



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

## REQUIRED INFORMATION FOR PERMIT APPLICATIONS

### CHECKLIST FOR SERVICE CONNECTIONS (RWSS-STEP SYSTEM)

This application checklist shall be **completed** and **attached** to your 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.
- Where Engineering is required, all plans shall be stamped and signed by the registered professional responsible for design.
- 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 inadequate, the application shall 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
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Estimated Peak Flow:</b> Based on the criteria listed in Section 2 of the Alberta Private Sewage Systems Standard of Practice (SOP).	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>2. Site Drawing:</b> Plans shall include the following information: <ol style="list-style-type: none"> <li>a. Setbacks must be clearly marked.</li> <li>b. Must comply with the current Alberta Private Sewage Systems Standard of Practice, Section 7.</li> </ol>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>3. Controls Package:</b> Shall include the following information: <ol style="list-style-type: none"> <li>a. Low/High Level Alarms.</li> <li>b. The Pump System used (including a pump spec sheet).</li> <li>c. Location of the control box.</li> </ol> <b>Note: Submissions must meet or exceed the examples shown in the most current RWSS Guidelines.</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Vault Package:</b> (filter used to protect the pump).  <b>Note: Submissions must meet or exceed the examples shown in the most current RWSS Guidelines.</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Septic Tank CSA-B66 Certification Document</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Applicable Fees:</b> 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 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](http://rmwb.ca/pulse).



# Service Connection Permit Application



Application Date (M/D/Y): \_\_\_\_\_ Building Permit Number: \_\_\_\_\_

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: \_\_\_\_\_

Type of Work:  Step System  Direct Connection  
 Project Information:  Commercial  Residential  Multi-Family  Industrial  Institutional  
 Description of Work: \_\_\_\_\_

Sanitary Size: \_\_\_\_\_ Storm Size: \_\_\_\_\_ Water Line Size: \_\_\_\_\_

**Additional Documents:**

Shop Drawing for Step Tank, Alarms & Pumps  Cistern Tank Shop Drawing  Site Drawing   
 Fixture Data Calculation Sheet

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 subject to the provisions of the Protection of Privacy Act.

Journeyman's Name (Please Print) \_\_\_\_\_ Journeyman's Signature \_\_\_\_\_  
 Journeyman's Certification Number \_\_\_\_\_ Journeyman's Contact Number \_\_\_\_\_

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: \_\_\_\_\_

# Service Connection 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, 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. 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 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.
12. Only the permit applicant, representative of the applicant or owner is permitted to inquire about permit information, receive permit information and request inspections.
13. Re-inspection fees, 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 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