

Building Permit Application Residential RENOVATION or ADDITION



Phone: (780) 968-8443
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DP # _____ DP Appeal Deadline _____ Division No. _____ Roll # _____

Applicant: _____ Phone: _____ Cell: _____
Address: _____ City: _____ Postal Code: _____
Fax: _____ E-mail: _____
Property Owner: _____ Phone: _____ Cell: _____
Address: _____ City: _____ Postal Code: _____
Fax: _____ E-mail: _____
Contractor: _____ Phone: _____ Cell: _____
Address: _____ City: _____ Postal Code: _____
Fax: _____ E-mail: _____

Description of Project: _____
Residence (sq ft): _____ Attached Garage (sq ft): _____ In-floor Heat: Garage
Basement Dev. (sq ft): _____ Deck(s) (sq ft): _____ Fireplace (*wood or gas*)/Woodstove _____
Municipal Address (if applicable): _____ Construction Value \$ _____
Legal: W. of: _____ Meridian Range: _____ Twp: _____ Section: _____ Quarter: _____
Subdivision Name (if applicable): _____ Plan: _____ Block: _____ Lot: _____
Applicant Name: _____ Signature: _____ Date: _____

Plans Reviewed: _____
Permit # Issued: _____
Issued By: _____
Designation No: _____
Signed _____
Conditional on meeting requirements of Plans Examination and Alberta Building Code 2014.

Permit Fee \$ _____
Safety Codes Fee _____ (4% of Permit Fee or \$4.50 Min.)
TOTAL FEES \$ _____
Payment Information: Cash Cheque Visa M/C
Receipt No. _____

For Office Use Only – Credit Card Authorization

PAYMENT AMOUNT: _____

Card Holder: _____

Card No: _____

Expiry Date: _____

Signature: _____

Please note that if you are remitting a payment with a credit card number, the application cannot be submitted by email to ensure security of your credit card information. Alternatively, you could remit by email WITHOUT the credit card information and include contact information for payment, but be aware that permits will not be processed until payment is received.

The application can be dropped off at our office, mail/couriered or remitted via fax at 780-968-3225.

Checklist for a Residential Renovation or Addition

- Approved Development Permit (including approved Site Plan), if the outside building envelope is altered
- Complete Building Permit Application Form
- Two sets of construction drawings (all details need to be legible)
- *At least one set should be 11" x 17" or available as a PDF for our file, if possible.*

Drawings to be drawn to scale and include:

Foundation Plan

- Foundation type, depth, measurements, reinforcement and all related details.
- If addition is being added to existing structure, please confirm foundation type of original structure.
- Engineering **is required** for the following:
 - * Concrete pile and grade beam systems
 - * Concrete piles
 - * Screw piles
 - * Preserved wood foundation
 - * Concrete slab foundation that supports a residential structure.
 - * Polycore foundation

Floor Plan

- Dimensions of all rooms and their purpose (ie: den, bedroom, foyer, etc.).
- Location and description of all fixed equipment (ie: sinks, bathtubs, etc.).
- Location of all smoke and carbon monoxide alarming.

Elevation Views & Cross Section

- Include views from all sides (front, rear, right, left), including exterior cladding details.
- Cross Sections to include details (ie: label rooms; roof pitch; and identify wall, floor and truss details).
- Engineering **is required** for **tall walls** (exceeding 12 feet).

Other information to be included on the drawings is the location, height and size of all walls, partitions, doorways, window and other openings, stud sizing and spacing, including lintel sizes over windows and doors, stair details and dimensional floor detail where applicable.

NOTE: Any amendments to the approved drawings need to be submitted for approval **PRIOR** to the changes being made.

- Manufactured Roof Truss Layout and Design Specification Package (if applicable)
- Manufactured Floor Joist & Beam Layout and Design Specification Package (if applicable)
- Hydronic Heating Design Information & Designer Certification (if applicable)
- Energy Efficiency requirements as per 9.36 of the Alberta Building Code 2014
- <https://www.parklandcounty.com/en/live-and-play/alberta-energy-code.aspx>
- Please contact our Building Inspectors for further clarification