

Building Permit Application Basement Development



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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 Fee: \$ _____
Permit # Issued: _____	Safety Codes Fee: \$ _____ (4% of Permit Fee or \$4.50 Min.)
Issued By: _____	TOTAL FEES: \$ _____
Designation No: _____	Payment Information <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> M/C
Signed: _____	Receipt No. _____

Conditional on meeting requirements of Plans Examination and Alberta Building Code 2014.

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.