



Permit application

Residential building

Planning and Development
 101-1101 5 St., Nisku, AB T9E 2X3
 p: 780-770-9322 f: 780-955-8866
 safetycodes@leduc-county.com

Permit Number:				Application Date:				
¼	Section	Township	Range	West of	Roll #			
Lot	Block	Plan	Subdivision/hamlet					

Personal information

Project civic address			Postal code		
Occupied by			Phone		
Owner name			Phone		
Owner address			Fax		
Town/city		Postal code	Email		
Applicant name			Phone		
Applicant address			Fax		
Town/city		Postal code	Email		

Project details

<input type="checkbox"/> New construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Renovation	<input type="checkbox"/> Demolition	<input type="checkbox"/> Other <i>please specify:</i>	
Description of work:					

Year built	Home type	Sq. Ft.	Home foundation	Accessory building	Sq. Ft.	Accessory bldg. foundation
	<input type="checkbox"/> ⁶ Manufactured home		<input type="checkbox"/> Blocking	<input type="checkbox"/> Attached garage		<input type="checkbox"/> ⁴ Slab on grade
	<input type="checkbox"/> Modular home		<input type="checkbox"/> Basement	<input type="checkbox"/> Detached garage		<input type="checkbox"/> ¹ Pile/Grade beam
	<input type="checkbox"/> ⁶ Relocated home		<input type="checkbox"/> ¹ Pile/Grade beam	<input type="checkbox"/> Other (specify)		<input type="checkbox"/> Other (specify)
	<input type="checkbox"/> Site constructed		<input type="checkbox"/> ¹ Slab on grade	_____		_____

New home construction includes	Sq. Ft.	Heating	Addition/Renovation	Sq. Ft.	Addition foundation type
<input type="checkbox"/> Finished basement		<input type="checkbox"/> ³ Forced air	<input type="checkbox"/> ⁵ Renovation		<input type="checkbox"/> Basement
<input type="checkbox"/> Secondary Suite		<input type="checkbox"/> ^{1,3} Hydronic in floor	<input type="checkbox"/> ⁵ Addition		<input type="checkbox"/> ¹ Pile/grade beam
Number of storeys		<input type="checkbox"/> ^{1,3} Geothermal	<input type="checkbox"/> Deck(s)		<input type="checkbox"/> ¹ Slab on grade
Deck(s)			<input type="checkbox"/> Wood/coal stove		

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|--|---|
| 1. Engineered drawings required prior to permit issuance.
2. Engineered drawings required
3. Heat loss calculations required prior to permit issuance. | 4. Engineered drawings may be required.
5. Indicate use of area (bedrooms, family room, bathroom).
6. Indicate whether existing decks, porches, etc. to be relocated. |
|--|---|

Start date		Construction value	\$
End date		Fees as per current fee schedule	\$
		Safety Codes Council Levy (> of \$4.50 or 4% of fee)	\$
		TOTAL	\$

The issuance of a permit or examination of plans/specifications shall not be construed to be an approval of any violation of provisions of the Safety Codes Act, regulations made pursuant thereto, bylaws or agreement. I hereby verify that digital plans, specifications or other information provided to Leduc County are identical in content to paper documents provided. Changes to any of the documents will be provided to Leduc County in digital format (and paper copy if requested). I am the owner/applicant with the consent and authority of the owner that is the subject matter of this permit application. I have read and agree to the conditions on the reverse page of the application form. I hereby certify that this installation will be completed in accordance with the Safety Codes Act and regulations made pursuant thereto.

Applicant Signature		Printed Name	
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash/Interac
Name of card holder		Invoice/Account No. _____	
Expiry date (month/year)			
Signature of card holder		Card number	

Payments over \$5,000.00 by credit card are subject to a 3% processing fee & GST on the processing fee only. I hereby authorize Leduc County by this signature to charge my credit card account number given here.

Conditions

Act – The issuance of a permit shall not prevent a safety codes officer from issuing a correction notice if construction or part thereof is found not to be in accordance with the Safety Codes Act, regulations and Bylaws.

Deviation – No deviation from plans, specifications or information contained on the application for this permit shall be permitted without prior written authorization from the safety codes officer.

Safety codes officer – The person authorized to perform installations governed by this permit shall notify the safety codes officer prior to concealment of any portion of the installation.

Excavation – Before excavation is started, check for the location of utilities.

Inspection – The safety codes officer shall not be refused admission during any reasonable hour of the day for the purpose of conducting an inspection.

Final inspection – Upon completion of all the work authorized by this permit, the safety codes officer shall be notified that all work is completed and ready for final inspection.

Occupancy - No occupancy of new construction shall take place until permission to occupy is granted by Leduc County.

Important notice

If any portion or part of the work is concealed prior to an approval by a safety codes officer all work may be requested to be uncovered.

Any required re-inspection shall be subject to a re-inspection fee, as per current fee schedule. This fee is required to be paid prior to the re-inspection taking place.

Any person who commits a breach of any of the provisions of the *Safety Codes Act*, or regulations made pursuant thereto, or of the conditions of a permit is guilty of an offense under the act.

Deficiencies shall be corrected within 15 days or as specified by the safety codes officer.

Your personal information is collected by Leduc County under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. It will be used for the purposes for which it is collected. Questions concerning the collection and use of this information can be directed to Leduc County's FOIP coordinator at FOIP@leduc-county.com.

Requirements for site constructed single-family dwellings/additions

1. The application form must be fully completed and signed
2. Digital (PDF) copy of plans must be unprotected (no PDF/A or digital signatures)
 - a. **Site plan containing:**
 - Dimensions of the property
 - Positions and dimensions of all buildings that exist or are to be constructed
 - Dimensions from buildings to property lines and to each other
 - Location of any lake, stream or other embankment and distances to proposed construction
 - b. **Construction plans, drawn to scale and legible, including:**
 - Foundation plans
 - Elevation drawings showing grade level, window and door sizes, **wall area and window area calculations**
 - Floor plans for each floor showing the use of each room, locations and sizes of windows, doors and door swing direction, location of smoke detectors
 - Cross sections showing construction details of footing, foundation, walls, floors and roofs including insulation
 - Structural, mechanical and electrical drawings (if separate from floor plans)
 - Seal of architect, engineer or other professional where required (see notes below)
 - Energy efficiency information – RSI values on walls, ceilings and floors over unheated spaces, or, energy efficiency modeling report.
 - Plans are required to have sufficient information to allow a safety codes officer to determine that the proposed construction will meet the requirements of the Alberta Building Code.
 - c. **Fire safety plan** (safety during construction)

Plans submitted will be reviewed by a safety codes officer. Further plans or information may be required prior to permit issuance.

Important notices

Secondary Suites have specific building code requirements that must be met. Please contact our office for more information.

Dwellings on small lots

There are specific requirements for construction of dwellings on lots the fire department is unable to reach within 10 minutes which includes all of Leduc County. The High Intensity Residential Fire (HIRF) requirements will be provided on request. Please provide to your home designer or manufacturer. Wall area and window area calculations for side elevations must be provided on your construction drawings.

Engineering required

In general, residential projects require engineering for the following:

- Roof and floor truss plans
- Tall walls
- Preserved wood foundation plans
- Pile or pile/grade beam foundation plans
- Geothermal heating system plans
- Hydronic in-floor heating system plans

New home warranty/builder licensing

A copy of the new home warranty or exemption *confirmation* from Alberta Municipal Affairs is required prior to permit issuance for site constructed, manufactured, modular and RTM homes. The builder must have a provincial builder's license. Call 1-866-421-6929 for more information on the new home warranty and builder licensing programs.