



# DETACHED GARAGE PACKAGE

## Detached Garage Package Contents

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**Permits are required** for detached garages. Engineering will be required for garages over 55 m<sup>2</sup> (592 ft<sup>2</sup>) in area.

**Utility Locates** - Please contact Alberta One Call Corporation for utility locates prior to project start. <http://albertaonecall.com/submit-a-locate-request> or **1-800-242-3447**. Garage is not permitted over gasline.

Applicants must include a site plan drawing of the proposed detached garage. A blank site plan is included in this package, or applicants may choose to draw on a copy of a Real Property Report. A detailed list of the requirements for this drawing can be found on the Detached Garage Information Sheet included in this package.

Performance Security in the amount of \$500.00 Accessory Building (attached or detached garage) with the Permit application. The security will be released when the following have been completed and inspected without deficiencies:

- a) Safety Codes Officer – Building: Building Grade, Roof and the Siding, soffits and fascia have been installed.
- b) Development Officer for compliance to the Land Use Bylaw 14-11.

## Town of Strathmore

Infrastructure & Development Services

Email: [development@strathmore.ca](mailto:development@strathmore.ca)

Phone: 403-934-3133 Fax: 403-934-4713

1 Parklane Drive, Box 2280, Strathmore Alberta, T1P 1K2

8:30am-4:30pm Monday-Friday



TOWN OF STRATHMORE  
 1 PARKLANE DRIVE, BOX 2280  
 STRATHMORE, AB  
 T1P 1K2  
 403-934-3133

**2021 Accessory Building – Detached Garage Information Sheet**  
 based on National Building Code 2019 – Alberta Edition  
 (to be completed and submitted with Building Permit Application)

<b>I. ADDRESS OF HOUSE</b>	
<b>II. DRAWING REQUIREMENTS</b>	
1. Site plan with dimensions of the detached garage.	Yes <input type="checkbox"/>
2. Site plan showing the distances from detached garage to side yard and rear yard property lines.	Yes <input type="checkbox"/>
3. Site plan identifies any existing Utility rights of way or Overland Drainage rights of way affecting the property.	Yes <input type="checkbox"/>
4. Elevation drawings showing the appearance of the walls and roof.	Yes <input type="checkbox"/>
5. Type and details of floor shown (ie concrete or treated wood).	Yes <input type="checkbox"/>
6. Details of the roof structure (ie trusses or roof rafters).	Yes <input type="checkbox"/>
7. Location/direction of roof peak is shown.	Yes <input type="checkbox"/>
8. Type of exterior wall cladding.	Yes <input type="checkbox"/>
9. Type of roofing material	Yes <input type="checkbox"/>
<b>III. SIZE AND HEIGHT OF SHED</b>	
1. Detached garage is less than 55 m <sup>2</sup> (590 sq. ft.) in area, not more than 1 storey in height and may have an overhead door.	Yes <input type="checkbox"/> Permits are required
2. Proposed building is 55 m <sup>2</sup> in area or larger, at least 1 storey in height and may have an overhead door.	Yes <input type="checkbox"/> Permits are required. Engineering is required.
<b>IV. FLOOR</b>	
1. Concrete floor minimum 100 mm thick	Yes <input type="checkbox"/>
OR	
2. Pressure treated floor on grade. Any wood floor framing members of the floor system less than 150 mm above the ground are pressure treated. Details to be provided: a) joist size and spacing b) floor type and thickness	Yes <input type="checkbox"/>
<b>V. WALLS</b>	

