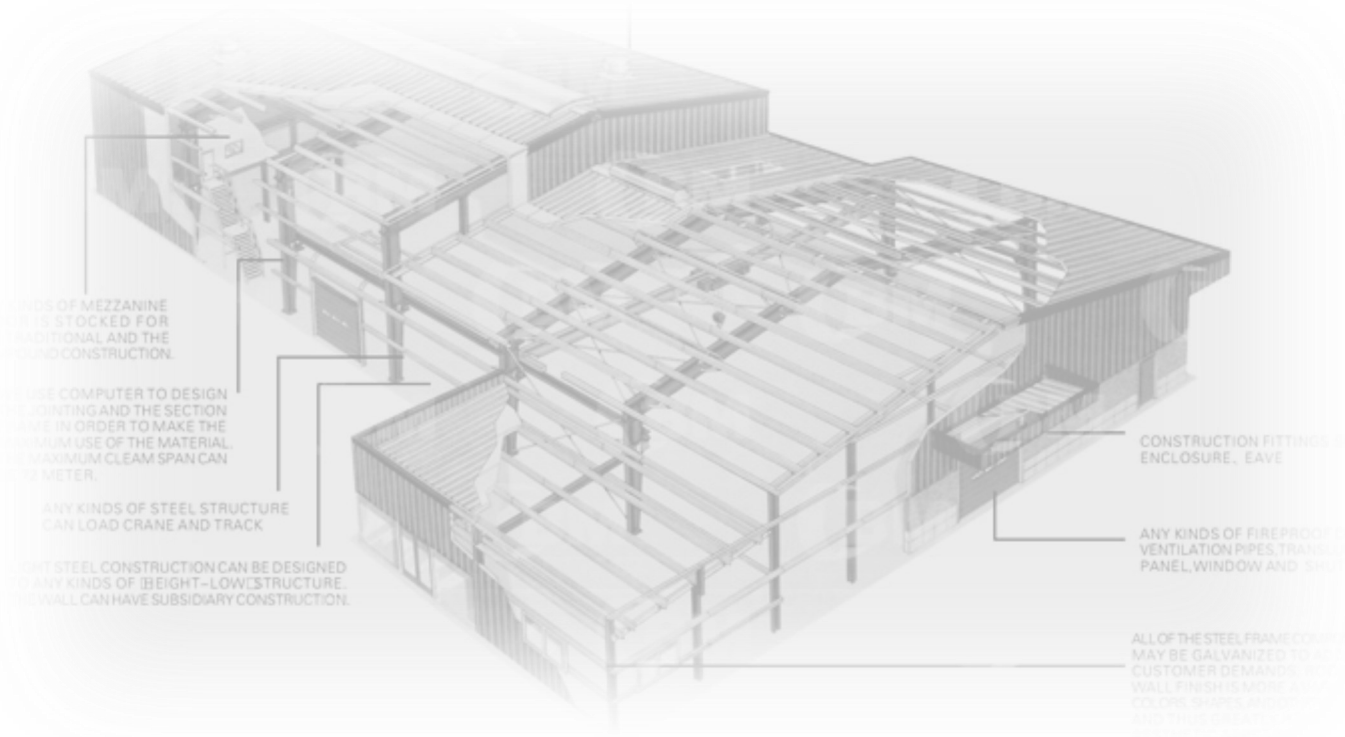
Commercial Industrial Package



Town of Redcliff

Commercial
Industrial

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Building Permit Application

Building Permit Requirements

Checklist —Commercial Industrial

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

The following information is required to review and evaluate your Development Permit application in a timely matter.

To expedite the application review, all submitted materials must be clear, legible and precise. Accurate and legible drawing are required (rough sketches are not acceptable).

If upon review, required information is found to be missing, you will be contacted. The processing of your application will not proceed until the necessary information is submitted.

