

To ensure your application is reviewed in a timely manner, please find your project type from the options below for a list of additional submittal requirements. Please ensure all materials submitted are clear and legible.

If you are applying for a commercial, industrial, institutional or multi-unit (>4 units) residential development, please refer to the Non-Residential Development Permit Application Package.

	REQUIRED FOR ALL DEVELOPMENT PERMIT APPLICATIONS							
$\checkmark$	Required Submittal							
	Completed Application Form							
	Application Fee							
	Applicant <b>and</b> Registered Owner signatures on the Application Form							
	or							
	Signature of Applicant and a Letter of Authorization from the Registered Owner							

	ADDITIONAL SUBMITTALS BY PROJECT TYPE							
A	DDITION (INCLUDING COVERED DECK)	SECONDARY SUITE						
$\checkmark$	Required Submittal	$\checkmark$	Required Submittal					
	Site Plan (a Real Property Report can be		Site Plan (a Real Property Report can be					
	used) indicating proposed location, size		used) indicating location and stall size of					
	and setbacks to property lines and other		available parking on site					
	buildings on site							
	Drawings of proposed addition		Floor Plan of proposed suite indicating					
			room dimensions and uses, and location					
			of doors and windows					
	UNCOVERED DECK	A	CCESSORY BUILDING (SHED, GARAGE,					
			GAZEBO, ETC.)					
$\checkmark$	Required Submittal	$\checkmark$	Required Submittal					
	Site Plan (a Real Property Report can be		Site Plan (a Real Property Report can be					
	used) indicating proposed location, size		used) indicating proposed location, size					
	and setbacks to property lines		and setbacks to property lines and other					
			buildings on site					
	HOME BUSINESS		Accessory Building Details Sheet (separate form)					
$\checkmark$	Required Submittal		Drawings of proposed building					
	Home Business Supporting Information		(optional) indicating overall height					
	(separate form)							
	NEW HOME CONSTRUCTION							
$\checkmark$	✓ Required Submittal							
	Surveyor's Plot Plan (Hard Copy or Digital) showing lot elevations, sanity service & storm							
	sewer invert and driveway location							
	Two (2) Hard Copies or Digital Copy of Drawings including floor and elevation plans							
	Proof of New Home Warranty Insurance							
	Proof of Provincial Builder Licensing							

\*Separate forms can be obtained on our website or by contacting Planning & Development

### **Vestock**, AB T7P 2K3 Phone: 780.349.4444 planning@westlock.ca

## Development Permit Application Form

OFFICE	USE ONLY
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Application No.: APPN				Development Permit No.:	
Application Fee:	DB MC VISA	CHQ CSH ONLINE	Receipt No.:		Land Use District:
Date Received:	Rec'd By:	Deemed Complete:		DC By:	

IMPORTANT: THIS IS NOT A BUILDING PERMIT

Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial, or other Municipal legislation or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

APPLICANT/LANDOW	NER INFORMATI	ON						
Applicant Name:	Registered Owner Name(s): (If different from							
Mailing Address:		Mailing Address:						
City:	Province: Postal Code:			City:		Posta	Il Code:	
Phone:	Cell:		Phone:	Phone:				
Email:	1		Email:		•			
PROJECT LOCATION Municipal Address			Roll Number					
Lot:	Block	Plan		Section	Township	Range	Meridian	
PROPOSED DEVELOPM	IENT							
Existing Use of Land or Buildin								
Describe Proposed Developme	ent:							
Project Value:								
SIGNATURE								
I/We hereby make application subm				Westock Land L	Jse Bylaw in acc	ordance with	n the plans and	
which it is granted and any By	laws or legislation pe	his application, I/We will comply in all aspects with the conditions subject to tion and the proposed development.						
I/We understand that any dev construction prior to permit is		prior to permit issuance and any commencement of development or /ork Order.						
Applicant Signature	Property Owner Signature							
Print Name		Print Name						

Personal information is collected under the authority of s. 4(c) of the Protection of Privacy Act and will be used in the management and administration of the Town of Westlock's planning and permitting processes. Information related to your permit application and/or any permit(s) issued may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of your personal information, contact the Access to Information and Protection of Privacy Coordinator at 780-349-4444.

