



BUILDING PERMIT APPLICATION

The following checklist is supplemental to Superior Safety Codes Inc. Building Permit Information & Checklist Requirement form. Please ensure all required documentation is provided. **Failure to complete the application form or supply the required information, plans or fees, may cause delays in application processing.** Hard copies of applications to be mailed, couriered, or dropped off at the Municipal Government Building.

- ☐ A completed development permit application form with non-refundable fee(s)
- ☐ Site Plan, drawn to scale, 11" x 17" in size, shall include:
 - ☐ north arrow and scale of plan
 - ☐ legal description of the property
 - ☐ property lines shown with dimensions
 - ☐ site coverage calculation (%)
 - ☐ location of all existing and proposed buildings/structures with dimensions from property lines
 - ☐ proposed front, side and rear yard setback distances shown with dimensions
 - ☐ location of all registered utility easements and right-of-ways
 - ☐ proposed improvements to all portions of the site including loading facilities, parking, fences, retaining walls, storage areas and garbage facilities
- ☐ A current copy of the Certificate of Title dated within the last 30 days
- ☐ Fire Safety Plan filled in and signed
- ☐ Two (2) copies of building or construction plans (drawn to scale) indicating:
 - ☐ floor plans showing proposed use and dimensions of each room
 - ☐ building elevations showing all sides of the building, indicating height, finishing materials and colours
- ☐ If professional involvement is required, stamped drawings and Schedules "A" and "B" must be submitted
- ☐ New Home Warranty Certificate (MUST BE PROVIDED FOR NEW RESIDENTIAL DEVELOPMENT)
- ☐ National Energy Code for Buildings (NECB) compliance report
- ☐ Builder's License in good standing
- ☐ Any additional construction checklists required for:
 - ☐ decks
 - ☐ garages/accessory buildings
 - ☐ mobile homes
 - ☐ wood stoves

FEES

PLEASE NOTE:

- Building permit fees are based on project value as determined by the fee schedule adopted by Council.
- The granting of this permit shall in no way relieve the owner of the building or the constructor thereof from complying with the requirements of the Safety Codes Act and Regulations, and any relevant Town Bylaws or Provincial or Federal Statutes or Regulations in force

DEVELOPMENT DEPOSIT (REFUNDABLE)

Residential Dwellings (new construction)	\$1000.00 per unit
Secondary Suite in Existing Detached Dwelling	\$1000.00
Accessory Buildings over 240ft ² (including garage suites)	\$600.00
Additions	\$600.00
Apartment Buildings	\$1000.00
Multiple Housing Development	\$2000.00
Commercial/Industrial/Institutional/Mixed Use (new building)	\$2000.00

PERMIT INFORMATION:

- Failure to complete the application form or supply the required information, plans or fees may cause delays in application processing.
- The Development Authority may refuse to accept your application if the required information has not been supplied or if the quality of the information is inadequate to properly evaluate the building permit application.
- The applicant is responsible for arranging all required inspections
- If you require any information regarding building permits or plans that are required please contact Superior Safety Codes



5012-48 Avenue
Sylvan Lake, AB T4S 1G6
Ph. 403-887-1185

Building Permit Application

Permit Label

Permit Type: ☐ Owner ☐ Contractor

Application Date (M/D/Y): _____

Construction Start Date (M/D/Y): _____

New Home Warranty Number: _____

Development Permit Number: _____

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

Owner: _____ Mailing Address: _____

City: _____ Prov.: _____ Postal Code: _____ Phone: _____

Cell Number: _____ Email Address: _____

Contractor: _____ Mailing Address: _____

City: _____ Prov.: _____ Postal Code: _____ Phone: _____

S.L. BUSINESS LICENSE #: _____ Cell Number: _____ Email Address: _____

Project Location:

Street Address: _____ Subdivision Name: _____

Unit or Suite #: _____ Lot: _____ Block: _____ Plan: _____

Contractor / Owner Project Value: _____

Project Information: ☐ Commercial ☐ Single Family ☐ Multi Family ☐ Industrial ☐ Institutional

Type of Work: ☐ New ☐ Renovation ☐ Addition ☐ Accessory Building ☐ Basement Dev. ☐ Manufactured Home ☐ RTM (Ready to Move)

☐ Secondary Suite ☐ Change of Use/Occupancy ☐ Wood Stove ☐ Deck ☐ Demolition ☐ Other _____

☐ sq. meters ☐ sq. feet No. of Stories: _____ Building Classification: _____

Main Area: _____

2nd Floor Area: _____

Basement Area: _____

Developed ☐ Yes ☐ No

Deck Area: _____

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 and work will commence within 90 days. The permit applicant acknowledges this permit will expire in one (1) year unless extended in writing by a Safety Codes Officer. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Superior Safety Codes Inc. is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out. The personal information provided on this form is protected by the Freedom of Information of Privacy Act.