Applicant	Office	Required Items
o	o	Completed Development Permit Application
o	o	Current copy of the Certificate of Title (within 90 days)
o	o	Application Fee
o	o	Off-Site Levies (if applicable)
o	o	Abandoned gas well map
o	o	Site Plans – to be scaled and dimensioned showing
o	o	Municipal address
o	o	Legal Description (Lot, Block, Plan)
o	o	Property Lines
o	o	Front, rear, and side yard setbacks from property lines
o	o	North Arrow
o	o	Easements and utility right-of-way
o	o	Lot grades (including building grades at all corners)
o	o	Foundation outline of the principle building and outline of eaves and any other projections
o	o	Outline and location of any accessory building
o	o	Driveway
o	o	Parking areas including width and length of all stalls
o	o	Retaining walls (existing and proposed)
o	o	Adjacent city streets, sidewalks, curbs, and proposed curb cuts
o	o	Location of existing or proposed water, sanitary sewer, gas, electrical lines

o	o	Blueprints – to be scaled and dimensioned showing: • Exterior of proposed building, including windows doors, projections, decks, etc. • Exterior finishing materials, and roofing materials • Lot grades, building grades, and grade line plotted on each of the building elevations (consistent with the Site Plan) • Elevation of any fence or retaining wall proposed on the site • Layout of all exterior and interior wall and identify rooms (eg kitchen, living room, bedroom, etc.) • Dimensions of buildings (length & width; include cantilevers and other projections.
o	o	Site Drainage Plan (if required) to be signed and stamped by a qualified engineer showing: • Computation of site area • Finished grade elevations • Paved and unpaved areas • Surface drainage patterns • Catch basins with both top and invert elevations • Storm water retention areas, with calculations
o	o	Detailed letter of intent including: • Detailed description of the proposed development and use • Description of products and services • Anticipated on-site operations (indoors and outdoors) • On-site storage • Transportation details including size of vehicles/expected frequency of trips • Number of employees • Hours of opertaion

The Development Authority may require additional material / information necessary to properly evaluate the proposed development.

In addition to the Development Permit, a Building Permit is required.

OFFICE USE ONLY

Reviewed by:_____ **Date:**_____

Comments:_____

90. C-3 GENERAL COMMERCIAL DISTRICT

(1) **Purpose**

The purpose of this district is to provide for the development of a variety of commercial uses which require locations on major traffic routes because of a high degree of visibility and accessibility.

(2) **Permitted Uses**

Amusement Facility
Art and Craft
Building Supplies
Convenience Store
Drinking Establishment
Drive-in Business
Eating Establishment
Entertainment Establishment
Financial Institution
Fitness Centre
Household Service
Liquor Store
Office
Personal Service
Pet Care Service
Public Building or Quasi-Public Building
Public Utilities
Retail Store

(3) **Discretionary Uses – Development Officer**

Accessory Building
Accessory Use
Car Wash
Child Care Facility
Club
Commercial School
Cultural Facility
Funeral Facility
Gas Bar
Hotel
Medical and Health Office
Motel
Publishing, Printing, Recording & Broadcasting Establishment
Public Utility Building
Service Station
Taxi Service
Trade and Contractor Service
Veterinary Clinic – Small Animal

(4) **Discretionary Uses - Commission**

Automotive Paint and Body Shop
Automotive Repair and Service Shop
Automotive Sales and Rental
Bulk Fuel Station
Equipment Sales, Rental, Service
Farm Supplies and Service
Farmers'/Flea Market
Manufactured Home Sales and Service
Recreational Vehicle Sales, Service or Rental
Recycling Facility
Religious Assembly
Shopping Centre
Similar Use
Tourist Information Centre
Transportation Service
Warehouse
Warehouse Store

(5) **General Requirements**

(a) In addition to the general land use provisions contained in Part VII of this Bylaw, the following provisions as contained within this Section shall apply to every development in this district.