<p>1. Wall details supporting the roof included. Details to include are:</p> <ul style="list-style-type: none"> <li>a) exterior wall cladding (ie vinyl siding),</li> <li>b) exterior sheathing type and thickness</li> <li>c) bottom plate to be treated if within 150 mm of ground</li> <li>d) stud size and spacing,</li> <li>e) double top plate OR stud under each roof framing member,</li> <li>f) header size over openings (window, man door and overhead door), and</li> <li>g) exterior wall cladding.</li> </ul>	<p>Yes <input type="checkbox"/></p>
<p>2. Every wall is 600 mm or more from property line.</p> <p>If no, any wall less than 600 mm from property line must have a 45 minute fire resistance rating – 5/8” type X gypsum installed on the interior side of the entire wall and gable end above the wall.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>3. Wall studs shall be a maximum of 3 meters in height unless an engineered stamped drawing is submitted with the permit application.</p>	<p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>4. Wall studs shall not be spliced.</p>	<p>Yes <input type="checkbox"/></p>
<p>5. Exterior corners shall be framed with a minimum of 2 studs.</p>	<p>Yes <input type="checkbox"/></p>
<p>6. Header/lintel size over windows and man door are specified.</p>	<p>Yes <input type="checkbox"/></p>
<p>7. Header/lintel size over large opening for vehicles is specified.</p>	<p>Yes <input type="checkbox"/></p>
<p>8. Headers/lintels shall be supported at each end by a cripple stud from bottom plate to the underside of the header/lintel <u>and</u> a king stud from bottom plate to the top plate and nailed to the cripple stud.</p>	<p>Yes <input type="checkbox"/></p>
<p>9. Wall sheathing shall be nailed at 150 mm o.c. along edges and 300 mm o.c. across the field.</p>	<p>Yes <input type="checkbox"/></p>
<p>10. Wood siding shall not be installed within 200 mm of the ground.</p>	<p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p><b>VI. ROOF</b></p>	
<p>1. Details of the roof structure.</p> <ul style="list-style-type: none"> <li>a) Roof trusses – submit roof truss detail sheet from supplier.</li> <li>b) Roof rafter – provide size and spacing of rafters and collar ties</li> </ul>	<p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>2. Roof is not closer than 450 mm to any property line.</p>	<p>Yes <input type="checkbox"/></p>
<p>3. Blocking at peak of roof between trusses or rafters (ie 2 X 4)</p>	<p>Yes <input type="checkbox"/></p>
<p>4. Roof sheathing thickness noted.</p>	<p>Yes <input type="checkbox"/></p>
<p>5. Roof sheathing installed perpendicular to trusses or rafters.</p>	<p>Yes <input type="checkbox"/></p>
<p>6. H clips installed on sheathing joints perpendicular to trusses/rafters</p>	<p>Yes <input type="checkbox"/></p>
<p>7. Roofing material noted on drawing (ie asphalt, metal, etc.)</p>	<p>Yes <input type="checkbox"/></p>
<p>8. Any roof soffit less than 1.2 meters to property line is not vented.</p>	<p>Yes <input type="checkbox"/></p>
<p><b>VII. FLASHING</b></p>	

1. Flashing is required over windows and doors. Flashing shall extend up a minimum of 50 mm behind the sheathing paper and form a drip on the outside edge.	Yes <input type="checkbox"/>
<b>VIII. DETACHED GARAGE HEATING AND INSULATION</b>	
1. Will the garage be heated? If yes, continue to insulation requirements.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Insulation requirements if garage heated: a) Walls minimum of RSI 2.1 (R12) b) Roof-ceiling assembly minimum of RSI 6.0 (R34)	Yes <input type="checkbox"/> Yes <input type="checkbox"/>
<b>IX. DOOR AND WINDOWS</b>	
1. A man door is required and shall be a minimum of 760 mm wide.	Yes <input type="checkbox"/>
2. No man door or windows are permitted in any wall less than 1.2 meters to property line.	Yes <input type="checkbox"/>
3. Windows and man doors must be a minimum of 2 meters apart where they are installed in a wall less than 2 meters to property line.	Yes <input type="checkbox"/>
<b>X. SITE GRADING</b>	
1. The building site shall be graded so water will not accumulate at or near the building.	Yes <input type="checkbox"/>
<b>XI. FIRE SAFETY PLAN</b>	
1. Fire Safety Plan completed and included with application	Yes <input type="checkbox"/>
<b>XII. UNDERGROUND UTILITIES</b>	
1. Underground utility locate documents included with application. (detached garage is not permitted to be placed over a natural gas service line)	Yes <input type="checkbox"/>



**Planning & Development Services**  
Town of Strathmore  
1 Parklane Drive, Box 2280  
Strathmore, Alberta | T1P 1K2  
[www.strathmore.ca](http://www.strathmore.ca)

## Development Permit Application Form

This form must be completed in full and submitted for all development permit application types along with the completed applicable checklist. Any applications missing information will be refused.

