

Building Permit Application



Permit Type: Owner Contractor

Has Work Started: Yes No

Alberta New Home Warranty: _____

Development Permit Number: _____

Application Date (M/D/Y): _____

Completion Date (M/D/Y): _____

Owner Name: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Alt Phone: _____ Email Address: _____ Fax: _____

Contractor: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Alt Phone: _____ Email Address: _____ Fax: _____

Applicant: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Alt Phone: _____ Email Address: _____ Fax: _____

REGIONAL MUNICIPALITY OF WOOD BUFFALO

Street Address: _____ Hamlet: _____

Unit #: _____ Lot: _____ Block: _____ Plan: _____

Legal Subdivision: _____ Part of: _____ ¼ Sec: _____ Twp: _____ Rg: _____ W of: _____

Directions: _____

Project Information: Commercial Residential Multi-Family Industrial Institutional Oil&Gas Agriculture

Type of Work: New Renovation Addition Mobile Home Replacement Acc Building Bsmt Dev Bsmt Suite

Sq Meters: _____ Sq ft: _____ No. of Stories: _____ Building Classification: _____

Main Area _____ 2nd floor _____ Bsmt Area _____ Garage Area _____ Total Developed Area: _____

Detailed Description of Work or intended use or Occupancy:

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 may 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: The Regional Municipality of Wood Buffalo 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 or Privacy Act.

Contractor's Name (Print Please) _____

Contractor's Signature _____

Homeowner's Signature _____

(Homeowner permits only)

Project Value (Labour and Materials): \$ _____

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 Mastercard Debit Cheque Cash

Authorization/Cheque # _____ Date of Authorization: _____

Credit Card #: _____ Expiry Date: _____ CSV Number: _____

Name of Cardholder: _____ Signature of Cardholder: _____

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Permit Terms and Conditions

1. Inspections are required for all permits; and it is the applicant's responsibility to request the inspection when the work is ready. Contact 780-743-7813 or email inspections@rmwb.ca
2. Permits will be expired if:
 - a. Work does not commence within 90 days of permit issuance, or
 - b. Work is suspended or abandoned for a period of 120 days, and
 - c. Work is not completed within 1 year from issuance. One-time permit extensions may be granted where applicable.
3. This permit is only applicable to the work detailed in the Description of Work and all other work completed, that is not listed on this permit, will be in non-compliance with the **Alberta Safety Codes Act**.
4. The permit holder is responsible to notify the permit issuer and has the right to cancel the permit. Contact the permit issuer if the following occurs:
 - a. If the permit holder does not intend to complete the undertaking, or
 - b. If there is a change in ownership from the owner as stated on the permit application.
5. The permit issuer has the right to cancel your permit if it is found the permit was issued in error due to incorrect or insufficient information in respect to the permit, including permits applied for existing construction.
6. There are no refunds on permit fees once the permit has been processed.
7. No person shall deviate or authorize a deviation from a permit, or terms or conditions of a permit, without first obtaining the written permission of the permit issuer.
8. The permit holder will ensure that the construction site is identified.
9. The permitted work requires the approval of a Safety Codes Officer before any part of the building or system is covered or concealed. If required by a Safety Codes Officer, the owner shall uncover and replace at the owner's expense.
10. Permits must be inspected and compliant prior to the use and/or occupancy.
 - a. Commercial, Industrial and Institutional projects must have all the applicable trades permits inspected and compliant prior to issuance of the Occupancy Permit. A final building inspection may be required prior to the issuance of the Occupancy Permit.
 - b. Residential projects must have the applicable trades permits inspected and compliant prior to the final building occupancy inspection.
11. Residential properties that intend to develop a secondary suite must install a 125 amp or larger electrical service.
12. The installation of CSST gas piping is required to be completed by a certified installer and proof of certification will be required at the time of inspection.
13. Homeowner's that obtain permits must complete the work and will be taking responsibility for ensuring the undertaking complies with the applicable codes and standards. The permit issuer will cancel the Homeowner trades permits if:
 - a. A contractor is found completing the work.
 - b. You are not the registered owner of the residential premises in which the work is being performed.
 - c. You do not permanently reside 'in' or will reside 'in' the premises.
14. All trade permits for a legal suite are to be applied for by a contractor.
15. Only the permit applicant, representative of the applicant or owner is permitted to inquire about permit information, receive permit information and request inspections.
16. Re-inspection fees of \$175 plus SCC Levy will be applied to the permit record and no further inspections will be permitted until the fees have been paid, if:
 - a. The inspector is unable to complete an inspection due to unsafe access, no entry or unable to locate the site.
 - b. Deficiencies from a previous inspection were not corrected at the time of the re-inspection.

Permit Declaration

The permit applicant/owner acknowledges that the installation will be completed in accordance with the Alberta Safety Codes Act, Permit Regulations, and Regional Municipality of Wood Buffalo Permit Policy. The personal information provided on this form is protected by the **Freedom of Information of Privacy Act**. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation.

Applicant Name

Applicant Signature

Date