



EXTERIOR RENOVATION CHECKLIST

Block ___ Lot ___ Civic Address _____

Leaseholder/Applicant: _____

DEVELOPMENT PERMIT APPLICATION

Development Permit Application Form - filled out, signed, and dated

LEASEHOLDER AUTHORIZATION LETTER

Required only if applicant is not the leaseholder

PROJECT COST

\$ _____

SAFETY CODE INSPECTION AGENCY (If applicable)

The Inspections Group - <https://www.inspectionsgroup.com/>

Superior Safety Codes - <https://superiorsafetycodes.com>

Other (include email): _____

Unknown

NARRATIVE

Paragraph describing what currently exists on the site on the site and what development you are proposing to undertake. Photos are recommended to help explain the existing situation on site as well as describing what is being proposed.

STUCTURAL CONSTRUCTION

If there are any structural construction (such as changes to exterior wall framing or roof trusses) then in addition to a development permit, a building permit is required.

- Yes, there are structural changes to the building as part of this project.
- No, this project is just specific to the replacing of the exterior cladding material (siding or roofing).
 - A site plan is not required if only replacing exterior materials

ROOFING MATERIAL (If applicable)

Materials must be non-combustible, or meet Class A fire-rating standards (CAN/ULC S107, ASTM E108 or UL790)

- Material: _____
- Colour: _____
- Weblink from the manufacturer: _____
- If asphalt shingles, provide non-combustibility rating: _____

EXTERIOR WALL MATERIAL (If applicable)
<p>Materials must be non-combustible. Heavy Timber is acceptable (no dimension less than 150mm)</p> <p><input type="checkbox"/> Material: _____</p> <p><input type="checkbox"/> Colour: _____</p> <p><input type="checkbox"/> Texture **Fibre cement board to emulate wood**: _____</p> <p><input type="checkbox"/> Weblink from the manufacturer: _____</p>
EXTERIOR TRIM MATERIAL (If applicable)
<p>Materials must be non-combustible, with the exception of Heavy Timber (no dimension less than 150mm)</p> <p><input type="checkbox"/> Material: _____</p> <p><input type="checkbox"/> Colour: _____</p> <p><input type="checkbox"/> Texture **Fibre cement board to emulate wood**: _____</p> <p><input type="checkbox"/> Weblink from the manufacturer: _____</p>
EXTERIOR FASCIA MATERIAL (If applicable)
<p>Materials must be non-combustible</p> <p><input type="checkbox"/> Material: _____</p> <p><input type="checkbox"/> Colour: _____</p> <p><input type="checkbox"/> Weblink from the manufacturer: _____</p>
DECK/PORCH/STEP MATERIAL (If applicable)
<p>Materials within 1.5m of a structure must meet fire-resistant Class A standards (CAN/ULC S102, ASTM E84 or equivalent)</p> <p><input type="checkbox"/> Material: _____</p> <p><input type="checkbox"/> Colour: _____</p> <p><input type="checkbox"/> Weblink from the manufacturer: _____</p>
RAILINGS (If applicable)
<p>Materials within 1.5m of a structure must meet the fire-resistant Class A standards (CAN/ULC S102, ASTM E84 or equivalent)</p> <p><input type="checkbox"/> Material:(Glass must be tinted/frosted) _____</p> <p><input type="checkbox"/> Colour: _____</p> <p><input type="checkbox"/> Weblink from the manufacturer: _____</p>
EXTERIOR DOOR (If applicable)
<p>Doors must be finished with non-combustible material. The core material of the door must have a fire protection rating of not less than 20 min. Doors with the following core materials are also acceptable:</p> <ul style="list-style-type: none"> • Solid wood cores with thickness of 44mm or greater • paper phenolic honeycomb core • mineral wool core • polyurethane foam core <p><input type="checkbox"/> Surface Material: _____</p> <p><input type="checkbox"/> Core Material: _____</p> <p><input type="checkbox"/> Colour: _____</p> <p><input type="checkbox"/> Weblink from the manufacturer: _____</p>
GARAGE DOOR (If applicable)

