

Building Permit Application

Permit Label

PERMITS & INSPECTIONS

 Separate permit applications are required for: Electrical Plumbing Gas PSDS

New Home Buyer Protection Act Registration # (NHBPA): _____ **Builders' License #:** _____

Permit Type: Owner Contractor **Development Permit Number:** _____

Application Date (M/D/Y): _____ **Estimated Completion Date (M/D/Y):** _____

Owner: _____ **Mailing Address:** _____
City: _____ **Prov.:** _____ **Postal Code:** _____ **Phone:** _____
Cell Number: _____ **Email Address:** _____ **Fax:** _____

Contractor: _____ **Mailing Address:** _____
City: _____ **Prov.:** _____ **Postal Code:** _____ **Phone:** _____
Cell Number: _____ **Email Address:** _____ **Fax:** _____

Project Location: Name of Municipality: _____
Street or Rural Address: _____ **Subdivision or Hamlet Name:** _____
Unit or Suite #: _____ **Lot:** _____ **Block:** _____ **Plan:** _____ **Tax Roll #:** _____
Legal Subdivision: Part of: _____ **¼ Sect:** _____ **Twp:** _____ **Rge:** _____ **W of:** _____
Directions: _____

Architect and/or Engineer (if applicable): _____ **Phone:** _____

Project Information: Commercial Residential Multi Family Industrial Institutional Oil & Gas
Type of Work: New Renovation Addition Accessory Building Basement Dev. Manufactured Home RTM (Ready to Move)
 Secondary Suite Change of Occupancy Wood Stove Deck Demolition Other _____
 sq. m. sq. ft. **No. of Stories:** _____ **Building Classification:** _____
Main Area: _____
2nd Floor Area: _____
Basement Area: _____
 Developed Yes No
Garage Area: _____
 Detached Attached

Detailed Description of Work and/or intended use or occupancy of the building:

Permit Applicant Declaration: The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations. The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for 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 available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality.

 _____ **Permit Applicant Name (Please print)** _____ **Permit Applicant Signature** _____ **Homeowner's Signature (Homeowner permits only)**
Project Value (Materials & Labour): \$ _____ **Total Developed Area:** _____ Sq. Ft

Permit Fee: \$ _____ ***SCC Levy:** \$ _____ **TOTAL FEE:** \$ _____

*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Payment Method: Visa M/C Debit Cheque Cash **Authorization / Cheque Number** _____

Credit Card #: _____ **CVV#** _____ **Expiry Date:** _____ **Date of Authorization:** _____

Name of Cardholder: _____ **Signature of Cardholder:** _____

Permit Validation Section to be completed by the Building Safety Codes Officer: **Inspecting SCO:** _____

Permit Conditions: _____

 _____ **SCO's Name (print or type)** _____ **SCO's Signature**

 _____ **SCO's Designation Number** _____ **Date of Issue (M/D/Y):** _____

RESIDENTIAL BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

APPLICATION REQUIREMENTS – Along with your approved development permit from the Municipality, ensure the listed supporting documentation is included with the completed building permit application, or delays may occur with regards to issuing the building permit.

NEW HOME BUYERS PROTECTION ACT – When constructing a new home, cabin, garage with living quarters or moving in a new manufactured home you must provide New Home Warranty Registration at time of application.

NATIONAL ENERGY CODE (NEC) – The NEC came into effect November 1, 2016. Ensure the attached 9.36 Compliance Report is completed and submitted with the building permit applications and documentation.

BUILDERS' LICENSE – Effective December 1, 2017, new requirements are in effect for residential builders in Alberta. All residential builders are required to have a builder licence in order to construct new homes

<p>CONSTRUCTION OF NEW HOMES & ADDITIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan(s) <input type="checkbox"/> foundation plan <input type="checkbox"/> elevation views <input type="checkbox"/> building cross sections <input type="checkbox"/> roof truss layouts <input type="checkbox"/> manufactured floor joist layouts (Layouts can be on site at the framing stage) <input type="checkbox"/> engineered stamped drawings for attached garage if it is pile and grade beam <input type="checkbox"/> Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta. (unless designed to the CAN/CSA S406-16 (R2003)) <input type="checkbox"/> Hydronic Heating design information and designer certification 	<p>MANUFACTURED, MODULAR, MOBILE HOMES</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> CSA, QAI or Intertek # <input type="checkbox"/> Serial # <input type="checkbox"/> AMA # <input type="checkbox"/> square footage <input type="checkbox"/> year of manufacture <input type="checkbox"/> elevation views <p>ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> cross section view <input type="checkbox"/> if manufactured sunroom, supplier's full product information is required or an engineer's approval <p style="text-align: center;">** NOTE: Pile foundations require engineering</p>
<p>STORAGE BUILDINGS / GARAGES / SHEDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> elevation views <input type="checkbox"/> building cross sections <input type="checkbox"/> roof truss and beam design information <input type="checkbox"/> Hydronic Heating design information and designer certification (if applicable) <input type="checkbox"/> pole buildings <u>require</u> engineering <p><u>Foundation Requirements:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 4 foot frost wall and strip footing <input type="checkbox"/> concrete slab over 55 sq. meters (592 sq. ft.) must be engineered <input type="checkbox"/> engineered grade beam and pile <input type="checkbox"/> any other foundation will require a structural engineered stamped plan <p><u>Wall Requirements:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> walls up to 3.6 m in height are acceptable <input type="checkbox"/> walls over 3.6 m will require an <u>engineered</u> stamped plan <i>unless built to Standata 14-BCV-002R1.</i> 	<p>BASEMENT DEVELOPMENTS AND MINOR RENOVATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors <p>HOT TUBS / SWIMMING POOLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan with dimensions of tub / pool <input type="checkbox"/> fence information <p>DECKS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> floor layout <input type="checkbox"/> cross section view or example plan with dimensions filled in <p>WOOD STOVES (including fireplaces, pellet and coal stoves)</p> <ul style="list-style-type: none"> <input type="checkbox"/> floor plan <input type="checkbox"/> manufacturers installation instructions <input type="checkbox"/> references to certification listing <p style="text-align: center;">**NOTE: Pile foundations require engineering</p>

Construction checklists for additions, decks, garages, mobile homes and wood stoves are also available.

Contact one of Superior Safety Codes' offices if you need any information regarding building permits or drawings that are required.