

## APPLICATION REQUIREMENTS

When submitting your application, please include your approved **development permit** from the County, in addition to the supporting documentation listed below in red. Failing to do so may result in delays to issuing your building permit. As per the *New Home Buyers Protection Act*, when constructing a new home, cabin, garage with living quarters, or moving into a new manufactured home, you must provide the *New Home Warranty Certificate* at the time of application.

Effective December 1, 2017, new requirements are in effect for residential builders in Alberta. All residential builders are required to have a Builder License in order to construct new homes. The National Energy Code came into effect November 1, 2016. Please ensure the attached 9.36 Compliance Report is completed and submitted with the Building Permit Application and required documentation.

### CONSTRUCTION OF NEW HOMES & ADDITIONS

- Site plan
- Elevation views
- Manufactured floor joist layouts
- Foundation plan
- Building cross sections
- Roof truss layouts (*layouts can be on site at framing stage*)
- Floor plan(s)
- Hydronic heating design information and designer certification
- Engineered stamped drawings for attached garage if it is pile and grade beam
- Preserved Wood Foundations require plans designed by an Engineer registered in the Province of Alberta  
(*unless designed to the CAN/CSA S406-16 R2003*)

### MANUFACTURED, MODULAR & MOBILE HOMES

- Site plan
- Foundation plan\*
- Floor plan
- Year manufactured: \_\_\_\_\_
- Serial #: \_\_\_\_\_
- AMA #: \_\_\_\_\_
- CSA/QAI/Intertek #: \_\_\_\_\_
- Sq.ft.: \_\_\_\_\_

### ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS

- Site plan
- Foundation plan\*
- Floor plan
- Cross section view
- If manufactured sunroom, supplier's full product information is required or an Engineer's approval

### STORAGE BUILDINGS, GARAGES & SHEDS

- Site plan
- Floor plan
- Elevation views
- Building cross sections
- Roof truss and beam design information
- Pole buildings require engineering
- Hydronic heating design information and designer certification (if applicable)

#### Foundation requirements:

- 4 Foot frost wall and strip footing
- Engineered grade beam and pile
- Concrete slab over 55 sq.m. must be engineered
- Any other foundation will require a structural engineered stamped plan

#### Wall requirements:

- Walls up to 3.6 m in height are acceptable
- Walls over 3.6 m will require an engineered stamped plan unless built to Standata 14-BCV-002R1

### BASEMENT DEVELOPMENTS & MINOR RENOVATIONS

- Floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors

### HOT TUBS & SWIMMING POOLS

- Fence information
- Site plan with dimensions of hot tub/pool

### DECKS

- Site plan
- Floor layout
- Cross section view or example plan showing dimensions

### WOOD STOVES\*\*

- Floor plan
- References to certification listing
- Manufacturers installation instructions

*\*Pile foundations require engineering \*\*Including fireplaces, pellet and coal stoves*  
Construction Information Checklists are also required for decks, garages, mobile homes and wood stoves

**FOR OFFICE USE ONLY**

eSITE permit number: 193193- \_\_\_\_\_ Development permit number: \_\_\_\_\_  
 New home buyer protection act registration #: \_\_\_\_\_ Builder licence number: \_\_\_\_\_  
 Permit fee: \$ \_\_\_\_\_ SCC levy\*: \$ \_\_\_\_\_ **TOTAL FEE:** \$ \_\_\_\_\_  
*\*SCC levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00.*

**ESTIMATED START DATE:** \_\_\_\_\_ **ESTIMATED COMPLETION DATE:** \_\_\_\_\_  
 Permit type: Homeowner Contractor Estimated project value (materials and labour): \$ \_\_\_\_\_

**CONTACT INFORMATION**

Full name of Owner: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Cel: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Cel: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contractor business licence number (issued by Lac Ste. Anne County): \_\_\_\_\_

**PERMIT INFORMATION**

Street/rural address: \_\_\_\_\_ Subdivision/hamlet: \_\_\_\_\_  
 Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Tax roll no.: \_\_\_\_\_  
*All or part of:* Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ W of 5 Meridian  
 Architect and/or Engineer (if applicable): \_\_\_\_\_ Tel: \_\_\_\_\_

**TYPE OF BUILDING**

**TYPE OF WORK**

**PROJECT INFORMATION**

Residential	New (stick built)	Demolition	Main floor: _____ sq.ft.
Commercial	Addition	RTM/Modular	Second floor: _____ sq.ft.
Multi-family	Change of use	Deck	Basement: _____ sq.ft.
Industrial	Manufactured home	Wood stove	<i>developed: yes no</i>
Institutional	Basement development	Renovation	Covered porch/deck: _____ sq.ft.
Oil and Gas	Accessory building	Porch	Garage area: _____ sq.ft.
	Other _____		<i>attached detached</i>

**TOTAL DEVELOPED** \_\_\_\_\_ sq.ft.  
 No. of stories: \_\_\_\_\_ sq.ft