Permit Applicant Name (Please print)

Permit Applicant Signature

Homeowner's Signature (Homeowner permits only)

For Office Use Only

Project Value: \$ _____

Tax Roll #: _____

Development Application (APDEV): \$ _____ [Civic]

Building Permit (BPER): \$ _____ [Legal]

Development Deposit (CUD): \$ _____

Water Meter (WM): \$ _____ [Safety]

Safety Codes Council Fee (SAFE): \$ _____ (*4% of permit fee with a minimum of \$4.50 to a maximum of \$560.00) [Permit]

TOTAL PERMIT FEE: \$ _____ Payment Method: ☐ Cash ☐ Cheque ☐ Debit Receipt #: _____

Permit Validation Section to be completed by the Building Safety Codes Officer:

Special Conditions: _____ Permit Expiry Date: _____

SCO's Name (print or type)

SCO's Signature

SCO's Designation Number

Date of Issue (M/D/Y): _____



INSPECTION REQUESTS please contact Superior Safety Codes at:
Ph. 403-358-5545 Fax 403-358-5085
Allow 48 hours notice for inspection

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 – Since February 1, 2014, When constructing a new home, cabin, garage with living quarters or moving in a 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 9.36 Compliance Report is completed and submitted with the building permit applications and documentation.

<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 <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>** NOTE: Pile foundations require engineering</p>
<p>STORAGE BUILDINGS / GARAGES / SHEDS / CARPORTS</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. <p>BASEMENT DEVELOPMENTS & SUITES 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 info <p>ROOF MOUNTED SOLAR PANELS</p> <ul style="list-style-type: none"> <input type="checkbox"/> roof layout showing anchorage of panels and railing system (<i>manufacturer's specifications required to be submitted or must be engineered</i>) <input type="checkbox"/> existing roof structure to be identified <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 <p>HANDICAP RAMPS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> cross section view <p>HVAC INSTALLATIONS (not with new construction)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace duct work and venting; provide detailed description of work <input type="checkbox"/> Hydronic heating; provide the design information and heat loss calculations <p>WOOD STOVES (including fireplaces, pellet and coal stoves)</p> <ul style="list-style-type: none"> <input type="checkbox"/> floor plan <input type="checkbox"/> references to certification listing <input type="checkbox"/> manufacturers installation instructions <p>**NOTE: Pile foundations require engineering</p>

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

Contact Superior Safety Codes at 1.866.999.4777 if you require any information regarding building permits or drawings that are required.

NON-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 will occur with regards to issuing the building permit.

NATIONAL ENERGY CODE (NECB) – The NECB came into effect November 1, 2016. Non-residential occupancies exceeding 300 m² in total combined floor area and medium-hazard occupancies shall follow the NECB requirements. Trade off and Performance paths will require a complete set of calculations.

NOTE: Each non-residential project is unique and the checklist below is a basic list of requirements, additional information may be required at time of application.

New Construction and Additions

(Specific requirements will vary depending on the complexity of the project, refer to the NBC – 2023 AE; Division C Section 2.2. Subsections 2.2.2. to 2.2.8.)

- ☐ Professional Drawings including, but not limited to:
 - Floor Plan(s)
 - Cross Section (s)
 - Elevations
 - Foundation details
 - Mechanical and Electrical systems
 - Water Supply for Firefighting
 - Building Code analysis
- ☐ Detailed Site Plan (showing distances of proposed building to all property lines and to other buildings on property, access routes for fire fighting)
- ☐ Schedule A (coordinating registered professional) & Schedule B (professional of record for Architectural, Structural, Mechanical, Electrical, Geotechnical disciplines - as applicable)
- ☐ Owner's Signature on Schedule A
- ☐ CSA-A660 Certification (Steel Buildings)
- ☐ CWB Certification (Welded Construction)

Tenant Improvement, Change of Use, Renovation (Professional Involvement may be required)

- ☐ Floor Plan(s) including a key plan
- ☐ Adjacent tenant space occupancy classification information (if applicable)
- ☐ Cross Section(s)
- ☐ Site Plan

Relocatable Structures / Office Trailers

- ☐ Detailed Site Plan showing distances of proposed building to all property lines, other buildings on property and proximity to vegetation
- ☐ Foundation details / layout (engineering required if using piles)
- ☐ Floor Plan
- ☐ CWB Certification (Welded Construction)

Contact Superior Safety Codes at 1.866.999.4777 if you require any information regarding building permits or drawings that are required.