



Residential Building Permit Application

COUNTY CENTRE
Suite 101, 1101 – 5th Street, Nisku, Alberta T9E 2X3
Phone: 780-955-3555 Fax: 780-955-8866
Email: SafetyCodes@leduc-county.com

DATE: _____

PERMIT NO. _____

Legal Description

1/4	Sec	Twp	Rg	W	No. Acres	Roll #
Lot	Block	Plan	Subdivision/Hamlet			
Civic Address of Project _____					Postal Code _____	
Occupied by _____					Phone No. _____	

Owner Address _____	Postal Code _____
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Phone 1	_____
Phone 2	_____
Fax	_____
Email	_____

Applicant Address _____	Postal Code _____
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Phone 1	_____
Phone 2	_____
Fax	_____
Email	_____

Project Details: New Construction Relocation Addition Renovation Demolition

Project Description: _____ # of Storeys: _____

Home Type	Sq. Ft.	Home Foundation	Accessory Building	Sq. Ft.	Acc 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 Year Built _____		<input type="checkbox"/> ¹ Pile/Grade Beam	<input type="checkbox"/> Other (specify _____)		<input type="checkbox"/>
<input type="checkbox"/> Site Constructed		<input type="checkbox"/> ¹ Slab on Grade			

New Home Const. Includes	Sq. Ft.	³ 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"/> Deck(s)		<input type="checkbox"/> ¹ & ³ Hydronic in floor	<input type="checkbox"/> ⁵ Addition		<input type="checkbox"/> ¹ Pile/Grade Beam
		<input type="checkbox"/> ¹ & ³ Geothermal	<input type="checkbox"/> Deck(s)		<input type="checkbox"/> ¹ Slab on Grade
			<input type="checkbox"/> Wood/Coal Stove	N/A	

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, bath)
6. Indicate whether existing decks, porches, etc. to be relocated

Permit Fee

Construction value: _____ Permit Fee as per Current Fee Schedule _____

SCC levy is the greater of \$4.50 or 4% of permit fee Safety Codes Council Levy _____

Two complete sets of plans, including foundation plans and any engineered plans as required above must be submitted with all building permit applications. 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.

Personal information provided as part of this application is collected under the SCA and MGA and in accordance with the FOIPP Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public on request. If you have questions about the collection or use of the personal information, please contact Leduc County.

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 2 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..

Start Date: _____
Finish Date: _____

Signature of applicant _____ Printed Name of Applicant _____

Type of Payment (X) Credit Card Cheque # _____ County Account # _____

Warranty Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Card # _____ Name of Card Holder _____	Expiry Date _____ Signature of Card Holder _____
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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 construct 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	<p>The Safety Codes Officer shall not be refused admission during any reasonable hour of the day for the purpose of conducting an inspection.</p> <p>If any portion or part of the work is concealed prior to an approval by a Safety Codes officer such work may be requested to be uncovered.</p> <p>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.</p> <p>Deficiencies shall be corrected within 15 days or as specified by the Safety Codes Officer.</p>
Occupancy	An <i>owner</i> shall obtain permission in writing to occupy from Leduc County, before any <i>occupancy</i> of a <i>building</i> after construction, relocation, partial demolition, or <i>alteration</i> of that <i>building</i> , or any change in the <i>occupancy</i> of a <i>building</i> .
Offence	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.



Residential Building Permit Application Submission Requirements

For site constructed single family dwellings/additions the following information is required:

- The application form must be fully completed and signed
- Digital (PDF) copy of plans
 - **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
 - **Two sets of construction plans, drawn to scale and legible, including:**
 - Foundation plans
 - Elevation drawings showing grade level, window and door sizes, **wall area calculations 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
 - **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

Note: 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.

Note: 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

Note: 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. Contact 1-866-421-6929 for more information on the New Home Warranty and Builder Licensing programs.

Occupancy:

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