**OFFICE USE ONLY** Fee Paid \$ \_\_\_\_\_ DP# \_\_\_\_\_ Roll # \_\_\_\_\_  
OSL Paid  Growth Charge Paid

### Applicant Information

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Proposed Development

Address of Proposed Development: \_\_\_\_\_  
Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
Description of Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Registered Owner

Registered Owner of Land: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Please indicate your preference to receive correspondence on this application by choosing one of the following. If none chosen, or if information provided is unclear, Canada Post will be the default choice.

Mail (Canada Post)  Email  Fax

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## Site Plan for Proposed Detached Garage Package

Include the shape, location and dimensions of the proposed detached garage on the site plan.  
Include the distance from the proposed detached garage to the side and rear property lines.  
Include the approximate shape and location of the existing house on the property.

**Tip:** A current Real Property Report can be used as the site plan.



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## Permit Label

### BUILDING PERMIT APPLICATION

<b>To be completed by Town Staff</b>	Development fee		
Development Permit #	Calgary Growth Charge		
Building Permit #	Water meter fee		
Date:	Building Permit fee		
Date of receipt of complete application	Safety Codes Council fee		
	<b>Total payable</b>		

<b>To be completed by Owner or applicant</b>			
Project Civic Address			
Legal Address	Lot	Block	Plan
Construction Value \$	Area: _____ <input type="checkbox"/> ft <sup>2</sup> or <input type="checkbox"/> m <sup>2</sup>		
<b>TYPE OF PROJECT</b> (check applicable box)			
<input type="checkbox"/> Residential New Single Family Dwelling		<input type="checkbox"/> Single Family Addition	<input type="checkbox"/> Single Family Renovation
<input type="checkbox"/> Residential Semi-Detached / Duplex Dwelling(s)		<input type="checkbox"/> Basement Development	<input type="checkbox"/> Deck
<input type="checkbox"/> Residential Manufactured / Modular Home		<input type="checkbox"/> Shed	<input type="checkbox"/> Detached Garage
<input type="checkbox"/> Residential Multi-family _____ # of dwelling units		<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Wood Burning Appliance
<input type="checkbox"/> Commercial    A. <input type="checkbox"/> New building <input type="checkbox"/> Renovation    B. <input type="checkbox"/> Office/Personal Service <input type="checkbox"/> Retail <input type="checkbox"/> Assembly (restaurant/drinking)			
<input type="checkbox"/> Industrial    A. <input type="checkbox"/> New Building <input type="checkbox"/> Renovation    B. <input type="checkbox"/> F3 Light Hazard <input type="checkbox"/> F2 Medium Hazard			
<input type="checkbox"/> Secondary Suite		<input type="checkbox"/> Other (if not listed above): describe project	

Estimated start date of construction:	
Estimated completion date of construction:	

<b>OWNER NAME:</b>		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:
E-mail address:		

<b>CONTRACTOR NAME:</b>		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:
E-mail address:		

<b>APPLICANT NAME:</b>		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:

**E-mail address:**

List of Contractors Responsible for the Following Disciplines (if applicable)		
HVAC	Name:	Ph #
Electrical	Name:	Ph #
Plumbing	Name:	Ph #
Gas	Name:	Ph #

*I authorize the appropriate officers of the Town of Strathmore the right to access the property for the purpose of any necessary inspection in conjunction with this application. The undersigned hereby agrees to build according to the approved permits, information above, Plan Examination Report, and plans and specifications herewith submitted and agrees to comply with all Town Bylaws and Safety Code requirements.*

I (print name),		hereby certify that:
	I am the owner.	
	I have been designated as the representative or agent of the owner, and I am aware that it is my responsibility to obtain all approvals from the land owner.	
I have read and understand this application in its completed form.		
SIGNATURE:		DATE:

**DECISION**

This Permit is valid for \_\_\_\_ year(s) from the date of issuance. If this project is not complete within the \_\_\_\_ year(s) time limit, an extension must be applied for or the Permit will be deemed to be expired and a new Permit will be required.

