



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

## REQUIRED INFORMATION FOR PERMIT APPLICATIONS

### APPLICATION CHECKLIST FOR OCCUPANCY PERMIT

This application checklist shall be **completed** and **attached** to your Occupancy Permit application. All of the required information is necessary for the review of the application, to complete the occupancy inspection, and to render a timely decision on the issuance of the Occupancy Permit.

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 the project name, legal and municipal address, and the name and phone number of the designer, and/or owner/applicant.

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. Approved Development Permit Drawings:</b> (To obtain a copy contact <a href="mailto:planning.development@rmwb.ca">planning.development@rmwb.ca</a> ) <input type="checkbox"/> Or provide written confirmation if Development Permit is not required.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Approved Building Permit (if required):</b> <input type="checkbox"/> Or provide written confirmation if Building Permit is not required	
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Applicable Trades Permits (if required):</b> <input type="checkbox"/> a. Electrical _____ <input type="checkbox"/> b. Gas _____ <input type="checkbox"/> c. Plumbing _____ <input type="checkbox"/> d. Gas Appliance Venting _____	
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Site Plan:</b> Shall be drafted to scale and provide the following information: <input type="checkbox"/> a. Location and dimensions of the building, with distances from all property lines. <input type="checkbox"/> b. Locations and dimensions of every adjacent existing building on the property, with distances from the property lines. <input type="checkbox"/> c. The access routes for firefighting and locations of nearest fire hydrants. (applies only to buildings over 600 sq.m. / 6458 sq.ft.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Floor Plans:</b> Shall be drafted to scale and provide the following information: <input type="checkbox"/> a. Floor plans on a scale not less than 1:100. <input type="checkbox"/> b. The dimensioned location of all walls, partitions, hallways, stairs and size of doors, windows and other openings. <input type="checkbox"/> c. Description of the purpose of all rooms, with the total floor area. <input type="checkbox"/> d. The location and description of furnace/heating appliances, ventilation equipment, and other fixed building equipment. Clear photos of HVAC equipment and specification labels are also acceptable.	



<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>6. Authorization to Occupy (one of the following is required):</b></p> <p>a. Current Certificate of Title. May be obtained from Alberta Registries Office.</p> <p>b. If Applicant is not the registered owner, a Letter of Authorization from the owner is required.</p> <p>c. Copy of current lease.</p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>7. Applicable Fees:</b> Permit fees (as outlined in the Fees, Rates, and Charges Bylaw, as amended) shall be made payable to the Regional Municipality of Wood Buffalo.</p>	

You will receive email notification upon issuance of Permit. Conditions may be attached to the Inspection Report related to the Occupancy Permit. The occupancy and use of the building is required to comply with all conditions indicated on the Occupancy Permit and related reports. 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).

# Occupancy Permit Application



Occupancy permits can be used in three circumstances. Please check one:

- 1. Prior to work commencing - an inspection to inform the applicant of the things that need to be completed to pass code. It gives the applicant an understanding upfront before work begins. When an Occupancy permit is purchased before work commences, the same permit can be used when work is completed to occupy the space.
- 2. After completion of a project – a final inspection to conclude the project, confirming all trades and the building permits are closed compliant.
- 3. For change of use or change of ownership of a previously occupied premise.

Permit Type:  Owner  Contractor

Application Date (M/D/Y): \_\_\_\_\_ Proposed Occupancy Date(M/D/Y): \_\_\_\_\_

Owner Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

REGIONAL MUNICIPALITY OF WOOD BUFFALO

Street Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Parcel (Lot, Block, Plan): \_\_\_\_\_

Legal Land Description: Part of: \_\_\_\_\_ ¼ Sect: \_\_\_\_\_ Twp: \_\_\_\_\_ Rg: \_\_\_\_\_ W of: \_\_\_\_\_

Directions: \_\_\_\_\_

Related Permits for Main Structure:

Additional Related Permits:

Development Permit			
Building Permit			
Electrical Permit			
Gas Permit			
Plumbing Permit			
Gas Appliance Venting Permit			

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

Type of Work:  New  Addition  Mobile Home  Change of Occupancy  Change of Ownership

No. of Stories: \_\_\_\_\_ Building Classification Group:  A1  A2  A3  A4  B1  B2

Total occupied area (m2): \_\_\_\_\_  C  D  E  F1  F2  F3

Area under this Permit (m2): \_\_\_\_\_

Detailed Description of Work and/or intended use or occupancy of the building: .....

.....  
 .....

Project Value (Materials & Labor): \$ \_\_\_\_\_ Total Developed Area: \_\_\_\_\_ Sq. Ft.

Permit Fee: \$ \_\_\_\_\_ \* SCC Levy: \$ \_\_\_\_\_ TOTAL FEE: \$ \_\_\_\_\_

Payment Method: \_\_\_\_\_ \* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Visa  M/C  Debit  Cheque  Cash Authorization/Cheque/CSV Number: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ CVC: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

# Occupancy 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. 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**.
3. 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.
4. 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.
5. There are no refunds on permit fees once the permit has been processed.
6. 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.
7. The permit holder will ensure that the construction site is identified.
8. 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.
9. 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 Permit. A final building inspection may be required prior to the issuance of the Occupancy Permit.
  - b. Residential projects must have the applicable electrical, plumbing, gas, and ventilation permits inspected and compliant prior to the final building occupancy inspection.
10. Residential properties that intend to develop a secondary suite must install a 125 amp or larger electrical service.
11. 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.
12. 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.
13. Only the permit applicant, representative of the applicant or owner is permitted to inquire about permit information, receive permit information and request inspections.
14. Re-inspection fee 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