



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 review of the application and for a timely decision to be rendered.

To expedite the evaluation, staff has been instructed to accept **only** complete applications, which require:

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

Should the above be considered inadequate by staff, the application shall be deemed **incomplete** and it will not be reviewed until the requirements have been satisfied.

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

OFFICE ✓	CLIENT ✓	APPLICATION SUBMISSION REQUIREMENTS	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Site Plan:</b> shall be drawn to scale and shall be provide the following information: <b>Standard Information:</b> shown on all plans as per the "How to Draw a Site Plan and Floor Plan" document. <input type="checkbox"/> <b>Information on the Site Plan:</b> location and dimensions of all existing buildings, property lines and setbacks.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Floor Plans: (existing main)</b> shall be properly drawn to scale and shall contain the following information: <input type="checkbox"/> a. Dimensions of exterior and interior wall space. <input type="checkbox"/> b. Detailed location and labelling of all interior rooms and spaces. <input type="checkbox"/> c. Dimensions of all staircases and floor levels. <input type="checkbox"/> d. Entrance to the Basement.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Proposed Basement Plan:</b> shall be properly drawn to scale and shall contain the following information: <input type="checkbox"/> a. Dimensions of exterior and interior wall spaces. <input type="checkbox"/> b. Detailed location and labelling of all interior rooms and spaces. <input type="checkbox"/> c. Doors with dimensions, swing direction and required fire rating. <input type="checkbox"/> d. Egress window and where applicable, window well dimensions. <input type="checkbox"/> e. Dimensions of all stairs. <input type="checkbox"/> 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). <input type="checkbox"/> g. Location of labelled principal ventilation fan switch. <input type="checkbox"/> h. Location of interconnected carbon monoxide and smoke alarms. <input type="checkbox"/> i. Smoke separation construction between main floor, basement, common areas and service rooms.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Elevations:</b> all four elevations drawn to scale.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Approved DP Drawings</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Applicable Fees:</b> Building Permit fees 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 questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at [rmwb.ca/pulse](http://rmwb.ca/pulse).

# Building Permit Application



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: \_\_\_\_\_ ¼ 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



## Permit Terms and Conditions

1. Inspections are required for all permits. It is the applicant's responsibility to request the inspection when the work is ready. Contact 780-743-7813 or email [inspections@rmwb.ca](mailto: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 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 for inspection. Replacement will be at the owner's expense.
10. Permits must be inspected and be compliant prior to the use and/or occupancy, both Commercial and Residential:
  - a. Commercial, Industrial and Institutional projects must have all applicable electrical, plumbing, gas and ventilation permits inspected and be 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 be 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.

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Applicant Name

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Applicant Signature

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Date