(6) **Minimum Requirements**

(a) **Lot Area**

(i) 1,500 m^2 or as otherwise required by the Development Authority

(ii) Convenience Store, Service Station and Gas Bar: 929 m^2

(b) **Lot Width**

(i) 20.0 m or as otherwise required by the Development Authority

(ii) Convenience Store, Service Station and Gas Bar: 30.0 m

(c) **Front Yard Setback**

(i) 6.0 m

(d) **Side Yard Setback**

(i) 3.0 m or 6.0 m when adjacent to a residential district.

(ii) One (1) unobstructed 6.0 m, where no rear lane is provided

(e) **Rear Yard Setback**

(i) 3.0 m however, the Development Authority may modify the rear yard requirement if parking, loading and unloading facilities are located at the rear of the building/ site.

(7) **Maximum Requirements**

(a) **Building Height**

(i) 12.0 m

(b) **Lot Coverage**

(i) Principal Buildings: 50% including accessory buildings

(ii) Accessory Buildings: 15%

(8) **Parking and Loading**

(a) On-site parking spaces shall not encroach more than 3.0 m into the required front setback.

(9) **Shopping Centres**

(a) The site plan including the relationship between buildings, structures and open spaces; the architectural design of the building, design of landscaped open space; and the parking layout shall be subject to approval by the Commission.

(10) **Outdoor Storage**

(a) All storage shall be accessory to the main use of the land or main building on the site and shall comply with the yard and setback requirements of this Section.

(b) Outdoor Storage shall comply with the regulations established in Section 67 of this Bylaw and be to the satisfaction of the Development Authority.

(11) **Site Development Requirements**

(a) The orientation of buildings and site features shall have minimum adverse effects on surrounding residential properties.

(b) Facades shall be designed to create architectural order and harmony in the townscape.

(c) Notwithstanding any other provision in this Bylaw, no outside storage areas of material and equipment are permitted.

(d) Car Washes shall comply with the regulations established in Section 43 of this Bylaw and be to the satisfaction of the Development Authority.

(e) Drive-in Businesses shall comply with the regulations established in Section 50 of this Bylaw and be to the satisfaction of the Development Authority.

(f) Vehicles entrances and exits shall comply with the regulations established in Section 52 of this Bylaw and be to the satisfaction of the Development Authority.

(g) Fencing shall comply with the regulations established in Section 56 of this Bylaw and be to the satisfaction of the Development Authority.

(h) Garbage containers shall comply with the regulations established in Section 58 of this Bylaw and be to the satisfaction of the Development Authority.

(i) Any application for a discretionary use within 800.0 m of another municipality is required to be circulated to that municipality for comment prior to a decision by the Development Authority for consideration. See Section 61 IDP Urban Referral Requirements.

(j) Landscaping shall comply with the regulations established in Section 62 of this Bylaw and be to the satisfaction of the Development Authority.

(k) On-site lighting shall comply with the regulations established in Section 63 of this Bylaw and be to the satisfaction of the Development Authority.

(l) All approved uses shall meet the parking and loading requirements established in Section 68 of this Bylaw

(m) Sites abutting a residential district shall be screened from the view of the residential district to the satisfaction of the Development Authority as per Section 76.

(n) Service Stations shall comply with the regulations established in Section 78 of this Bylaw and be to the satisfaction of the Development Authority.

DEVELOPMENT PERMIT APPLICATION

Application #:_____

APPLICANT INFORMATION					
Applicant			Property Owner (if different)		
Phone			Phone		
Email			Email		
Mailing Address			Mailing Address		
City	Province	Postal Code	City	Province	Postal Code

LOCATION OF DEVELOPMENT			
Civic Address			
Legal Address	Lot	Block	Plan

DESCRIPTION OF DEVELOPMENT

Proposed Development:

_____

_____

_____

Proposed Application:

