



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

## REQUIRED INFORMATION FOR BUILDING PERMIT APPLICATIONS

### CHECKLIST FOR NEW COMMERCIAL/INDUSTRIAL/INSTITUTIONAL BUILDINGS AND RENOVATIONS

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.
- 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 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
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>1. Approved Development Permit</b> or written confirmation that a Development Permit is not required.</p> <p><b>NOTE:</b> Upon review, if the submitted drawings do not match the plans approved within the Development permit, this application may not be processed until such a time that the changes have been approved or the drawings have been updated to match the development permit.</p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>2. General Information</b> - Include the following information:</p> <p>a. Cover Page with detailed description of proposed work.</p> <p>b. Name, type and location of building.</p> <p>c. Name, address and telephone number of the owner.</p> <p>d. Name, address and telephone number of the constructor, if known.</p> <p>e. Names, addresses and telephone numbers of any designers, architects, licensed interior designers and/or professional engineers involved in the project (if applicable).</p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>3. Site Plan:</b> Shall include the following information:</p> <p>a. Dimensions from property lines to the location of the proposed building.</p> <p>b. Building Dimensions</p> <p>c. Dimensions from the property lines to the adjacent existing structures on the property.</p> <p>d. Existing and finished ground levels to an established datum at or adjacent to the site.</p> <p>e. The access routes for firefighting.</p>	



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<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><b>4. Basic Information:</b> Plans shall include the following information:</p> <ul style="list-style-type: none"> <li>a. Floor plans on a scale of not less than 1:100</li> <li>b. Include ALL floors and spaces, including washrooms.</li> <li>c. Indicate washrooms that are Barrier Free</li> <li>d. Building Height (In Storeys)</li> <li>e. Dimensions of all rooms.</li> <li>f. Description of the purpose of all rooms and spaces.</li> <li>g. Locations of all walls, partitions, doorways, windows, and other openings.</li> <li>h. Clearly identify existing walls, walls being removed, and new proposed walls.</li> <li>i. Finish of all floors, walls, and ceilings.</li> <li>j. Location and description of all fixed equipment.</li> <li>k. Building sections, elevations, and details sufficient to determine if the proposed work meets the requirements of this Code.</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><b>5. Building Life Safety:</b> Plans shall include the following information:</p> <ul style="list-style-type: none"> <li>a. Building area - <i>the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of firewalls.</i></li> <li>b. Details of wall construction and unprotected openings (including dimensions) in the exposing building faces of any other buildings located on the same property.</li> <li>c. Location and details of firewalls.</li> <li>d. Method of fire separation, including fire-resistance rating between storeys, around shafts and special rooms or areas. Location and fire- protection rating of closures in fire separations.</li> <li>e. Sources of information for fire-resistance ratings of elements and assemblies, or construction (to be included on large-scale sections).</li> <li>f. Locations of exits and calculations for the required widths of means of egress.</li> <li>g. Layout, details, and specifications for all components of fire detection and alarm systems.</li> <li>h. Sufficient information to verify compliance of standpipe and hose systems.</li> <li>i. Full details of proposed sprinkler system together with sufficient design data to permit checking of the system.</li> <li>j. Changes and/or additions to the existing sprinkler system clearly identified.</li> <li>k. Travel distance from the most remote areas indicated and detailed.</li> <li>l. Any other fire safety features of the building.</li> </ul>	



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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>7. Foundations:</b> Shall include the following information:</p> <ul style="list-style-type: none"> <li>a. Type and condition of the soil or rock, as well as the groundwater conditions.</li> <li>b. Allowable bearing pressures on the soil or rock, allowable loads when applicable and the design loads applied to foundation units.</li> <li>c. Earth pressures and other loads applied to the supporting structures of supported excavations.</li> <li>d. Foundation construction information, including plans, sections and details.</li> </ul> <p><b>NOTE: Where Engineering is required, all plans shall be stamped and signed by the registered professional responsible for design.</b></p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>8. Mechanical:</b> Heating and Ventilation plans shall include the following information:</p> <ul style="list-style-type: none"> <li>a. Size and continuity of all pipes, ducts, shafts, flues, fire dampers and fire stop flaps.</li> <li>b. Location, size, capacity, and type of all principal units of equipment.</li> <li>c. Size, shape and height of all chimneys and gas vents.</li> <li>d. Size and location of combustion air and ventilation openings.</li> <li>e. Location and fire-resistance rating of fire separations.</li> </ul> <p><b>NOTE: Where Engineering is required, all plans shall be stamped and signed by the registered professional responsible for design.</b></p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>9. Electrical:</b> Please note that depending on the scope or complexity of the project, detailed Electrical plans may require review prior to issuance of the Building Permit.</p> <p><b>NOTE: Where Engineering is required, all plans shall be stamped and signed by the registered professional responsible for design.</b></p>	



<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<b>10. Energy Code:</b> Required for new buildings and additions. Completed NECB Project Summary Form	
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<b>11. 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 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](http://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



## 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 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.
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 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