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Application Nu	umber: PRM					Permit	Number: _	В	
Agency File Νι	umber:			_		Develo	pment Perr	mit:	
oplication Date:				Applicant:		]Owner	🗌 Contra	actor	
onstruction Value (	(Labor + Materials: §			Estimated Start Date	:	Es	timated Comp	leted Date:	
	NER INFORMATI	ON							
wner Name:				Mailing Address:				City:	
rovince:	Postal Code:		Phone:		Email:			1	
,	am the owner of the proposition		which the wor	rk will be conducted, and	d reside on t	he property. I a	m doing the work	k myself, and assur	ne responsibility for
	opireable net and negate	alons.				Owners' Signa	ature		_
CONTRACTOR I	NFORMATION			Mailing Address				Citur	
ontractor Name:				Mailing Address:				City:	
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# Westlock

- 1) ISSUANCE OF A PERMIT AND THE EXAMINATION OF PLANS AND SPECIFICATIONS SHALL NOT BE CONSTRUED TO BE AUTHORITY TO VIOLATE ANY OF THE PROVISIONS OF THE SAFETY CODES ACT OR PURSUANT REGULATIONS.
- 2) A BUILDING SAFETY CODES OFFICER IS PROHIBITED FROM ISSUING A PERMIT TO AN APPLICANT IF THE APPROPRIATE ARCHITECTS AND/OR PROFESSIONAL ENGINEER'S SEALS OR STAMPS ARE NOT ON THE PLANS AND SPECIFICATIONS IF REQUIRED.
- 3) THE OWNER OF THE BUILDING IS FULLY RESPONSIBLE FOR CARRYING OUT THE WORK OR HAVING THE WORK CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE SAFETY CODES ACT AND PURSUANT REGULATIONS.
- 4) THIS PERMIT APPLICATION IS NOT FOR ZONING/DEVELOPMENT, GAS, PLUMBING OR ELECTRICAL WORK. PERMITS FOR SUCH WORK MUST BE OBTAINED SEPARATELY.
- 5) REVIEWED DRAWINGS AND SPECIFICATIONS SHALL BE KEPT ON THE BUILDING SITE AT ALL TIMES DURING WHICH THE WORK AUTHORIZED BY THE PERMIT IS IN PROGRESS, AND SHALL BE AVAILABLE FOR INSPECTION BY A BUILDING SAFETY CODES OFFICER.
- 6) A BUILDING SAFETY CODES OFFICER MAY SUSPEND OR REVOKE A PERMIT ISSUED IN ERROR OR ISSUED ON THE BASIS OF INCORRECT INFORMATION OR IF THERE IS A CONTRAVENTION OF ANY CONDITIONS UNDER WHICH THE PERMIT WAS ISSUED OR THE PERMIT FEES HAVE NOT BEEN PAID.
- 7) ISSUANCE OF A PERMIT BASED UPON PLANS AND SPECIFICATIONS SHALL NOT PREVENT A BUILDING SAFETY CODES OFFICER FROM ISSUING ORDERS UNDER THE SAFETY CODES ACT.
- 8) ISSUANCE OF A PERMIT SHALL NOT PREVENT A BUILDING SAFETY CODES OFFICER FROM STOPPING CONSTRUCTION OPERATIONS THAT ARE IN VIOLATION OF THE SAFETY CODES ACT OR PURSUANT REGULATIONS.
- 9) EVERY PERMIT SHALL AUTOMATICALLY EXPIRE BY LIMITATION AND BE COMENULL AND VOID IF THE WORK AUTHORIZED BY THE PERMIT IS NOT COMMENCED WITHIN 90 DAYS FROM THE DATE OF ISSUE, OR IF THE BUILDING AUTHORIZED BY THE PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS AT ANYTIME AFTER THE WORK IS COMMENCED. BEFORE WORK CAN BE STARTED AGAIN, A NEW PERMIT SHALL BE OBTAINED OR ON RECEIPT OF A WRITTEN APPLICATION, A SAFETY CODES OFFICER FROM THE AGENCY, MAY IN WRITING, EXTEND A PERMIT FOR A LIMITED PERIOD OF TIME IF THE PERMIT HAS "NOT EXPIRED" (ONE YEAR FROM DATE OF ISSUANCE) WHEN THE APPLICATION FOR EXTENSION IS MADE.
- 10) EXCEPTIONS MAY BE MADE, AT THE DISCRETION OF A BUILDING SAFETY CODES OFFICER IN CASES OF SUMMER OR RECREATIONAL HOMES OR UNDER UNAVOIDABLE CIRCUMSTANCES.
- 11) THE APPLICANT GRANTS PERMISSION FOR NECESSARY INSPECTIONS TO BE CONDUCTED WITH THE SIGNING OF THIS APPLICATION.
- 12) AN ORDER OF A BUILDING SAFETY CODES OFFICER MAY BE APPEALED TO THE SAFETY CODES COUNCIL. FOR FURTHER INFORMATION, CONTACT SUPERIOR SAFETY CODES AT 780.489.4777.
- 13) SHOULD A PERMIT BE CANCELLED, THE HOLDER OF THE PERMIT MUST SUBMIT A WRITTEN REQUEST TO THE TOWN OF WESTLOCK. THE TOWN OF WESTLOCK WILL REFUND AS FOLLOWS:
  - i) TO THE PERMIT HOLDER, IF THERE HAS NOT BEEN AN INSPECTION 25% + GST OF THE PERMIT FEE IS RETAINED. SAFETY CODES FEES ARE NOT REFUNDABLE.
  - ii) TO THE PERMIT HOLDER, IF THERE HAS BEEN AN INSPECTION HELD NO REFUND.
- 14) FULL AND SAFE ACCESS TO THE SITE AND BUILDING MUST BE PROVIDED AND MAINTAINED.



