

Building type being applied for: ☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Other

Permit type being applied for: ☐ New building ☐ Addition ☐ Tenant improvement ☐ Other

Description of proposed building/work \_\_\_\_\_

Will your proposed development qualify for any Strathcona County building rebates? ☐ yes ☐ no

<https://www.strathcona.ca/agriculture-environment/environment-and-conservation/environmental-initiatives/green-building-rebate-program/>

Estimated construction 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 the applicant)

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

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

Phone number \_\_\_\_\_ Alternate phone \_\_\_\_\_ email \_\_\_\_\_

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

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

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

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

When your permit is ready do you want us to: ☐ call for pick up ☐ email for pick up

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

## Collection and use of personal information

Personal information is collected under the authority of s. 4 (c) of the Protection of Privacy Act and will be used in the management and administration of Strathcona County's planning and permitting processes. Information related to your permit application and/or any permit(s) issued may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of your personal information, contact the Manager, Permitting Approvals and Inspections, Planning and Development Services, Strathcona County at 780-464-8080.

## Payment Information

Cheques should be made payable to **Strathcona County**. Post dated cheques will not be accepted. If paying by credit card, a County Representative will contact you for payment

## For office use only

### Fees

|                 |   |  |
|-----------------|---|--|
| Building        | Date received   | Roll #   |
| SCC             | Received by   | Application #  |
| Lot grading     | Entered by  | <input type="checkbox"/> DP applied for <input type="checkbox"/> DP issued |
| Lot grading GST | Date entered  |  |
| Total           |   | DP #   |
| Receipt number  | Fees paid by <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash |  |
| Comments        |   |  |

# Commercial Building Permit – Application

(Page 2 of 3)

## Drawings and Documents 2 COPIES of drawings/documents/details required

|                                |  |
|--------------------------------|--|
| <b>SITE PLAN</b>               | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>ARCHITECTURAL</b>           | Drawings stamped, signed and dated <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Schedules provided <input type="checkbox"/> n/a <input type="checkbox"/> Yes → Provided <input type="checkbox"/>  |
| <b>CODE ANALYSIS</b>           | Included on the drawings <input type="checkbox"/> Yes <input type="checkbox"/> No → Applicant to complete <b>Code Analysis</b> below   |
| <b>STRUCTURAL</b>              | Drawings stamped, signed and dated <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Schedules provided <input type="checkbox"/> n/a <input type="checkbox"/> Yes → Provided <input type="checkbox"/>  |
| <b>GEOTECHNICAL</b>            | Report provided<br><input type="checkbox"/> n/a<br><input type="checkbox"/> Yes, for new foundation/addition Schedules provided <input type="checkbox"/>   |
| <b>HVAC/MECHANICAL</b>         | Alterations to HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, mechanical drawings are required</i><br>Drawings stamped, signed and dated <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Schedules required <input type="checkbox"/> n/a <input type="checkbox"/> Yes → Provided <input type="checkbox"/><br><input type="checkbox"/> Commercial Kitchen, Exhaust, MUA, Suppression <input type="checkbox"/> Paint Booth |
| <b>SPRINKLER</b>               | Drawings provided <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> Will be provided<br>Schedules provided <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> Included in mechanical  |
| <b>ELECTRICAL</b>              | Drawings stamped, signed and dated <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Schedules required <input type="checkbox"/> n/a <input type="checkbox"/> Yes → Provided? <input type="checkbox"/>   |
| <b>FIRE ALARM</b>              | <input type="checkbox"/> n/a <input type="checkbox"/> New alarm system <input type="checkbox"/> Alteration to existing   |
| <b>ENERGY CODE COMPLIANCE:</b> | <input type="checkbox"/> <b>2023 NBC(AE):9.36</b> <input type="checkbox"/> <b>NECB 2020 (SUPPLEMENTS ATTACHED)</b> <input type="checkbox"/> <b>NOT IN SCOPE</b>  |

