



DEVELOPMENT PERMIT APPLICATION

For Office Use Only

APPLICATION DATE: _____

DEVELOPMENT PERMIT NUMBER: _____

PART I – APPLICANT & LANDOWNER INFORMATION

☐ LANDOWNER

☐ CONTRACTOR

NAME OF APPLICANT/CONTRACTOR:	PHONE:
MAILING ADDRESS:	EMAIL:
NAME OF REGISTERED LANDOWNER: <i>(if different from above)</i>	PHONE:
MAILING ADDRESS:	EMAIL:

PART II – PROPOSED DEVELOPMENT INFORMATION

LOT TYPE: ☐ Interior ☐ Corner Land Use District: _____

MUNICIPAL ADDRESS:	LOT:	BLOCK:	PLAN:
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☐ New Construction	☐ Renovation	☐ Basement _____ m ² /ft ²	☐ Detached Garage: _____ x _____
☐ Single Detached	☐ Multiple Unit	☐ Manufactured Home	☐ Deck: _____ x _____
☐ Commercial	☐ Industrial	☐ Institutional	☐ Accessory Building: _____ x _____

Principal Building: _____ m²/ft² Building Height: _____ m²/ft² Parcel Coverage: _____%

Development Setbacks: Front: _____ m/ft. Side: _____/_____ m/ft. Rear: _____ m/ft.

☐ Secondary Suite/Garage Suite <i>(circle applicable)</i> : _____ m ² /ft ²	☐ Home Based Business (minor)
☐ Storage Pod/Temporary Structure <i>(length of time)</i> : _____	☐ Home Based Business <i>(major)</i>
☐ Variance Request <i>(specify)</i> : _____	☐ Extension of Time _____

DETAILED DESCRIPTION OF WORK and/or INTENDED USE OF BUILDING:	
ESTIMATED PROJECT VALUE (materials and labour):	LAND USE: ☐ Permitted Use ☐ Discretionary Use
ESTIMATED START DATE:	ESTIMATED COMPLETION DATE:

SEE REVERSE FOR REQUIRED DOCUMENTS

I am aware that this application will be reviewed by the Development Authority and may be delayed or refused if the application and/or information provided are found to be incomplete. I hereby allow right of entry for inspection purposes. I hereby certify and confirm that the information provided in this application is full and complete and is, to the best of my knowledge a true statement of the facts relating to this application for development approval.

Name of Registered Owner

Signature of Registered Owner

Name of Person Acting on Behalf of Owner(s)

Signature of Person Acting on Behalf of Registered Owner(s)

The personal information on this form is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is protected by the FOIP Act. If you have any questions or concerns about the collection and use of this information, please contact the FOIP Coordinator of the Town of Penhold at 403-886-4567

For Office Use Only:

☐ CONDITIONAL APPROVAL

☐ APPROVED

☐ NOT APPROVED

VARIANCE APPROVED: Y/N ☐ MPC Date: _____ ☐ D.O.	PERMIT ISSUE DATE:	ISSUING OFFICER'S NAME:
☐ FEES RECEIVED Receipt #: _____ ☐ INVOICED Roll #: _____	ISSUING OFFICER'S SIGNATURE:	ISSUING OFFICER'S DESIGNATION:



PERMIT REQUIREMENT LIST

*As of December 1, 2017, Residential Builders will be required to possess a Builders Licence. A copy of this license will be required to be submitted along with the Development/Building permit application.

All application requirements are as per the *Safety Codes Permit Bylaw* and the current Alberta Building Code. Depending on the type of development, some requirements and information may not apply. Incomplete applications or failure to supply the required information plans or fees may cause delays in the application process.

- ☐ Application Fee
- ☐ Current copy of the Certificate of Title searched and dated not more than 30 days
- ☐ Copy of the New Home Warranty Certificate (*new developments*)
- ☐ Copy of the Builders License or Owner Builder Authorization (*new developments*)
- ☐ A signed Building Grade Certificate (*new developments*)
- ☐ Letter of Authorization from property owner, including contact information (*if applicant is not registered on title*)
- ☐ **ELECTRONIC** copies of the Site Plan (scaled) identifying:
 - North arrow;
 - Property lines shown and labelled;
 - Identify and label the location of building(s) and the setbacks to the property lines;
 - Identify and label all abutting streets, lanes, easements and right-of-way(s);
 - Proposed Deck(s) (covered or uncovered), including dimensions and setbacks;
 - Total site/lot coverage area (%);
 - Identify the location and dimensions for off street parking.
- ☐ **ELECTRONIC** copies of the Building or Construction Plans (scaled) with architectural approval stamp including:
 - Floor plans and building sections, identifying dimensions and use of all rooms;
 - Elevation drawings, showing all sides of the building and indicating height, exterior finishing materials and colors;
 - Energy Design/Information Sheet;
- ☐ **ELECTRONIC** copies of the Basement development floor plans, identifying the dimensions, uses and location of windows for all rooms
- ☐ Complete garage worksheet and deck construction sheet (*for a detached garage*)
 - For covered decks, identify foundation details and how the structure will be attached to the dwelling

PLEASE NOTE:

- Additional information and plans may be requested by the Development Authority.
 - All fees applicable are due upon receipt of approved permit or at the time you are submitting a development permit for approval.
 - Additional approval further to this Development Permit may be required; including compliance with and that provincial legislation exists and should be followed:
 - a) Business Licensing
 - b) Compliance with Alberta Building Standards, Regulations and Safety Codes
 - c) Compliance with Utility Companies for the provision and services and/or necessary easements
 - d) Building and Development Permits require separate permits for Electrical, Plumbing & Gas
- Please ensure that you have completed, signed and submitted the Permit Acceptance form (IID)***