



NEW HOME DEVELOPMENT CHECKLIST

Block ___ Lot ___ Civic Address _____

Leaseholder/Applicant: _____

DEVELOPMENT PERMIT APPLICATION		
<input type="checkbox"/> Development Permit Application Form - filled out, signed, and dated		
LEASEHOLDER AUTHORIZATION LETTER		
<input type="checkbox"/> Required only if applicant is not the leaseholder		
PROJECT COST		
<input type="checkbox"/> \$ _____		
SAFETY CODE INSPECTION AGENCY		
<input type="checkbox"/> The Inspections Group - https://www.inspectiongroup.com/		
<input type="checkbox"/> Superior Safety Codes - https://superiorsafetycodes.com		
<input type="checkbox"/> Other (include email): _____		
<input type="checkbox"/> Unknown		
NARRATIVE		
<input type="checkbox"/> Paragraph describing what currently exists on the site (if anything) and what development you are proposing to undertake. Details such as number of dwelling units, secondary suite(s), garden or garage suite. Photos are recommended to help explain the existing situation on site as well as describing what is being proposed.		
Type of development (Check all that apply) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> One-unit dwelling <input type="checkbox"/> Two-unit dwelling <input type="checkbox"/> Row house <input type="checkbox"/> Manufactured home <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Accessory building </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Secondary suite <input type="checkbox"/> Garage suite <input type="checkbox"/> Garden suite <input type="checkbox"/> Home based business <input type="checkbox"/> Private home accommodation <input type="checkbox"/> Special needs housing <input type="checkbox"/> Other: _____ </td> </tr> </table>	<input type="checkbox"/> One-unit dwelling <input type="checkbox"/> Two-unit dwelling <input type="checkbox"/> Row house <input type="checkbox"/> Manufactured home <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Accessory building	<input type="checkbox"/> Secondary suite <input type="checkbox"/> Garage suite <input type="checkbox"/> Garden suite <input type="checkbox"/> Home based business <input type="checkbox"/> Private home accommodation <input type="checkbox"/> Special needs housing <input type="checkbox"/> Other: _____
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<input type="checkbox"/> A Real Property Report or site survey, prepared by a Canada Lands Surveyor, including the existing geodetic elevation of the four corners of the lot. (Existing RPRs are acceptable)		
ROOFING MATERIAL		

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

Materials must be non-combustible. Heavy Timber is acceptable (no dimension less than 150mm)

- Material: _____
- Colour: _____
- Texture ****Fibre cement board to emulate wood****: _____
- Weblink from the manufacturer: _____

EXTERIOR TRIM MATERIAL

Materials must be non-combustible, with the exception of Heavy Timber (no dimension less than 150mm)

- Material: _____
- Colour: _____
- Texture ****Fibre cement board to emulate wood****: _____
- Weblink from the manufacturer: _____

EXTERIOR FASCIA MATERIAL

Materials must be non-combustible

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

DECK/PORCH/STEP MATERIAL

Materials within 1.5m of a structure must meet fire-resistant Class A standards (CAN/ULC S102, ASTM E84 or equivalent)

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

RAILINGS

Materials within 1.5m of a structure must meet the fire-resistant Class A standards (CAN/ULC S102, ASTM E84 or equivalent)

- Material:(Glass must be tinted/frosted) _____
- Colour: _____
- Weblink from the manufacturer: _____

EXTERIOR DOOR

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:

- **Solid wood cores with thickness of 44mm or greater**
- **paper phenolic honeycomb core**
- **mineral wool core**
- **polyurethane foam core**

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

GARAGE DOOR						
<p>Garages attached to or closer than 10 meters of a dwelling must have doors finished with a non-combustible material such as metal</p> <p><input type="checkbox"/> Surface Material: _____</p> <p><input type="checkbox"/> Colour: _____</p> <p><input type="checkbox"/> Weblink from the manufacturer: _____</p>						
SKIRTING MATERIAL – MANUFACTURED HOMES ONLY						
<p>Materials must be non-combustible</p> <p><input type="checkbox"/> Material: _____</p> <p><input type="checkbox"/> Colour: _____</p> <p><input type="checkbox"/> Texture: _____</p> <p><input type="checkbox"/> Weblink from the manufacturer: _____</p>						
WINDOW FRAME & TRIM MATERIAL						
<p><input type="checkbox"/> Window frame material:</p> <table border="0"> <tr> <td><input type="checkbox"/> Metal clad wood</td> <td><input type="checkbox"/> Metal clad fibreglass</td> <td><input type="checkbox"/> Aluminum</td> </tr> <tr> <td><input type="checkbox"/> Steel</td> <td><input type="checkbox"/> uPVC</td> <td><input type="checkbox"/> Other _____</td> </tr> </table> <p><input type="checkbox"/> Colour: _____</p> <p><input type="checkbox"/> Window Trim Material (must be non-combustible): _____</p>	<input type="checkbox"/> Metal clad wood	<input type="checkbox"/> Metal clad fibreglass	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Steel	<input type="checkbox"/> uPVC	<input type="checkbox"/> Other _____
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<input type="checkbox"/> Steel	<input type="checkbox"/> uPVC	<input type="checkbox"/> Other _____				
EXTERIOR LIGHTING						
<p><input type="checkbox"/> Exterior lighting plan showing number, location and are consistent with Dark Sky Requirements. Follow the guidance in Better Lights for Better Nights.</p>						
SITE PLAN (in metric and drawn to a scale of not less than 1:200)						
<p><input type="checkbox"/> North arrow and Scale</p> <p><input type="checkbox"/> Lot dimensions and Total Site Area (m²)</p> <p><input type="checkbox"/> Geodetic elevations of the four corners of the site</p> <p><input type="checkbox"/> Dimensions and area (m²) of any existing and proposed structures (primary building, garage, accessory building, fence, retaining walls, etc.)</p> <p><input type="checkbox"/> 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.)</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Proposed required on-site parking spaces (minimum 2.7m width by 6.0m length)</p> <p><input type="checkbox"/> Fencing – existing and proposed, including height, transparency and material (material within 1.5m of building must be non-combustible)</p> <p><input type="checkbox"/> Non-combustible buffer of 1.5m from any structures over 9m² to be illustrated</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Storm water drainage – flow to be demonstrated with arrows ensuring drainage does not flow onto neighboring or municipal properties</p>						

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	
MANUFACTURED HOMES	
<input type="checkbox"/> Provide foundation plans (basement, crawlspace, pilings, blocking, slab, etc.)	
<input type="checkbox"/> Provide of proof of certification CSA-A277 & AMA label (build prior to December 19, 2019) OR full Engineers report required to certify the structure is constructed to meet requirements of National Building Code Alberta Edition	
<input type="checkbox"/> Model: _____ <input type="checkbox"/> Year: _____	
<input type="checkbox"/> Proposed and approximate heights of decks, stairs, attached carport, etc.	
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, to include labeled kitchen, bedrooms, bathrooms, and dimensioned unobstructed garage parking stalls.
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
STREETSCAPE PLANS (in metric and drawn to a scale of not less than 1:100)	
<input type="checkbox"/> In R2H only, please provide street scape plans.	

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.