Date of issuance of Permit: \_\_\_\_\_

Safety Codes Officer: \_\_\_\_\_

Designation Number: \_\_\_\_\_

The Town of Strathmore is the Authority Having Jurisdiction and the Issuing Municipality

**Protection of Privacy** - The personal information requested on this form is collected under the authority of the Safety Codes Act, the Municipal Government Act and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. It will be used for the purpose of issuing permits, Safety Codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is public information and will be released to the public upon request. Direct any questions about this collection to the Town of Strathmore FOIP Coordinator at 403-934-3133, weekdays.





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Fax 403-934-4713  
development@strathmore.ca

## **Fire Safety Plan**

THIS PLAN MUST BE POSTED ONSITE AND OCCUPANTS/EMPLOYEES ARE EXPECTED TO BE TRAINED  
IN HOW TO FOLLOW ITS PROVISIONS

Building Permit # \_\_\_\_\_ Address: \_\_\_\_\_

Building Name (if applicable): \_\_\_\_\_

Description of Project: **Detached Garage**

Contact Personnel: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **Specific Considerations:**

- Fire extinguisher(s) and charged garden hose (weather permitting) will be available at all times during the progress of the construction
- Access to fire hydrants and buildings for fire apparatus must be maintained

**Emergency Response Numbers: FIRE/POLICE/AMBULANCE: 9-1-1**

### **General Considerations:**

- A WARNING SYSTEM will be in place to warn of potential threats, and facilitate evacuation (yelling, ringing of a bell or horn, etc.)
- EVACUATE via the nearest exit if you are warned of a fire
- PROCEED to the main entrance (outside) and report to the Fire Department
- FIGHT the fire ONLY if it is small and you are NOT ALONE

### **Hazards Control:**

- At the end of each day combustible refuse will be cleared from the site area and disposed of in bins or stored in neat piles. Unused construction material will be kept neat and orderly.
- No open-flame devices will be used inside buildings unless a dedicated watch is in place
- Liquid Propane Tanks or flammable liquids containers are not allowed within buildings

This Fire Safety Plan is designed in conformance with and is a requirement of Division B, Section 2.8.2 of the Alberta Fire Code, and on signature, becomes an agreement between the building owner/contractor and the Town of Strathmore Fire department.

Building Owner/Contractor Name: \_\_\_\_\_  
Print name

Building Owner/Contractor Signature: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_



# TIMING FOR BUILDING INSPECTIONS



To arrange an inspection, go to <https://forms.strathmore.ca/Permit-Inspections> for each of the stages listed below. **THE INSPECTION MUST BE ARRANGED 2 - 3 WORKING DAYS IN ADVANCE.**

A Building Permit is valid for one year from the date of issuance.

If your project is not completed within the one year time limit, an extension must be applied for in writing to [development@strathmore.ca](mailto:development@strathmore.ca). The proposed completion date must be included.

## D E T A C H E D G A R A G E S

### FOUNDATION / FINAL / OCCUPANCY INSPECTION

**Call when the following are complete, (only one inspection required):**

Slab on grade is complete;  
Shingles, exterior finish (siding or stucco, fascia and soffits);  
Doors and windows are installed and completed.

**Please note** \* Separate permits and inspections are required for plumbing, gas, and electric.

## S H E D S

### FOUNDATION / FINAL / OCCUPANCY INSPECTION

**Call when the following are complete, (only one inspection required):**

Slab on grade is complete, (if applicable);  
Shingles, exterior finish (siding or stucco);  
Doors and windows are installed and completed.

**Please note** \* Separate permits and inspections are required for plumbing, gas, and electric.

## C O V E R E D D E C K S

**Call when the following are complete, (only one inspection required):**

Underside of Roof is visible (before ceiling is installed)  
Deck is complete  
Guards/handrails and stairs installed