STRATHCONA COUNTY

Commercial Building Permit – Application

Planning and Development Services, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7 **Phone** 780-464-8080 **Fax** 780-464-8142

Which permit type are you applying 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

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

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

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

Collection and use of personal information
Personal information is collected under the authority of s. 33 (c) of the *Freedom of Information and 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 Building Regulation Services Coordinator, Planning and Development Services, Strathcona County at 780-464-8080.

For office use only

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 _____

_____

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Drawings and Documents

2 COPIES of drawings/documents/details required

SITE PLAN	☐ Yes ☐ No
ARCHITECTURAL	Drawings stamped, signed and dated ☐ Yes ☐ No Schedules provided ☐ n/a ☐ Yes → Provided ☐
CODE ANALYSIS	Included on the drawings ☐ Yes ☐ No → Applicant to complete **Code Analysis** below
STRUCTURAL	Drawings stamped, signed and dated ☐ Yes ☐ No Schedules provided ☐ n/a ☐ Yes → Provided ☐
GEOTECHNICAL	Report provided ☐ n/a ☐ Yes, for new foundation/addition Schedules provided ☐
MECHANICAL	Drawings stamped, signed and dated ☐ Yes ☐ No Schedules required ☐ n/a ☐ Yes → Provided ☐ ☐ Commercial Kitchen, Exhaust, MUA, Suppression ☐ Paint Booth
SPRINKLER	Drawings provided ☐ n/a ☐ Yes ☐ Will be provided Schedules provided ☐ n/a ☐ Yes ☐ Included in mechanical
ELECTRICAL	Drawings stamped, signed and dated ☐ Yes ☐ No Schedules required ☐ n/a ☐ Yes → Provided? ☐
FIRE ALARM	☐ n/a ☐ New alarm system ☐ Alteration to existing
ENERGY CODE COMPLIANCE:	☐ **ABC 2014:B:9:36** ☐ **NECB 2011 (SUPPLEMENTS ATTACHED)** ☐ **NOT IN SCOPE**

Code Analysis

Applicant to complete Code Analysis if NOT PROVIDED on plans

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

NOTES: _____

_____

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_____

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 Safty 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.

SAVE **PRINT**

Saving this form electronically or printing the filled form requires Adobe Reader 9.0 or newer. The form can also be printed as a blank form and filled out manually.

Payment information - The information below is collected and will only be used to make the authorized credit card payment for this approved one time amount. The information will only be copied, distributed or otherwise disclosed with prior approval. This information will be processed and then immediately destroyed.

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☐ Receipt Required		Total Payment Submitted $
Paying by: ☐ AMEX ☐ Master Card ☐ Visa		Cardholder Name
Card Number	Expiry Date	Signature