees C):</td> </tr> <tr> <td data-bbox="334 1423 836 1455">Solar Absorbance 0.4 <input type="checkbox"/></td> <td data-bbox="836 1423 930 1455"></td> <td colspan="2" data-bbox="930 1423 1528 1455">Solar Absorbance:</td> </tr> <tr> <td data-bbox="334 1455 836 1497">FDWR (%) 17 <input type="checkbox"/> 22 <input type="checkbox"/> other:</td> <td data-bbox="836 1455 930 1497"></td> <td colspan="2" data-bbox="930 1455 1528 1497">FDWR (%):</td> </tr> <tr> <td data-bbox="334 1497 836 1539">Area of Fenestration North Elevation (m2):</td> <td data-bbox="836 1497 930 1539"></td> <td colspan="2" data-bbox="930 1497 1528 1539">Area of Fenestration North Elevation (m2):</td> </tr> <tr> <td data-bbox="334 1539 836 1581">Area of Fenestration South Elevation (m2):</td> <td data-bbox="836 1539 930 1581"></td> <td colspan="2" data-bbox="930 1539 1528 1581">Area of Fenestration South Elevation (m2):</td> </tr> <tr> <td data-bbox="334 1581 836 1623">Area of Fenestration East Elevation (m2):</td> <td data-bbox="836 1581 930 1623"></td> <td colspan="2" data-bbox="930 1581 1528 1623">Area of Fenestration East Elevation (m2):</td> </tr> <tr> <td data-bbox="334 1623 836 1665">Area of Fenestration West Elevation (m2):</td> <td data-bbox="836 1623 930 1665"></td> <td colspan="2" data-bbox="930 1623 1528 1665">Area of Fenestration West Elevation (m2):</td> </tr> <tr> <td data-bbox="334 1665 836 1707">HVAC System Efficiency (%):</td> <td data-bbox="836 1665 930 1707"></td> <td colspan="2" data-bbox="930 1665 1528 1707">HVAC System Efficiency (%):</td> </tr> <tr> <td data-bbox="334 1707 836 1749">Space cooling Equipment Efficiency (%):</td> <td data-bbox="836 1707 930 1749"></td> <td colspan="2" data-bbox="930 1707 1528 1749">Space cooling Equipment Efficiency (%):</td> </tr> <tr> <td data-bbox="334 1749 836 1791">Service Water Heater Efficiency (%):</td> <td data-bbox="836 1749 930 1791"></td> <td colspan="2" data-bbox="930 1749 1528 1791">Service Water Heater Efficiency (%):</td> </tr> <tr> <td data-bbox="334 1791 836 1808">Ventilation Rates (L/s):</td> <td data-bbox="836 1791 930 1808"></td> <td colspan="2" data-bbox="930 1791 1528 1808">Ventilation Rates (L/s):</td> </tr> </tbody> </table> <p>NOTE: If the ACH rate entered above for the proposed house is less than 2.5.ACH, a blower door test will be required prior to occupancy. A note to this effect shall be placed on the drawings.</p>	Referenced Model		Proposed Model		Which direction does the front of the house face as modeled (N, NE, E, SE, S, SW, W, NW):				Airtightness (ACH @ 50Pa) 2.5 <input type="checkbox"/>		Airtightness (ACH @ 50Pa) 3.2 <input type="checkbox"/> 2.5 <input type="checkbox"/>	other:	Solar Heat Gain Co-Efficient Glazing (SHGC) 0.26 <input type="checkbox"/>		Solar Heat Gain Co-Efficient Glazing (SHGC):		Thermal Mass (MJ/m2 degrees C) 0.06 <input type="checkbox"/>		Thermal Mass (MJ/m2 degrees C):		Solar Absorbance 0.4 <input type="checkbox"/>		Solar Absorbance:		FDWR (%) 17 <input type="checkbox"/> 22 <input type="checkbox"/> other:		FDWR (%):		Area of Fenestration North Elevation (m2):		Area of Fenestration North Elevation (m2):		Area of Fenestration South Elevation (m2):		Area of Fenestration South Elevation (m2):		Area of Fenestration East Elevation (m2):		Area of Fenestration East Elevation (m2):		Area of Fenestration West Elevation (m2):		Area of Fenestration West Elevation (m2):		HVAC System Efficiency (%):		HVAC System Efficiency (%):		Space cooling Equipment Efficiency (%):		Space cooling Equipment Efficiency (%):		Service Water Heater Efficiency (%):		Service Water Heater Efficiency (%):		Ventilation Rates (L/s):		Ventilation Rates (L/s):	
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	Target Energy Use (reference)	Calculated Energy Use (proposed)
Software		
Software Title:	Version:	
Software Adaptations Made:		
Please attach the full modelling report generated by an ANSI/ASHRAE compliant software package to this form. Failure to submit the complete report will result in your application being placed on hold.		
Declaration		
Please indicate the person responsible for preparing the calculations used to show compliance with ABC 2014 Division B Section 9.36.		
Name:		
Representing firm:		
Contact information:	Email:	
	Telephone:	
Address:		
I hereby certify that the calculations submitted were prepared in full accordance with the ABC 2014 Division B Section 9.36 and operating procedures of the software.	Signature	

Nothing in this form, or attached calculations, shall preclude the Safety Codes Officer reviewing this file and requesting an appropriate professional to stamp and sign the submission.

Alternate Solution - Compliance with this code shall be achieved by complying with the applicable solutions in Division B or using alternative solutions that will achieve at least the minimum level of performance required by Division B in the areas defined by the objections and functional statements attributed to the applicable solutions. Alternate solutions must be submitted together with the permit application and the appropriate fees must be paid. Contact a Building Safety Codes Officer for additional information.

Note: An alternate solution may or may not be accepted. A Variance issued as a result of an approved alternate solution does not set a precedence and is site specific.

No work shall commence prior to the issuance of a Building Permit. Double fees apply to all work that has been started or completed prior to permit issuance. Permits may also be required for Electrical and Mechanical work. Inspections are required at certain stages of construction so that the Safety Codes Officers can verify compliance with the Safety Codes Act. Please review the required inspections noted on the Plan Check letter issued with your Building Permit.

The following offences under the Safety Codes Act are subject to penalties:

- Failure to call for a required inspection
- Failure to call for a re-inspection when requested
- Occupying a New Building without prior approval by a Building Safety Codes Officer
- Failure to submit a Verification of Compliance upon request
- Failure to provide access for the required inspections

**Refer to the current Fees and Charges for all penalties and Fines*