- ☐ New Residential
- ☐ Commercial/Industrial
- ☐ Home Occupation
- ☐ Permit to Stay
- ☐ Addition
- ☐ Change of Use
- ☐ Sign
- ☐ Accessory Building
- ☐ Deck
- ☐ Demolition
- ☐ Other (please specify) _____

Proposed Setbacks:

Front: _____

Left: _____

Back: _____

Right: _____

Land Use District

Value of Development

Estimated Completion Date

DEVELOPMENT PERMIT APPLICATION

1. Failure to fully complete this form and/or supply the required information may result in a delay of the application process.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any made appeal has been heard and a decision rendered.
4. If a decision has not been issued within 40 days of the date the application is deemed refused. An appeal of the refusal may be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or Business License. Any approvals granted regarding this application does not excuse the applicant from complying with Federal, Provincial, or other Municipal requirements.
7. The Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreement affecting the building and/or lands. The Applicant is still responsible to comply with any and all of these conditions.
8. An authorized person designated by the municipality is allowed to enter subject land and buildings for the purpose of an inspection with respect to this application only. The time and date of inspection to be mutually agreed upon by both parties.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

NAME (please print):_____

SIGNATURE:_____

DATE:_____

<table>
<tr><td colspan="2">FOR OFFICE USE ONLY
Received by:</td><td>Date:</td></tr>
<tr><td colspan="2">☐ Permitted Use
☐ Discretionary Use – Development Officer
☐ Discretionary Use - MPC</td><td>Designated Use:</td></tr>
<tr><td>Receipt #</td><td>Fee:</td><td>Date Issued:</td></tr>
<tr><td colspan="3">☐ Current Certificate of Title</td></tr>
<tr><td colspan="3">Notes:_____
_____
_____</td></tr>
</table>

Personal information collected on this form is collected in accordance with Sections 683, 685, and 686 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection of information, please contact the Town of Redcliff's FOIP Coordinator at 403.548.3618.

LEGISLATION AND DEVELOPMENT FEES

The following fees are as per Bylaw No. 1952/2022 and are subject to change without notice. The entire Bylaw can be found on the Town of Redcliff's website at www.redcliff.ca.

MPC & SDAB

Discretionary Use — MPC — additional fee above regular application fee	$100.00
Special MPC — additional fee above application and regular MPC fee	$300.00
Appeal Filing Fee – Subdivision & Development Appeal Board	$150.00
Variance Fee	$250.00

DEVELOPMENT PERMIT FEES

1. Fees shown are base fees and do not include extra fees for MPC meetings, special MPC meetings, Land Title surcharge, etc. These other fees will be added to the base fee as required.

2. Development fees are based on delivery of the decision within 40 days. This may be shortened to 15 days by paying double fees including a doubling of MPC fees.

Work started before permit issuance is subject to double permit fees.

Residential	
R-1 Single Family Lot — 1 unit	$100.00
R-1 Single Family Lot — Auxiliary unit (Basement Suite, Garden Suite, etc.) in addition to the base fee for a Single Family Lot – 1 unit	$150.00
R-1 Single Family Lot — 2 units (Duplex/Semi-Detached)	$250.00
R-2 & R-3 Multi-Family Dwelling (on multi-family lot zoned R-2/R-3):	
Base plus	$110.00
per unit fee	$55.00
Accessory Buildings – 10 m² - 35 m²	$70.00
Accessory Buildings – Greater than 35 m²	$110.00
Additions not creating a new unit	$110.00
Home Occupation	$75.00
Demolition (if not part of a Development Permit)	$65.00
Decks	$75.00
Others as determined by Development Authority	$110.00

LEGISLATION AND DEVELOPMENT FEES

Non-Residential

Change of Use, Existing Building – Permitted		$55.00
Change of Use, Existing Building – Discretionary		$110.00
New Build Commercial/Industrial/Horticultural/Institutional Buildings –	Base plus	$220.00
	per m^2 fee	$0.25
Accessory Buildings/Additions (less than 100 m^2)		$100.00
Demolition – Base fee plus (if not part of a Development Permit) plus		$65.00
per m^2 fee		$0.05

Signs

Free Standing/Portable	$150.00
Fascia, Wall, Window	$75.00
Canopy, Projecting	$80.00

CONSTRUCTION DAMAGE DEPOSIT

Residential	$2,000.00
Commercial/Industrial/Institutional/Horticultural	$5,000.00

Note: A construction damage deposit may be taken for development permit issued for principal buildings, accessory buildings, additions, excavations and/or demolition permits.

