

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	
✓	Required Submittal
	Completed Application Form
	Application Fee
	Applicant and 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			
ADDITION (INCLUDING COVERED DECK)		SECONDARY SUITE	
✓	Required Submittal	✓	Required Submittal
	Site Plan (a Real Property Report can be used) indicating proposed location, size and setbacks to property lines and other buildings on site		Site Plan (a Real Property Report can be used) indicating location and stall size of available parking on site
	Drawings of proposed addition		Floor Plan of proposed suite indicating room dimensions and uses, and location of doors and windows
UNCOVERED DECK		ACCESSORY BUILDING (SHED, GARAGE, GAZEBO, ETC.)	
✓	Required Submittal	✓	Required Submittal
	Site Plan (a Real Property Report can be used) indicating proposed location, size and setbacks to property lines		Site Plan (a Real Property Report can be used) indicating proposed location, size and setbacks to property lines and other buildings on site
HOME BUSINESS			Accessory Building Details Sheet (separate form)
✓	Required Submittal		Drawings of proposed building (optional) indicating overall height
	Home Business Supporting Information (separate form)		
NEW HOME CONSTRUCTION			
✓	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*

OFFICE USE ONLY

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/LANDOWNER INFORMATION

Applicant Name:			Registered Owner Name(s): <i>(If different from Applicant)</i>		
Mailing Address:			Mailing Address:		
City:	Province:	Postal Code:	City:	Province:	Postal Code:
Phone:	Cell:		Phone:	Cell:	
Email:			Email:		

PROJECT LOCATION

Municipal Address			Roll Number			
Lot:	Block	Plan	Section	Township	Range	Meridian

PROPOSED DEVELOPMENT

Existing Use of Land or Building(s) on the Property:
Describe Proposed Development:
Project Value:

SIGNATURE

I/We hereby make application for a development permit under the provisions of the Town of Westlock Land Use Bylaw in accordance with the plans and supporting information submitted herewithin and which forms part of this application.	
I/We agree that in the event of a Development Permit being granted for this application, I/We will comply in all aspects with the conditions subject to which it is granted and any Bylaws or legislation pertinent to this application and the proposed development.	
I/We understand that any development and construction may not proceed prior to permit issuance and any commencement of development or construction prior to permit issuance is subject to penalties and/or a Stop Work Order.	
Applicant Signature	Property Owner Signature
Print Name	Print Name



Application Number: PRM-_____

Permit Number: _____-B_____

Agency File Number: _____

Development Permit: _____

Application Date: _____

Applicant:

☐ Owner

☐ Contractor

Construction Value (Labor + Materials): \$_____ Estimated Start Date: _____ Estimated Completed Date: _____

PROPERTY OWNER INFORMATION

Owner Name:		Mailing Address:		City:
Province:	Postal Code:	Phone:	Email:	

I hereby declare that I am the owner of the premises in/on which the work will be conducted, and reside on the property. I am doing the work myself, and assume responsibility for compliance with the applicable Act and Regulations.

Owners' Signature

CONTRACTOR INFORMATION

Contractor Name:		Mailing Address:		City:
Province:	Postal Code:	Phone:	Email:	

Contractor/Architect/Engineer Name

Signature

Business License Number

The Permit holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act & Regulations. Section 25(1) of the Permit Regulations AR 204/2007 of the Safety Codes Act RSZ 20000, Chapter S-1 states "A permit expires if the undertaking to which it applies: (a) Is not commenced within 90 days from the date of issue of the permit, (b) is suspended or abandoned for a period of 120 days. This permit expires after 90 days if work has not started and an extension has not been requested. Please note that a one-time ninety (90) day extension can be considered when applied for in writing prior to a permit expiry date.

PROJECT LOCATION

Municipal Address				Roll Number		
Lot:	Block	Plan	Section	Township	Range	Meridian

PROJECT INFORMATION

Building Occupancy: <input type="checkbox"/> Single Detached Dwelling <input type="checkbox"/> Semi/Multi-Attached Dwelling <input type="checkbox"/> High Density Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Other: _____	Type of Work: <input type="checkbox"/> New Construction <input type="checkbox"/> Relocation <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> Manufactured/RTM Home <input type="checkbox"/> Other: _____	Building Area in Sq. Ft: Number of Stories: _____ Main Floor: _____ 2nd Floor: _____ Basement: _____ Garage: _____ Deck: _____ Total Area: _____	New Home Construction Projects Only: NHW#: _____ Provincial Builder License#: _____

Description of Work: _____

**PLEASE CONTACT
SUPERIOR
SAFETY CODES
FOR
INSPECTIONS,
MINIMUM TWO
WORKING DAYS
NOTICE.**

OFFICE USE ONLY

Permit Fee:	SCO Name:
SCC Levy (\$4.50 or 4%): <i>whichever is greater, max. \$560</i>	SCO Signature:
Total:	Designation No.:
<input type="checkbox"/> DB <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> CHQ <input type="checkbox"/> CSH <input type="checkbox"/> ONLINE	Permit Issue Date:
Receipt No.:	

- 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.

RESIDENTIAL BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

APPLICATION REQUIREMENTS – Along with your approved development permit from the Municipality, ensure the listed supporting documentation is included with the completed building permit application, or delays may occur with regards to issuing the building permit.