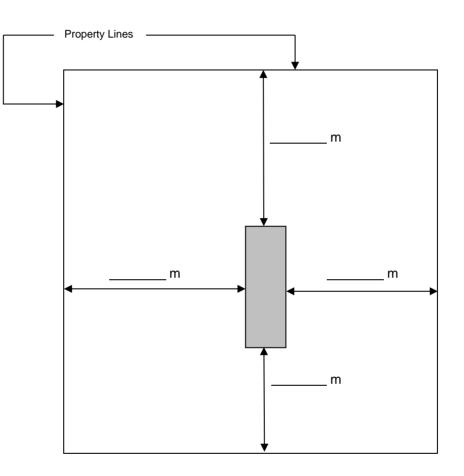
#### MANUFACTURED HOMES "SITING AND ADDITION CHECKLIST" PAGE 1

PERMIT NO.:\_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

PROJECT LOCATION:

#### SITE PLAN:



#### LABELS: (See Standata 19-BCV-002)

CSA Label #:
AMA Label (if built prior to December 16, 2019) #:
Year of Manufacture:
Model / Serial #:

#### If the home does not have a CSA number, then a full Engineer's report will be required to certify the structure.

Calgary Edmonton Lloydminster Red Deer Lethbridge 25, 2015 - 32 Avenue NE 100, 14535-118 Avenue Unit 2, 1724 - 50 Avenue 3, 6264 - 67A Street 422 North Mayor Magrath Drive Ph: 403-717-2344 Ph: 780-489-4777 Ph: 780-870-9020 Ph: 403-358-5545 Ph: 403-320-0734

T2E 6Z3

T5L 2M7

T9V 0Y1

T4P 3E8

T1H 6H7

Fax: 403-717-2340 Fax: 780-489-4711 Fax: 780-870-9036 Fax: 403-358-5085 Fax: 403-320-9969

 40
 Toll Free Ph: 1-888-717-2344

 11
 Toll Free Ph: 1-866-999-4777

 36
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 85
 Toll Free Ph: 1-888-358-5545

 69
 Toll Free Ph: 1-877-320-0734

Toll Free Fax: 1-888-717-2340 Toll Free Fax: 1-866-999-4711

Toll Free Fax: 1-866-358-5085