



1 Waskasoo Avenue, Box 10, Penhold, AB T0M 1R0  
 Phone: 403-886-4567 Fax: 403-886-4039  
[www.townofpenhold.ca](http://www.townofpenhold.ca)

# BUILDING PERMIT APPLICATION

<b>APPLICATION DATE:</b>	YEAR	MONTH	DAY
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<b>BUILDING PERMIT NUMBER:</b>	
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**PART I – PERMIT APPLICANT INFORMATION**     LANDOWNER     CONTRACTOR

<b>NAME OF APPLICANT:</b>		PHONE:	ALTERNATE:
MAILING ADDRESS (Street or P.O. Box):	CITY:	PROVINCE:	POSTAL CODE:
EMAIL:			
<b>NAME OF REGISTERED OWNER:</b> (if different from above address)		EMAIL:	PHONE:
<b>NAME OF CONTRACTOR:</b>		PHONE:	ALTERNATE:
MAILING ADDRESS (Street or P.O. Box):	CITY:	PROVINCE:	POSTAL CODE:
EMAIL:	<b>NAME OF ARCHITECT OR ENGINEER:</b>		PHONE:

**PART II – SITE INFORMATION**

MUNICIPAL ADDRESS:	LAND USE DISTRICT:		
NEW HOME WARRANTY CERTIFICATE NO.:	LOT:	BLOCK:	PLAN:

**PART III – PROPOSED USE/DESCRIPTION OF WORK INFORMATION** (check all that apply)

<input type="checkbox"/> New Construction	<input type="checkbox"/> Renovation	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition
<input type="checkbox"/> Single Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Manufactured Home	
<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> CSA No. _____ AMA No. _____		
<input type="checkbox"/> Secondary Suite	<input type="checkbox"/> Garage Suite	<input type="checkbox"/> Basement Development		
<input type="checkbox"/> Garage – attached/detached	<input type="checkbox"/> Deck	<input type="checkbox"/> Accessory Building/Shed		
<input type="checkbox"/> Gazebo/Pergola	<input type="checkbox"/> Wood Stove/Fireplace	<input type="checkbox"/> Hot Tub/Swimming Pool		
<input type="checkbox"/> Sea Can	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Other:		
Length of Time: _____	Length of Time: _____			

Description of Work:     Work has not yet started     Work in progress     Work is complete

PROJECT DESCRIPTION: (dwelling, accessory building, garage, deck, basement)	
ESTIMATED PROJECT VALUE (materials and labour):	TOTAL DEVELOPED AREA: _____ <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> No. of Storeys: _____ Main: _____ 2 <sup>nd</sup> Floor: _____ Basement: _____ Garage: _____ Deck: _____
ESTIMATED START DATE:	ESTIMATED COMPLETION DATE:

This permit application certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act, allows entry onto the property relating to inspection purposes of the proposed development. The personal information provided on this form is protected by the Freedom of Information of Privacy Act.

Name of Applicant (Please print clearly)	Applicant's Signature
Name of Registered Owner (Please print clearly)	Landowner Signature <i>By signing this I hereby certify that I own/will own and occupy this dwelling.</i>

**FOR OFFICE USE ONLY**

**PART VI – DECISION**     CONDITIONAL APPROVAL     APPROVED     NOT APPROVED

<input type="checkbox"/> FEES RECEIVED	TOTAL PERMIT FEE:	ISSUING OFFICER'S SIGNATURE:	ISSUING OFFICER'S NAME:
METHOD OF PAYMENT:	RECEIPT NUMBER:		ISSUING OFFICER'S DESIGNATION:
PERMIT ISSUE DATE:	ROLL NUMBER:		



Please ensure the Development Application is completed in its entirety and submit the following information with your application:

1. A **complete** Development Application form;
2. Application Fee(s);
3. Provide **3 copies** of a completed site plan (scaled) identifying:
  - a. A north arrow;
  - b. Property lines shown and labelled;
  - c. Identify and label the location of building(s) and the setbacks to the property lines;
  - d. Identify and label all abutting streets, lanes, easements and right-of-way(s);
  - e. Proposed Deck(s) (covered or uncovered), including dimensions and setbacks;
  - f. Total site/lot coverage area (%);
  - g. Identify the location and dimensions for off street parking;
4. Provide **3 copies** of the building or construction plans (scaled), stamped with the red architectural controls stamp, including:
  - a. Floor plans and building sections, identifying dimensions and use of all rooms;
  - b. Elevation drawings, showing all sides of the building and indicating height, exterior finishing materials and colors;
  - c. Mechanical information, describing heating & ventilation systems in the building;
  - d. Energy Design/Information Sheet;
5. A letter of authorization from the property owner, including contact information;
6. A current copy of the Certificate of Title searched and dated not more than 30 days;
7. A copy of the New Home Warranty Certificate (**Must** be provided for new developments);
8. A signed copy of the Building Grade Certificate (**Must** be provided for new developments);
9. Completed garage worksheet and deck construction sheet, for covered decks, identify foundation details and how the structure will be attached to the dwelling;
10. For basement developments, please provide **3 copies** of the basement floor plan identifying the dimensions, uses and location of windows for all rooms.
11. For hot tubs/swimming pools, please provide a site plan identifying the size of the tub/pool and fence information.

Development permit applications for developments proposed in the General Commercial (C1) or Highway Commercial (C2) Districts will also be accompanied by:

1. landscaping plan(s) completed by a landscape architect or another person qualified to perform such work and will include:
  - i. boundaries and dimensions of the subject site;
  - ii. location of all the buildings, vehicle and bicycle parking areas, driveways and entrances;
  - iii. location of all exterior lights on the site and their projected light patterns in relation to adjacent public roadways and developments;
  - iv. location of new and existing plant materials to be retained, including specie names and quantities;
  - v. all other physical features, existing or proposed, including berms, walls, fences, outdoor furniture, lighting and decorative planting; and
2. coloured elevation drawings showing the architectural treatment of all buildings;
3. where applicable, relationships between buildings;
4. vehicle and pedestrian site circulation; and
5. location of signs.

**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. Incomplete applications or failure to supply the required information plans or fees may cause delays in the application process.*

- The permit does not become valid until fourteen (14) days following the issuance of the development permit and all conditions of its approval have been satisfied. Appeals may be received for Discretionary approval within the fourteen (14) day appeal period
- A permit issued in accordance with the Notice of Decision is valid for a period of 12 months from the date of issue. If, at the expiry of this period, development has not commenced or been carried out with reasonable diligence, this permit shall be null and void. If you require an extension, please contact the Town's Planning and Development department prior to expiry.
- Applicants should be aware that 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 (IJD).**

**\*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.**