Garages attached to or closer than 10 meters of a dwelling must have doors finished with a non-combustible material such as metal

- Surface Material: _____
- Colour: _____
- Weblink from the manufacturer: _____

SKIRTING MATERIAL – MANUFACTURED HOMES ONLY (If applicable)

Materials must be non-combustible

- Material: _____
- Colour: _____
- Texture: _____
- Weblink from the manufacturer: _____

WINDOW FRAME & TRIM MATERIAL (If applicable)

Window frame material:

- Metal clad wood
- Metal clad fiberglass
- Aluminum
- Steel
- uPVC
- Other _____

Colour: _____

Window Trim Material (must be non-combustible): _____

EXTERIOR LIGHTING (If applicable)

- Exterior lighting plan showing number, location and are consistent with Dark Sky Requirements. Follow the guidance in [Better Lights for Better Nights](#).

SITE PLAN (in metric and drawn to a scale of not less than 1:200)

- North arrow and Scale**
- Lot dimensions and Total Site Area (m²)**
- Geodetic elevations** of the four corners of the site
- Dimensions and area (m²)** of any existing and proposed structures (primary building, garage, accessory building, fence, retaining walls, etc.)
- Site Coverage** of each structure and total Site Coverage Calculation (“site coverage” means that percentage of the site covered by or beneath all buildings or structures on a site which are 1.0 m or more in height, including accessory buildings or structures.)
- All setbacks** (rear, front and side) from the property line to the Primary Building and proposed structures. Include all projections (eaves, balconies, porches, canopies, decks, fire escapes, stairs, etc.) into setbacks.
- Proposed required on-site parking spaces** (minimum 2.7m width by 6.0m length)
- Fencing** – existing and proposed, including height, transparency and material (material within 1.5m of building must be non-combustible)
- Non-combustible buffer of 1.5m** from any structures over 9m² to be illustrated
- Soft landscaping** – denote areas of soft landscaping and the total soft landscaping area in m2. Detailed landscaping plans are not required at this stage. Soft landscaping includes vegetation such as trees, shrubs, hedges, grass and ground cover; mulch; or stone or rocks interspersed with plantings.
- Hard landscaping** – denote areas of hard landscaping and the total hard landscaping area in m2. Detailed landscaping plans are not required at this stage. Hard landscaping includes non-vegetative materials such as brick, flagstones or pavers, concrete, tile, and gravel, monolithic concrete and asphalt used for parking.
- Soft landscaping ratio** – Area (m2) / Site Area (m2) equal to the minimum requirement of your zoning district. Include ratio of front yard if required in your district.
- Storm water drainage** – flow to be demonstrated with arrows ensuring drainage does not flow onto neighboring or municipal properties

TREE REMOVAL

Does your project require any tree removal?	
<input type="checkbox"/> Yes – if yes, show on site plan or provide tree removal plan <input type="checkbox"/> No	
ARCHITECTURAL PLANS (in metric and drawn to a scale of not less than 1:100)	
Floor Plans	<input type="checkbox"/> dimensioned floor plans of all proposed development.
Elevation Plans	<p>“grade” means with reference to the determination of building height, the <u>average elevation of the corners of the front property line</u></p> <input type="checkbox"/> average elevation of the corners of the front property line (grade) <input type="checkbox"/> roof height from grade to ridgeline of all proposed structures <input type="checkbox"/> eave heights from grade to eave line (intersection of wall and roof) of all proposed structures
Section Plans	<input type="checkbox"/> Sections indicating floor heights and relationship with geodetic grade
Roof Plans	<input type="checkbox"/> Roof plan showing slopes (min 6:12 of primary roof) and major roof structure

Electronic copies of the above information should be submitted to the Development Office at jasperdevelopment@pc.gc.ca. Hard copies may be submitted at the Parks Canada Administration Office in the Jasper Heritage Railway Station at 607 Connaught Street.

Office hours are Monday to Friday, 8:30 am to 4 pm.