## Code Analysis *Applicant to complete Code Analysis if NOT PROVIDED on plans*

|   |  |
|---|--|
| <b>Building area:</b> <input type="checkbox"/> Sq m <input type="checkbox"/> Sq ft  | <b>Total affected area:</b> <input type="checkbox"/> Sq m <input type="checkbox"/> Sq ft |
| <b>Number of storeys:</b>   | <b>Number of streets:</b>  |
| <b>Mezzanine(s):</b> <input type="checkbox"/> n/a <input type="checkbox"/> Yes – Size: <input type="checkbox"/> Sq m <input type="checkbox"/> Sq ft   |  |
| <b>Building height:</b> <input type="checkbox"/> Meters <input type="checkbox"/> Feet   |  |
| <b>Type of construction:</b> <input type="checkbox"/> Non-Combustible <input type="checkbox"/> Combustible <input type="checkbox"/> Both  |  |
| <b>Firewalls:</b> <input type="checkbox"/> None <input type="checkbox"/> 2 hour <input type="checkbox"/> 4 hour   |  |
| <b>Sprinkler system:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>Fire Alarm system:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>Standpipe system:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes  |  |
| <b>Occupancies</b> (Check all that apply): <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> B3 <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3 |  |
| <b>Occupancy separations:</b> <input type="checkbox"/> 45 mins <input type="checkbox"/> 1 hour <input type="checkbox"/> 1.5 hour <input type="checkbox"/> 2 hour  |  |
| <b>Suite separations:</b> <input type="checkbox"/> 45 mins <input type="checkbox"/> 1 hour  |  |
| <b>Barrier free provisions:</b> <input type="checkbox"/> n/a <input type="checkbox"/> Yes   |  |

## NOTES:

## Terms and Conditions

### 1. Act

The issuance of a permit does not prevent a Safety Codes Officer from issuing a correction notice if building construction operations are found not to be in accordance with the Safety Codes Act, pursuant regulations, or bylaws.

### 2. Deviation

No deviation from plans, specifications, or information contained in this permit application shall be allowed without written authorization from the Safety Codes Officer.

### 3. Expiry

This permit expires one year from the date of issue.

### 4. Location of Utilities

Before any on-site work or excavation is initiated, all utilities on the property must be located and marked. Visit [www.albertaonecall.com](http://www.albertaonecall.com) to submit a locate request.

### 5. Inspection

The person authorized to perform the installations governed by this permit shall contact the Safety Codes Officer to arrange for the required inspection(s) as noted on the issued permit and shall notify the Safety Codes Officer before concealment of any portion of the installation. If any part of the work is concealed prior to being approved by a Safety Codes Officer, all work may be required to be uncovered for inspection.

### 6. Admission

The Safety Codes Officer shall not be refused admission during any reasonable hours of the day for the purpose of conducting an inspection.

### 7. Reinspection

Any required reinspection may be subject to a reinspection fee, as outlined in the Fees, Rates and Charges Bylaw. This fee is required to be paid before the reinspection can be scheduled.

### 8. Offence

Any person who breaches 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. Approval

Neither the examination of plans and specifications nor the issuance of a permit shall be construed to be an approval of any installation made or done in contravention of any provision(s) of a bylaw, an agreement, or the Safety Codes Act or regulations. Satisfactory inspections are required for final approval.

### 10. Refunds

A refund on a building permit application will only be considered if the refund request is submitted within 120 days of the date on which the application was received.

- Refund request submitted prior to review of permit application – Full refund less administrative fee of \$100.
- Refund request submitted prior to inspection – Original fee less 25% (minimum \$100 administrative fee retained).
- Refund request submitted after an inspection has taken place or work has commenced – No refund.

Refunds for an application taken in error or an error in fee calculation will be considered on a case-by-case basis. The Permitting Approvals & Inspections Manager can make exceptions to the application of holdbacks on refunds prior to permit issuance.

Please note that the County collects, on behalf of the Safety Codes Council, levies in accordance with the rates established by the Safety Codes Council. Refunds of Safety Codes Council levies will only be considered when an application is taken in error or an error in fee calculation occurs.