



TOWN OF REDCLIFF

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Redcliff, Alberta
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Requirement List for a Single Family Dwelling / Addition

The following is a checklist of information and supporting materials that are required in order to properly review the subject application.

1. Completed Development Permit Application Form
2. Obtain abandoned well information from the ERCB
3. Building Grade Form
 - footing elevation check required PRIOR to pouring footing – Notify the Town of Redcliff's Engineering Department at 403-548-9263 **48 HOURS** in advance of pouring concrete footings
 - submit copy to Engineering
4. Site plan showing:
 - legal land description (e.g. lot, block, registered plan number)
 - property address
 - property lines
 - adjacent streets, public pathways, utility rights-of-ways, easements, if any
 - set-backs to property lines (front, rear and side yard dimensions)
 - foundation outline of the dwelling / addition, outline of all cantilevers, decks and any other projections
 - outline of any accessory buildings
 - outline of retaining walls if attached to the dwelling
 - north arrow
 - compliance with Architectural Development Controls – Restrictive Covenant
 - elevations of:
 - finished front grade elevation
 - finished rear grade elevation
 - garage floor elevation (if applicable)
 - bottom of footing elevation
 - lot corner elevations
5. Two complete sets of scaled construction plans which include:
 - floor plan with the total area indicated for:
 - main floor
 - other floors
 - basement development
 - garage
 - deck(s)
 - structural cross section with specifications
 - four (4) elevations (front, rear and both sides)
 - foundation plan – engineered design (if applicable)
 - compliance with Architectural Development Controls – Restrictive Covenant

6. Geotechnical Engineering Report (if applicable)
7. Foundation Soil Bearing Investigation and Certification required
 - submit copy to Engineering
8. Land Owner Authorization letter
9. Engineered Foundation design
10. Provide abandoned well information from the ERCB:
 - This information is available at www.ercb.ca
11. Provide utility locates on or over an easement:
Alberta One-Call 1-800-242-3447
Public Services 403-548-9251
 - Medicine Hat Gas & Electric Utility
 - Town of Redcliff Water & Sewer
 - Telus
 - Shaw Cable
12. Construction Damage Deposit
13. Fees:
 - Development Permit as per current fee schedule

Please note:

- The clarity, legibility, precision, and neatness of the plans submitted help us to process your application efficiently. Any incomplete plans, material or unprofessional drafting standards will not be accepted.
 - Any changes to plans after submission will result in "Re-examination/Resubmission of plans"
 - If you have any questions or require assistance, please contact the Town of Redcliff's Planning and Development Department.
 - It is the responsibility of the Applicant to ensure that the work being carried out does not contravene the requirement of restrictive covenants, easements, caveats or any other restriction that may be registered against the property.
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➤ **To obtain a Building Permit, please contact one of the Accredited Agencies from the attached list.**