TOWN OF REDCLIFF

P.O. Box 40 - 1 – 3rd Street NE
Redcliff, Alberta T0J 2P0
Phone 403-548-3618
Fax 403-548-6623
Email redcliff@.redcliff.ca
www.redcliff.ca

Construction Damage Deposit

Site Inspection

Whenever a development is undertaken it may be necessary to take security to ensure the repair of any Town infrastructure that is damaged during construction / demolition.

- Damage sustained to Town property may be deducted from the Construction Damage Deposit.
- Any damage not covered by the damage deposit may be applied to the property taxes.
- Refund of remaining damage deposit shall be made upon approval of the Development Officer or their designate.

Applicant / Developer: _____

Mailing Address: _____

_____

_____

Phone: _____ Email: _____

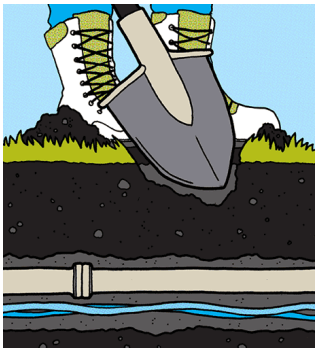
LOCATION:

Address: _____

Lot: _____ Block: _____ Plan: _____

FOR OFFICE USE ONLY	Pre-Construction	Initials	Post Construction	Initials
Curbstops				
Sidewalks				
Other				

S – Satisfactory	D – Damaged	☐ Pictures attached
☐ Residential ☐ Commercial/Industrial		Construction Deposit Amount: $ _____ Receipt: _____



Whether you are landscaping, building a new fence, deck, garage, or simply planting a garden, disturbing the ground on your property can cause damage to a buried utility. Some utilities are buried mere centimeters below the surface.

The result of a contact with a buried line can range from loss of an essential service for you or your neighbours to serious injury or fatalities. The financial costs of repairing any damage you cause to a buried utility will be borne by you, the excavator.

CALL BEFORE YOU DIG

ELECTRIC GAS TELUS	1-800-242-3447
WATER/SEWER	403-548-9253
SHAW	1-866-DIG-SHAW

Government of Alberta ■
Municipal Affairs

Information Bulletin

Number: 05/12 Date: Sept. 20, 2012

Advisory Land Use Planning Notes on New Regulatory Requirements for Surface Development in Proximity to Abandoned Wells

Introduction

An amended Subdivision and Development Regulation (Alberta Regulation 160/2012) comes into force November 1, 2012. New provisions were added to ensure abandoned wells are accommodated during future subdivision and development. These planning notes provide important information to municipal officials, planners, development officers, developers and landowners on the new provisions for abandoned oil and gas wells and how to accommodate them within areas where development, subdivision, or construction may occur. These mandatory provisions must be complied with when preparing municipal subdivision and development plans, other statutory plans, and/or land use bylaws. Municipal subdivision or development authorities evaluating development permit and subdivision applications must ensure these provisions are applied prior to issuing approvals.

The Issue

The location of oil and gas wells that are being drilled or are actively producing is evident, both from the surface and through a notation on the land title. Abandonment of an oil or gas well occurs by rendering the well incapable of flow and placing a cap over the casing approximately one meter below the surface. Energy Resources Conservation Board (ERCB) *Directive 020: Well Abandonment* sets out minimum well abandonment requirements to be met by the licensee of the well to ensure the integrity of the well and protect public safety and the environment.

