

# Building Permit Application Basement Development



Phone: (780) 968-8443  
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Email: [preceptionist@parklandcounty.com](mailto:preceptionist@parklandcounty.com)

DP # Not Required DP Appeal Deadline n/a 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: \_\_\_\_\_

Basement Dev. (sq. ft.): \_\_\_\_\_ Construction Value: \$ \_\_\_\_\_

Municipal Address (if applicable): \_\_\_\_\_

Plan: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Legal: W. of: \_\_\_\_\_ Meridian Range: \_\_\_\_\_ Twp: \_\_\_\_\_ Section: \_\_\_\_\_ Quarter: \_\_\_\_\_

\_\_\_\_\_  
Applicant Name (please print) Applicant 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**

### **Basement Development**

A basement development permit is needed if developing bedrooms, bathrooms or if the renovations will involve changing any load bearing walls.

- Complete Building Permit Application Form
- Complete Floor Plan, including:
  - Dimensions of all rooms and their purpose (i.e: games room, bedroom, furnace room, laundry room, etc.).
  - Location and description of all fixed equipment (i.e: sinks, bathtubs, etc.).
  - Location of all smoke and carbon monoxide alarming.
  - Bedroom window size and how it opens including; size of the open area.