NEW HOME BUYERS PROTECTION ACT – Since February 1, 2014, When constructing a new home, cabin, garage with living quarters or moving in a manufactured home you **must** provide New Home Warranty Registration at time of application.

NATIONAL ENERGY CODE (NEC) – The NEC came into effect November 1, 2016. Ensure the 9.36 Compliance Report is completed and submitted with the building permit applications and documentation.

<p>CONSTRUCTION OF NEW HOMES & ADDITIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan(s) <input type="checkbox"/> foundation plan <input type="checkbox"/> elevation views <input type="checkbox"/> building cross sections <input type="checkbox"/> roof truss layouts <input type="checkbox"/> manufactured floor joist layouts (Layouts can be on site at the framing stage) <input type="checkbox"/> engineered stamped drawings for attached garage if it is pile and grade beam <input type="checkbox"/> Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta. (unless designed to the CAN/CSA S406-16 (R2003)) <input type="checkbox"/> Hydronic Heating design information and designer certification 	<p>MANUFACTURED, MODULAR, MOBILE HOMES</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> CSA, QAI or Intertek # <input type="checkbox"/> Serial # <input type="checkbox"/> AMA # <input type="checkbox"/> square footage <input type="checkbox"/> year of manufacture <p>ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> cross section view <input type="checkbox"/> if manufactured sunroom, supplier's full product information is required or an engineer's approval <p>** NOTE: Pile foundations require engineering</p>
<p>STORAGE BUILDINGS / GARAGES / SHEDS / CARPORTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> elevation views <input type="checkbox"/> building cross sections <input type="checkbox"/> roof truss and beam design information <input type="checkbox"/> Hydronic Heating design information and designer certification (if applicable) <input type="checkbox"/> pole buildings <u>require</u> engineering <p><u>Foundation Requirements:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 4 foot frost wall and strip footing <input type="checkbox"/> concrete slab over 55 sq. meters (592 sq. ft.) must be engineered <input type="checkbox"/> engineered grade beam and pile <input type="checkbox"/> any other foundation will require a structural engineered stamped plan <p><u>Wall Requirements:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> walls up to 3.6 m in height are acceptable <input type="checkbox"/> walls over 3.6 m will require an <u>engineered</u> stamped plan. <p>BASEMENT DEVELOPMENTS & SUITES AND MINOR RENOVATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors 	<p>HOT TUBS / SWIMMING POOLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan with dimensions of tub/pool <input type="checkbox"/> fence info <p>ROOF MOUNTED SOLAR PANELS</p> <ul style="list-style-type: none"> <input type="checkbox"/> roof layout showing anchorage of panels and railing system (<i>manufacturer's specifications required to be submitted or must be engineered</i>) <input type="checkbox"/> existing roof structure to be identified <p>DECKS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> floor layout <input type="checkbox"/> cross section view <p>HANDICAP RAMPS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> cross section view <p>HVAC INSTALLATIONS (not with new construction)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace duct work and venting; provide detailed description of work <input type="checkbox"/> Hydronic heating; provide the design information and heat loss calculations <p>WOOD STOVES (including fireplaces, pellet and coal stoves)</p> <ul style="list-style-type: none"> <input type="checkbox"/> floor plan <input type="checkbox"/> references to certification listing <input type="checkbox"/> manufacturers installation instructions <p>**NOTE: Pile foundations require engineering</p>

Construction checklists for additions, decks, garages, mobile homes and wood stoves are also available.

Contact Superior Safety Codes at 1.866.999.4777 if you require any information regarding building permits or drawings that are required.

9.36 Energy Efficiency Project Summary

To confirm compliance with Section 9.36 of the NBC-AE 2019, the information below is to be completed as part of any application for a Part 9 building that does not exceed 300 m2 in total combined floor area. (Non-residential occupancies exceeding 300 m2 in total combined floor area and medium-hazard occupancies shall follow the NECB requirements.) Trade off and Performance paths will require a complete set of calculations. ***Incomplete information will delay the application process.***

Materials and Assemblies for all Compliance Paths			
Project Name:			Compliance Path
Project Address:			Prescriptive
Applicant:			Trade off
Applicant Address:			Performance

BUILDING ENVELOPE 9.36.2						Zone:
WALLS	Member size, spacing O.C.	Interior Insulation	Exterior Sheathing	Exterior Insulation	Cladding	Effective R value
Above Grade Assemblies						
Below Grade Wall						
Basement slab above Frost line						
Heated slab						
Rim-boards						
FLOORS / ROOF	Insulation Type		Insulation Depth		Effective R Value	
Insulated floor above garage						
Cantilever						
Roof						
Air Barrier Type / Manufacturer	Interior - Impermeable		Exterior - Permeable			
FENESTRATIONS	Manufacturer		Energy Rating		U Value	
Windows						
Doors						
OH Doors					R Value	

HVAC REQUIREMENTS 9.36.3				
Heating System	Manufacturer	Model	Capacity BTU	% Efficiency
Forced air.				
Boiler				
Cooling System				
Electric- radiant				
HRV			CFM	% @ -25C

SERVICE WATER HEATER 9.36.4				
	Manufacturer	Model	BTU	% Efficiency
Storage Water				
Tank-less Heater				

SCO STAMP