After surface reclamation is complete and a certificate is issued by Alberta Environment and Sustainable Resource Development, the well site lease notation may be removed from the title. At this point, there is nothing visible on the surface or on the title to indicate the presence of an abandoned well.

Abandoned wells rarely require maintenance but adequate access to the site needs to be maintained should a leak occur. The abandoned well bore is not visible on the surface and therefore may represent a risk to excavation and construction equipment and safety of the equipment operator if abandoned wells are not properly located.

The risk to the public from an abandoned well is very low. *ERCB Directive 079: Subsurface Development in Proximity to Abandoned Wells* sets out a minimum setback distance from the well that must be maintained between abandoned wells and development as well as requirements for accurately locating the abandoned well and verifying its integrity prior to development. The amended Subdivision and Development Regulation requires municipalities

to confirm if abandoned wells are present as part of a subdivision or development permit application review. Where an abandoned well has been identified in the review, the municipality shall ensure that ERCB setback requirements are applied to allow for both well site access and prevention of accidental contact of a well bore with construction equipment.

In summary, it is the responsibility of the developer or landowner (proponent) of the proposed subdivision and/or development to take measures to identify any abandoned wells within that property and to apply the required setback as set out in the ERCB directive. It is the responsibility of the municipality, as part of the subdivision and development application process, to ensure that the proponent of the subdivision or development has taken these measures and has applied the required setback. These efforts will ensure that abandoned wells are appropriately identified and suitable setbacks are incorporated in planning, development and construction decisions. The information that follows in this bulletin further explains these processes.

Obtaining Abandoned Well Site Records

The developer or landowner (proponent) of the proposed subdivision and/or development must obtain abandoned well information from the ERCB. This information can be obtained from the ERCB's Abandoned Well Viewer available on the ERCB website at www.ercb.ca. The viewer will provide a map identifying all abandoned well surface locations in the selected area and a listing of additional details, including the licensee of record, surface location, latitude and longitude, and fluid type of each well. If it appears that a potential conflict between abandoned well locations and proposed surface development may exist, the proponent must contact the licensee of record for any additional information that may be required or to physically locate the well. If the proponent is unable to contact the licensee of record using the information provided, the ERCB may be able to assist with additional contact information. To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have Internet access, contact the ERCB Customer Contact Centre by telephone at 1-855-297-8311 or by e-mail at Inquiries@ercb.ca or contact Information Services by mail at ERCB, Suite 1000, 250 – 5 Street SW, Calgary AB T2P 0R4.

The ERCB has been administering the abandonment of oil and gas wells since January 1945. The ERCB may not be aware of all wells drilled and abandoned before 1945, and records for a small number of wells abandoned before this time may not be complete because the data was not available. ERCB records may only provide general information on how these wells were abandoned. In such cases, the licensee of record should be contacted by the proponent for detailed information and verification of well data. If the licensee of record no longer exists, the proponent may contact the ERCB for assistance.

Setbacks from Abandoned Well Sites

*ERCB Directive 079: Subsurface Development in Proximity to Abandoned Wells (*www.ercb.ca*)* sets out detailed requirements for accommodating abandoned wells during subdivision and development. The Directive specifies that development on top of an abandoned well will not be permitted and a minimum setback of a five metre radius around the well must be maintained. The proponent is strongly encouraged to also consider providing an access route to the well wide enough to allow vehicle entry to the site. The licensee of the well is responsible for determining if

the well was abandoned to an acceptable standard and if there are any existing well integrity issues that require repair prior to surface development taking place.

