



APPLICANT: _____

EMAIL: _____

REQUIRED INFORMATION FOR BUILDING APPLICATIONS

APPLICATION CHECKLIST FOR BASEMENT SUITE

This Application checklist shall be **completed** and **attached** to your Building Permit application. All of the required information is necessary for the review of the application and for a timely decision to be rendered.

To expedite the evaluation your application must have:

- All submission requirements to be included in the application,
- All application documents must be clear, legible, precise, and be prepared to professional drafting standards.
- Every document submitted must have a title block with the project name, legal and municipal address, and the name and phone number of the designer.

If the information is determined to be insufficient, the application will be considered **incomplete**; and it will not proceed to review until the requirements have been satisfied.

All boxes shall be "CHECKED" and information indicated attached to the application.

OFFICE ✓	CLIENT ✓	APPLICATION SUBMISSION REQUIREMENTS	COMMENTS
☐	☐	1. Approved Development Permit Drawings: (To obtain a copy contact planning.development@rmwb.ca)	
☐	☐	Provide written confirmation if Development Permit drawings are not required.	
☐	☐	2. Site Plan: Shall be drawn to scale and provide the following information: Standard Information: Shown on all plans as per the " How to Draw a Site Plan and Floor Plan " document found under Forms and Checklists on rmwb.ca Information on the Site Plan: Location and dimensions of all existing buildings, property lines, and setbacks.	
☐	☐	3a. Building Plans - Floor Plans (Existing main, upper and basement): Shall be drawn to scale and contain the following information: a. Dimensions of exterior and interior wall space. b. Detailed location and labelling of all interior rooms and spaces. c. Dimensions of all staircases and floor levels. d. Dimensions and location of basement entrance.	
☐	☐	3b. Building Plans - Elevations: Exterior elevations of each side of the house drawn to scale with dimensions.	
☐	☐	4. Proposed Basement Plan: Shall be properly drawn to scale and contain the following information: a. Dimensions of exterior and interior wall spaces. b. Detailed location and labelling of all interior rooms and spaces. c. Doors with dimensions, swing direction and required fire rating. d. Egress window and where applicable, window well dimensions. e. Dimensions of all stairs. f. Description of the suite heating and ventilation equipment (shall not be shared with the main house and must be controlled from within the suite). g. Location of labelled principal ventilation fan switch. h. Location of interconnected carbon monoxide and smoke alarms. i. Smoke separation constructions between main floor, basement, common areas and service rooms.	
☐	☐	5. Applicable Fees: Building Permit fees (as outlined in the Fees, Rates, and Charges Bylaw, as amended) shall be made payable to the Regional Municipality of Wood Buffalo.	

You will receive email notification upon issuance of Permit. Conditions will be attached to the Permit. The work is required to comply with all the conditions attached to the permit. It is imperative that the applicant carefully read and understand all the Permit conditions.

The personal information collected is authorized under Section 4 (c) of the *Protection of Privacy Act* and is managed in accordance with the Act. It will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information please contact PULSE at 780-743-7000, 1-800-973-9663, or online at rmwb.ca/pulse.

Building Permit Application



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Permit Type: ☐ Owner ☐ Contractor

Development Permit Number: _____

Application Date (M/D/Y): _____

Estimated 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: _____

REGIONAL MUNICIPALITY OF WOOD BUFFALO

Street Address: _____ Hamlet: _____

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

Legal Subdivision: Part of: _____ 1/4 Sect: _____ Twp: _____ Rg: _____ W of: _____ Subdivision: _____

Directions: _____

Alberta New Home Warranty (applicable to all new homes) # _____

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

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

Type of Work:

☐ New ☐ Renovation ☐ Addition ☐ Acc Building ☐ Bsmt.Dev ☐ Mobile Home ☐ Demolition ☐ Bsmt. Suite ☐ Other

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

Main Area: _____

2nd Floor Area: _____

Basement Area: _____

Garage Area: _____

Detached Garages must be on a separate permit.

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: \$ _____

*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 #: _____ CVC: _____ Expiry Date: _____ Date of Authorization: _____

Name of Cardholder: _____ Signature of Cardholder: _____

Building Permit Application



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

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, or
 - 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 not 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 be compliant prior to the use and/or occupancy.
 - a. Commercial, Industrial and Institutional projects must have all applicable electrical, plumbing, gas and ventilation permits inspected and compliant prior to issuance of the Occupancy Certificate. A final building inspection may be required prior to the issuance of the Occupancy Certificate.
 - b. Residential projects must have all 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. Homeowners 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 fees 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