

Which permit type are you applying for?  new home  detached garage  basement development  other

If **other**, please describe proposed building/work \_\_\_\_\_

Estimated building value \$ \_\_\_\_\_

Property address \_\_\_\_\_ Subdivision \_\_\_\_\_

Legal description Lot \_\_\_\_\_ or Condo unit \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

(if applicable) Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian 4

**Applicant name(s)** \_\_\_\_\_ **Contact name** \_\_\_\_\_  
(If different than applicant)

Applicant address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone number \_\_\_\_\_ Alternate phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address (optional) \_\_\_\_\_

When your permit is ready do you want us to:  call you for pick up  mail it out

**Landowner name** \_\_\_\_\_ **Contact name** \_\_\_\_\_  
(If different than applicant) (If different than landowner)

Landowner address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_ Phone number \_\_\_\_\_ Alternate phone \_\_\_\_\_

Building type  residential  commercial  industrial  institutional  other

I am the owner, or have the consent of the owner, to apply for this Building Permit \_\_\_\_\_

Signature of authorized applicant

Card # \_\_\_\_\_  
(If paying by Mastercard, Visa, or American Express) Signature \_\_\_\_\_ Expiry date \_\_\_\_\_

**Collection and use of personal information**

This personal information is being collected in accordance with the Municipal Government Act (MGA) and the Safety Codes Act and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP), unless disclosures are authorized under the Safety Codes Act. This information will be used to process and issue the Permit. If you have any questions about the collection and use of your information, contact the Building Regulation Services Coordinator, Strathcona County at 780-464-8264.

**For office use only**

**Building area** (Please provide area measurements in square feet)

Main \_\_\_\_\_ 2<sup>nd</sup> & Add \_\_\_\_\_ Basement \_\_\_\_\_ Garage \_\_\_\_\_ Total \_\_\_\_\_

**Fees**

Building \_\_\_\_\_ Date received \_\_\_\_\_ Roll number \_\_\_\_\_

SCC \_\_\_\_\_ Received by \_\_\_\_\_ Application number \_\_\_\_\_

Water charge \_\_\_\_\_ Entered by \_\_\_\_\_

Lot grading \_\_\_\_\_ Date entered \_\_\_\_\_

Total \_\_\_\_\_ DP applied for  DP issued

Receipt no. \_\_\_\_\_ DP number \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_

**Conditions**

- 1 The issuance of a permit shall not prevent a Safety Codes Officer from stopping building construction operations which are in violation of the Safety Codes Act, regulations made pursuant thereto or bylaws.
- 2 By written notice, a Safety Codes Officer may suspend or revoke a permit issued in error, on the basis of incorrect information supplied or when in violation of the provisions of the Safety Codes Act, regulations made pursuant thereto or bylaws.
- 3 Every permit shall automatically expire if the work authorized by the permit is not commenced within 90 days, or is suspended or abandoned for a period of 120 days at any time after the work is commenced. Exceptions may be made at the discretion of a Safety Codes Officer for exceptional circumstances.
- 4 A Safety Codes Officer is prohibited from issuing a permit to an applicant if the appropriate architect's and/or professional engineer's seals or stamps are not on the plans and specifications, when required.
- 5 The owner is responsible for carrying out the work or having the work carried out in accordance with the Safety Codes Act, pursuant regulations, and bylaws.
- 6 A set of examined drawings and specifications shall be kept on the building site at all times during which the work authorized by this permit is in progress, and shall be available for inspection by a Safety Codes Officer.
- 7 Before any excavation or construction is started, check the location of utilities and levels respecting elevations of lanes, streets or avenues, sanitary or storm sewer connections.
- 8 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 offence under the Act.
- 9 The permit holder is responsible for calling for inspection at the stages of construction identified as requiring an inspection.
- 10 Upon completion of all work authorized by an approved Building Permit, the Safety Codes Officer shall be notified that all work is completed and ready for final inspection.
- 11 If any portion of the work is concealed prior to an approval by a Safety Codes Officer all work may be requested to be uncovered.
- 12 Any required re-inspection may 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.