Applications for Subdivision and Development Permits

Subdivision Application

Application Process

- New subdivision applications, except for lot line adjustments, must include documentation from the ERCB identifying the presence or absence of abandoned wells. Documentation can be obtained from the ERCB using the online Web Viewer.
- If an abandoned gas or oil well is identified on the land that is the subject of the subdivision application, the applicant must include a map that shows the actual well location, as identified in the field, and the setback established in ERCB Directive 079 in relation to existing or proposed building sites.
- If an abandoned gas or oil well(s) is identified on land that is the subject of the subdivision application, the Subdivision Approving Authority must refer a copy of the subdivision application to the Licensee(s) of Record. The referral must include the applicant's contact information.
- The information is not required if it was submitted to the same subdivision authority within the last year.

Decision Process

- Effective November 1, 2012, the Subdivision Authority may not approve subdivision applications unless the lots comply with the setback directed by ERCB Directive 079.

Development Permit

Application Process

- New development permits for buildings larger than 47 sq. m. (500 sq. ft.) and for additions to buildings that will as a result of the addition become larger than 47 sq. m., must include documentation from the ERCB with the application identifying the presence or absence of abandoned wells. Documentation can be obtained from the ERCB using its online Web Viewer. The information is not required if it was submitted to the same development authority within the last year.

Decision Process

- The Development Authority may not approve a development permit for an application received after the coming into force of the amended regulation for buildings larger than 47 sq. m. and for additions to buildings that as a result of the addition becomes larger than 47sq. m., unless the development complies with the setback directed by ERCB Directive 079.

- Buildings that existed prior to the coming into force of the amended regulation, that are destroyed to 75 per cent of value, if rebuilt must comply with the setback directed by ERCB Directive 079.

- If an application is made to alter or add on to a building larger than 47 sq. m. and for an addition to a building that as a result of the addition becomes larger than 47 sq. m. that existed prior to November 1, 2012, which does not comply with the setback directed by ERCB Directive 079, the Development Approving Authority may approve the application with the acceptance of a lesser setback distance if the Well Licensee of Record, through consultation with the applicant, is recommending support for a lesser distance, and provided it does not further encroach on the abandoned well.

What applications need to comply with new setbacks?

- Subdivision applications received on or after November 1, 2012.
- Development permits for buildings greater than 47 sq. m. and additions that result in the building being larger than 47 sq. m. received on or after November 1, 2012.

What is exempt from setbacks?

- Any developments for a building that is smaller than 47 sq. m.
- Subdivision lot line adjustments.

Further Information

For more information, please contact:

Energy Resources Conservation Board 250, 5th Street S.W. Calgary, Alberta T2P 0R4 Telephone: 403-297-8311 Facsimile: 403-297-7040 Email: Inquiries@ercb.ca	Alberta Municipal Affairs Municipal Services Branch Planning Unit 17th Floor, 10155 102 Street Edmonton, Alberta T5J 4L4 Telephone: 780-427-2225 Facsimile: 780-420-1016 Email: lgsmail@gov.ab.ca
Alberta Environment and Sustainable Resource Development Policy Division 10th Floor Oxbridge Place 9820 106 Street Edmonton, Alberta T5K 2J6 Telephone: 780-427-5883 Facsimile: 780-422-4192 Email: land.management@gov.ab.ca	For information on reclamation certificates on private land: www.esar.alberta.ca

TOWN OF REDCLIFF

P.O. Box 40 - 1 – 3rd Street NE
Redcliff, Alberta T0J 2P0
Phone 403-548-3618
Fax 403-548-6623
Email redcliff@.redcliff.ca
www.redcliff.ca

Land Owner Consent

☐ Development Permit
☐ Building Permit

As the owner of the property described below, I consent to _____ to apply for a Development/ Building Permit for this property, and acknowledge that he/she has a legitimate interest in the property for the purposes of this application.

Civic Address:			
Legal Description:	Lot	Block	Plan

I acknowledge that I am the owner of the above described property(s).

