

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 licence 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

Date (m/d/y): _____ Permit no.: _____

APPLICANT/OWNER INFORMATION

Full name of Applicant: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

Full name of Owner (if not Applicant): _____

Inspection address: _____

LEGAL LAND DESCRIPTION

All or part of: Quarter: _____ Section: _____ Township: _____ Range: _____ W of 5 Meridian

Lot: _____ Block: _____ Plan: _____ Parcel size: _____

CONSTRUCTION CHECKLIST

Please check off the applicable construction for your detached garage and/or accessory building.

ROOF CONSTRUCTION

- Asphalt shingles Other: _____
- Manufactured truss at 24" on centre Other: _____
- R34 Insulation recommended with 6 mil poly vapor barrier if heated Other: _____
- Ceiling 1/2" drywall Other: _____
- Eave protection if heated Other: _____

WALL CONSTRUCTION

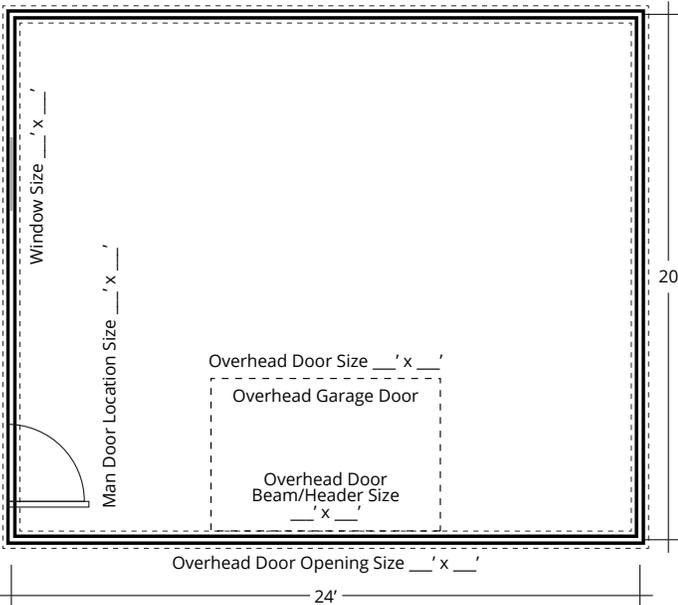
- Exterior finished, vinyl siding Other: _____
- 1/4" O.S.B. Other: _____
- 2"x4" Wall studs at 24" on centre Other: _____
- R12 Insulation recommended with 6 mil poly vapor barrier if heated Other: _____
- 1/2" Drywall interior finish Other: _____
- 16' Wide garage door Other: _____
- Header 4-2"x12" spruce #1 or #2 for 16' wide garage door opening Other: _____

CONSTRUCTION CHECKLIST (CONT.)

FLOOR/FOUNDATION CONSTRUCTION

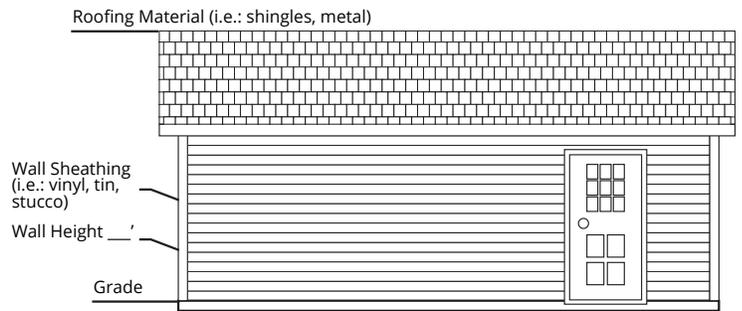
- 4" Concrete slab on 4" granular fill Other: _____
- 4" Concrete slab with thickened edges for garage over 55m² (600ft²) Other: _____
- Minimum 6" thick concrete foundation wall on 6"x10" concrete strip footing 4' below grade Other: _____
- Grade beam on pile (engineering required) Other: _____
- Pilings / screw piles (engineering required) Other: _____
- Preserved wood (engineering required) Other: _____

SAMPLE DRAWINGS



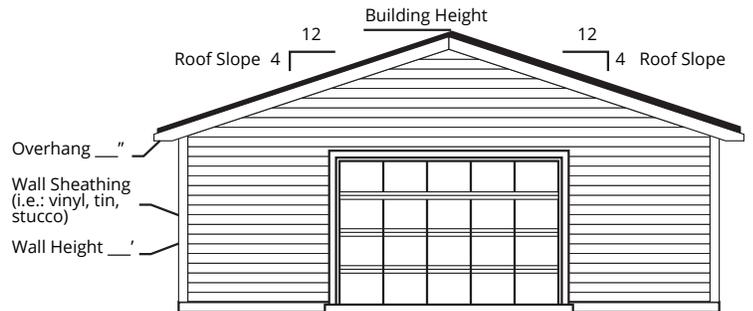
FOUNDATION & FLOOR PLAN

Garage Size (side) ___' x ___'



SIDE ELEVATION

Building Size (side) ___' x ___'



FRONT ELEVATION

Building Size (front) ___' x ___'

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

