

## NON-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 will occur with regards to issuing the building permit.

**NATIONAL ENERGY CODE (NECB)** – The NECB came into effect November 1, 2016. Non-residential occupancies exceeding 300 m<sup>2</sup> 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.

**NOTE:** Each non-residential project is unique and the checklist below is a basic list of requirements, additional information may be required at time of application.

### New Construction and Additions

*(Specific requirements will vary depending on the complexity of the project, refer to the NBC – 2023 AE; Division C Section 2.2. Subsections 2.2.2. to 2.2.8.)*

- ☐ Professional Drawings including, but not limited to:
  - Floor Plan(s)
  - Cross Section (s)
  - Elevations
  - Foundation details
  - Mechanical and Electrical systems
  - Water Supply for Firefighting
  - Building Code analysis
- ☐ Detailed Site Plan (showing distances of proposed building to all property lines and to other buildings on property, access routes for fire fighting)
- ☐ Schedule A (coordinating registered professional) & Schedule B (professional of record for Architectural, Structural, Mechanical, Electrical, Geotechnical disciplines - as applicable)
- ☐ Owner's Signature on Schedule A
- ☐ CSA-A660 Certification (Steel Buildings)
- ☐ CWB Certification (Welded Construction)

### Tenant Improvement, Change of Use, Renovation (Professional Involvement may be required)

- ☐ Floor Plan(s) including a key plan (include previous use of building for change of use)
- ☐ Adjacent tenant space occupancy classification information (if applicable)
- ☐ Cross Section(s)
- ☐ Site Plan

### Relocatable Structures / Office Trailers

- ☐ Detailed Site Plan showing distances of proposed building to all property lines, other buildings on property and proximity to vegetation
- ☐ Foundation details / layout (engineering required if using piles)
- ☐ Floor Plan
- ☐ CWB Certification (Welded Construction)

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



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

<b>Building Occupancy:</b> <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: _____	<b>Type of Work:</b> <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: _____	<b>Building Area in Sq. Ft:</b> Number of Stories: _____ Main Floor: _____ 2nd Floor: _____ Basement: _____ Garage: _____ Deck: _____ Total Area: _____	<b>New Home Construction Projects Only:</b> 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.

## 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 m<sup>2</sup> in total combined floor area. (Non-residential occupancies exceeding 300 m<sup>2</sup> 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				

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