Property Owner:

Name (please print):_____

Signature:_____ Date:_____

Building Permit Requirements

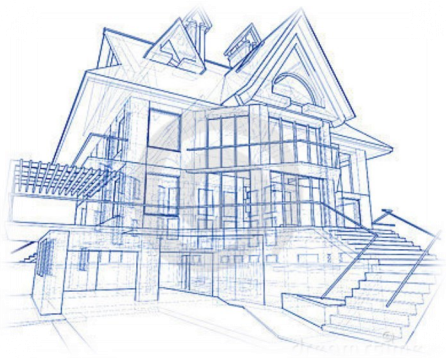
A Building Permit is an important part of the process, as it will ensure that your project is inspected and that it meets or exceeds the standards as prescribed by the Alberta Building Code, and any other relevant documents.

The following is required is required to accompany the building permit application:

- Site Plan which shows the following:
  - Legal description of the property
  - Civic address of the property
  - Identification of all roads abutting the property
  - Building footprint with setbacks from property line
  - Identification of all utility right-of-ways and easements within and abutting the property
  - Location and dimensions of existing buildings including front, rear, and side yard setbacks
  - North arrow, scale, and date of drawing
  - Location of utilities
  - Site Grading (if applicable)

- Building Plans which show the following:
  - Top view of your project
  - Front and side elevations of your project
  - Window and door locations
  - What material will be used for construction
  - Details of how the project will be built
  - Scale, date of drawing, legal and civic address

Please note that these are the minimum requirements, and the Town may require more information/ documents to be able to process your application.



Town of Redcliff
Building Permit Application

Permit Label

The personal information as part of this application is collected under section 43 of the Safety Codes Act and sections 295 and 303 of the Municipal Government Act and in accordance with section 33©of the Freedom of Information and Protection of Privacy Act. The information collected will be used for issuing permits, safety codes compliance /verification, and monitoring and property assessment purposes. If you have any questions about the collection of information please contact the FOIPP Coordinator at 403-548-9247.

Owner Information

Name:_____ Mailing Address:_____
City:_____ Province:_____ Postal Code:_____ Phone:_____
Cell:_____ Fax:_____ Email:_____

Contractor Information

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

Project Location

Street Address:_____ Tax Roll No:_____

Lot:_____ Block:_____ Plan:_____ Legal:_____ Section:_____ Township:_____ Range:_____ W4

TYPE OF OCCUPANCY	TYPE OF WORK		BUILDING AREA
☐ Single Residential ☐ Multi-Family ☐ Farm/Ranch ☐ Commercial ☐ Industrial ☐ Institutional ☐ Manufactured/Mobile Home ☐ Other:_____ Description of work:_____ _____	☐ New ☐ Addition ☐ Renovation ☐ Relocation/Ready to Move ☐ Change of Occupancy/Use ☐ Accessory Building ☐ Deck ☐ Secondary Suite ☐ Basement Development ☐ Demolition ☐ Swimming Pool/Hot Tub	☐ Garage ☐ Detached ☐ Attached ☐ Temporary Structure Removal Date:_____ ☐ Foundation Type: _____ ☐ Manufactured/Mobile Home ☐ Wood Burning/Pellet Stove Fireplace Cert. No:_____ ☐ Other: _____ _____	☐ ft² ☐ m² No. of Storeys:_____. Main Area:_____ 2nd Floor area:_____ Basement Area:_____ Garage:_____ Deck:_____ TOTAL AREA DEVELOPED:_____ Value of Work:_____

_____ Permit Applicant's Name (print)

_____ Permit Applicant's Signature

_____ Homeowner's Signature (homeowner permit only) **Homeowner Declarations: By signing this I hereby certify that I own/will own and occupy this dwelling.**

FOR OFFICE USE ONLY			
Permit Fee:	$	Issuing Officer's Name:	
Admin Fee:	$	Issuing Officer's Signature:	
SCC Levy:	$	Designation No.:	
Total Fee	$	Permit Issue Date	

Please contact **PARK INSPECTIONS LTD.** for inspections & Inquiries: 1-800-621-5440 email: contact@parkinspections.com