



**Planning & Development Services**

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## Residential Building Permit Checklist Covered Unheated Deck Enclosure

<b>Project Name:</b>		<i>Building Permit Label (completed internally)</i>
<b>Project Address:</b>		
<b>Applicant:</b>		
<b>Applicant Address:</b>		

<b>The following items are required for plan review:</b>		<b>YES</b>	<b>N/A</b>
1.0	<b>Two copies of legible site plans</b> – drawn to scale and dimensioned		
1.1	Showing property lines and dimensions.		
1.2	Showing all existing buildings, boundaries and distances to property lines and to adjacent buildings on the same property.		
1.3	Clearly showing roof eaves and overhang sizes.		
1.4	Location of gas and electric meters.		
2.0	<b>Two copies of construction drawings</b> - drawn to scale and dimensioned		
2.1	City cheat sheets are acceptable, providing all construction information is noted.		
2.2	Identify all existing construction for the deck and the roof. Note: all proposed alterations to the existing structures must be clearly shown.		
2.3	Foundation details – Required for new piles and pads (size and spacing).		
2.4	Wall Construction details – including stud size and spacing, interior finish, ceiling height, window and door locations.		
2.5	Building envelope construction - including insulation RSI values, air and vapour barriers. Exterior cladding and flashings.		
2.6	If an aluminum or glass enclosure, a copy of the manufacturer’s specifications is included.		
2.7	If the underside of the deck is being enclosed, groundcover, ventilation grills and the framing material has been identified.		
3.0	<b>Additional permits</b> - A homeowner permit will only be issued to a property owner that resides or plans to reside in a Single Family Dwelling.		
3.1	Electric permit may be required.		

4.0	<b>Additional documents</b>		
4.1	Locate slips for underground utilities.		
4.2	A gas agreement - Required if the gas meter must be moved.		
4.3	Form C – signed copy of exterior wall claddings – Part 9 buildings.		
4.4	Engineering documents for aluminum sunroom enclosures.		

**Checklist must be completed by applicant prior to submittal.  
 Minor changes or notes on submitted plans may be in blue or black ink.  
 RED INK IS RESERVED FOR DEPARTMENT.**

**NOTE:**  
**Any missing or incorrect information will delay the permit issuance.**