

Building Permit Application Commercial / Industrial



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

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 Proposed Work: _____

New Building Addition Interior/Exterior Alterations

Total Building Area (sq.ft): _____ Project/Addition Size (sq.ft): _____

Municipal Address (if applicable): _____ Construction Value: \$ _____

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

Requirements for Commercial/Industrial/Institutional Projects

SITE PLAN: A surveyed legal site plan that will depict the dimensions from property lines to the location of the proposed building, the similarly dimensioned location of every adjacent existing building on the property, existing and finished ground levels and the access routes for firefighting.

CONSTRUCTION PLANS:

The Applicant shall submit (2) copies of all Plans and Specifications, with the exception to the Schedules. Minimum size: 11x17.

Note: Only PDF or vector PDF files will be accepted for drawings. AutoCAD software is commonly used to create drawing files. If PDF is the preferred file type, it is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."

All Plans or Drawings shall be of preferred scales of Metric 1:100 or Imperial ¼" = 1'-0"

- **Architectural; Structural; Mechanical & Electrical drawings accompanied by a Geotechnical Report.**

Note: Geotechnical Engineering Report, if applicable. The Geotechnical Engineer will be required to complete the Schedules from the Alberta Building Code 2014.

SCHEDULES

The following schedules from the Alberta Building Code 2014 are required:

- **Schedule A-1** Letter of Commitment by the Owner and Coordinating Registered Professional.
- **Schedule A-2** Confirmation of Commitment by Owner and by Registered Professional of Record
- **Schedule B-1** Letter of Commitment by Registered Professional of Record
- **Schedule B-2** Summary of Design and Field Review Requirements

The Building shall also be designed to meet the National Energy Code of Canada (NECB 2011).