

Occupancy Permit Application



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Occupancy permits can be used in two circumstances.

1. Prior to work commencing - an inspection to inform the applicant of the things that need to be completed to pass code. It gives the applicant an understanding upfront before work begins. When an Occupancy permit is purchased before work commences, the same permit can be used when work is completed to occupy the space.
2. After completion of a project – a final inspection to conclude the project, deeming all trades and the building permit has occupancy of the space.

Permit Type: Owner Contractor

Application Date (M/D/Y): _____ Proposed Occupancy Date(M/D/Y): _____

Owner Name: _____ Mailing Address: _____
 City: _____ Province: _____ Postal Code: _____ Phone: _____
 Alt Phone: _____ Email Address: _____

Applicant: _____ Mailing Address: _____
 City: _____ Province: _____ Postal Code: _____ Phone: _____
 Alt Phone: _____ Email Address: _____

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Street Address: _____ Unit #: _____
 Parcel (Lot, Block, Plan): _____
 Legal Land Description: Part of: _____ ¼ Sect: _____ Twp: _____ Rg: _____ W of: _____
 Directions: _____

Related Permits for Main Structure:	Additional Related Permits:		
Development Permit			
Building Permit			
Electrical Permit			
Gas Permit			
Plumbing Permit			
Appliance Ventilation Permit			

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

Type of Work: New Addition Mobile Home Change of Occupancy Change of Ownership

No. of Stories: _____ Building Classification Group: A1 A2 A3 A4 B1 B2
 C D E F1 F2 F3

Total occupied area (m2): _____

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

Project Value (Materials & Labour): \$ _____ Total Developed Area: _____ Sq. Ft.

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

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

Visa M/C Debit Cheque Cash Authorization/Cheque/CSV Number: _____

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

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.
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 electrical, plumbing, gas and ventilation 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 electrical, plumbing, gas, and ventilation 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 Private Sewage, Electrical, Plumbing, Ventilation or Gas permit 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. Only the permit applicant, representative of the applicant or owner is permitted to inquire about permit information, receive permit information and request inspections.
15. Re-inspection 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 subject to the provisions of the Protection 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