



APPLICANT: \_\_\_\_\_ Email: \_\_\_\_\_

## FIRE ALARM PERMIT APPLICATION CHECKLIST

This checklist of application submission requirements 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, staff has been instructed to accept **only** complete applications, which require:

- All application submission requirements to be included in the application; and,
- All application submission requirements to be **clear, legible, and precise**, and to be prepared to professional drafting standards.

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

Building Permit # _____ [office]		Date _____	
Company Name _____		Applicant's Tel _____	
Applicant's Name _____		Qualifications _____	
Owner/Rep Name _____		Owner's Tel _____	
Copy of Permit from Fire Dept. for Working on Existing Fire Alarm System attached <input type="checkbox"/> [ Call 780-792-5519 to obtain permit ]			
<b>Project Description</b>			
Project Name _____		Proposed Use _____	
Address _____			
Number of Storeys _____	Area of Building (Foot print) sqft _____	Major Uses/Classification _____	
Year Building was Constructed _____	Sprinkler System <input type="checkbox"/>	Standpipe <input type="checkbox"/>	Fire Pump <input type="checkbox"/> Restaurant <input type="checkbox"/> Alcohol <input type="checkbox"/>
Describe Scope of Work _____ _____ _____ _____			
Was the work initiated as a requirement by the Fire Dept.?. Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, report from the Fire Dept. must be attached.			
<b>Fire Alarm Panel</b>			
Existing System: Make and Model _____		Date of Installation _____	
New System: Make and Model _____			
Single stage <input type="checkbox"/>	Two stage <input type="checkbox"/>	Addressable <input type="checkbox"/>	Non-addressable <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/>
Work as defined by Standata <a href="#">FCI-08-06</a> . New Fire Alarm System <input type="checkbox"/> Panel Replacement <input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Upgrading <input type="checkbox"/>			
Replacing parts: List attached <input type="checkbox"/> Adding devices: List attached <input type="checkbox"/> Fire Alarm Equipment and Device Plan attached <input type="checkbox"/>			
<b>Verification</b>			
Copy of Valid Verification Report and Certificate attached <input type="checkbox"/>		Verification date _____	Installation Standard _____
If no valid Verification Report is provided, a complete Verification Report as per CAN/ULC-S537-13 will be required when work is complete and prior to acceptance of the system. <b>Buildings must remain on <a href="#">Fire Watch</a> from the time the system is taken offline for work until the Fire Alarm system has been inspected and all documentation approved.</b>			
Verification <input type="checkbox"/> Re-verification <input type="checkbox"/> Edition of Code the New Systems/Work will be installed to _____			
Person performing verification _____		Qualification/s _____	
Signaling Equipment Certificate: CAN/ULC-S561: Current Copy attached <input type="checkbox"/> To be Installed <input type="checkbox"/> Not applicable <input type="checkbox"/>			

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 on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Planning and Development, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 793-1069.

# 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 #: \_\_\_\_\_ 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; 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](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, 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 Certificate. A final building inspection may be required prior to the issuance of the Occupancy Certificate.
  - 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 fees of \$175 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 and 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