



# BUILDING PERMIT APPLICATION

For Office Use Only

APPLICATION DATE: \_\_\_\_\_

BUILDING PERMIT NUMBER: \_\_\_\_\_

**PART I – PERMIT APPLICANT INFORMATION**

LANDOWNER

CONTRACTOR

NAME OF APPLICANT/CONTRACTOR:		PHONE:
MAILING ADDRESS:		EMAIL:
NAME OF REGISTERED LANDOWNER: (if different from above)		PHONE:
MAILING ADDRESS:		EMAIL:
NAME OF ARCHITECT OR ENGINEER:	PHONE:	EMAIL:

**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)

New Construction     Renovation     Addition     Repair     Demolition

<input type="checkbox"/> Single Detached Dwelling	<input type="checkbox"/> Multiple Housing Unit	<input type="checkbox"/> Commercial
<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Manufactured Home
<input type="checkbox"/> Secondary Suite	<input type="checkbox"/> Garage Suite	<input type="checkbox"/> CSA No. _____ AMA No. _____
<input type="checkbox"/> Garage – attached/detached	<input type="checkbox"/> Deck	<input type="checkbox"/> Basement Development
<input type="checkbox"/> Gazebo/Pergola	<input type="checkbox"/> Wood Stove/Fireplace Certification No. _____	<input type="checkbox"/> Accessory Building/Shed
<input type="checkbox"/> Storage Pod	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Hot Tub/Swimming Pool
Length of Time Required: _____	Length of Time Required: _____	Other: _____

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 Building Area: _____ m <sup>2</sup> /ft. <sup>2</sup> Building Height: _____ m /ft. No. of Storeys: _____ Main: _____ 2 <sup>nd</sup> Floor: _____ Basement: _____ Garage: _____ Deck: _____
ESTIMATED START DATE:	ESTIMATED COMPLETION DATE:

**SEE REVERSE FOR REQUIRED DOCUMENTS & PERMIT ACCEPTANCE ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Landowner Signature

For Office Use Only:     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:		



# 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. All required items must be provided upon application. Incomplete applications will not be accepted. Depending on the type of development, some requirements and information may not apply.

- 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*)
- THREE** copies of the Site Plan (scaled) identifying:
  - o North arrow;
  - o Property lines shown and labelled;
  - o Identify and label the location of building(s) and the setbacks to the property lines;
  - o Identify and label all abutting streets, lanes, easements and right-of-way(s);
  - o Proposed Deck(s) (covered or uncovered), including dimensions and setbacks;
  - o Total site/lot coverage area (%);
  - o Identify the location and dimensions for off street parking.
- THREE** copies of the Building or Construction Plans (scaled) with architectural approval stamp including:
  - o Floor plans and building sections, identifying dimensions and use of all rooms;
  - o Elevation drawings, showing all sides of the building and indicating height, exterior finishing materials and colors;
  - o Energy Design/Information Sheet;
- THREE** 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*)
  - o For covered decks, identify foundation details and how the structure will be attached to the dwelling
- For Hot Tub/Swimming Pool, include a site plan identifying the size of the tub/pool and fence information

**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.
- 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)*



## REQUIRED PERMIT ACCEPTANCE ACKNOWLEDGEMENT



I/We \_\_\_\_\_ understand that it is my/our responsibility to ensure that the following permits and plans are provided and obtained and complied with, if required:

- Plumbing Permit
- Gas Permit
- Electrical Permit
- Private Sewage

I/We understand that it is my/our responsibility to verify with **IJD Inspections Ltd.** If the above noted permits are required for your project. Failure to obtain the required permits may result in the permit fees being increased or a Stop Order being issued on the project.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date