



Town of Westlock
10003 106 Street
Westlock, AB T7P 2K3
Phone: 780-349-4444
Fax: 780-349-4436
planning@westlock.ca



Inspection Requests:
Superior Safety Codes Inc.
14613-134 Avenue
Edmonton, AB T5L 4S9
Phone: 780-489-4777
Fax: 780-489-4711

BUILDING PERMIT APPLICATION FORM

Applicant: ☐ Owner ☐ Contractor

Permit Number: 345345-____-B_____

Development Permit: _____

Application Date: _____

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

Owner Name: _____ Mailing Address: _____ City: _____

Prov: _____ Postal Code: _____ Phone: _____ Email: _____

Owners Signature

"I hereby declare I am the owner of the premises in 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"

Contractor Name: _____ Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____ Cell: _____

Fax: _____ Email: _____

Contractor/Architect/Engineer Name

Signature

Business License Number

Project Location in the Town of Westlock:

Street Address: _____ Roll Number: _____

Lot: _____ Block: _____ Plan: _____

Legal Subdivision: Part of: _____ Section: _____ Township: _____ Range: _____ W4

Building Occupancy:

- ☐ Single Family Dwelling
☐ Semi/Multi Attached Dwelling
☐ High Density Residential
☐ Commercial
☐ Industrial
☐ Institutional
☐ Other _____

Type of Work:

- ☐ New Construction
☐ Relocation
☐ Addition
☐ Renovation
☐ Demolition
☐ Manufactured/ Modular Home
☐ Other _____

Building Area in Sq. Ft.:

Number of Stories _____
Main Area _____
2nd Floor _____
Basement _____
Garage _____
Total Area _____

New Home Construction
Projects Only:

NHW#: _____

Provincial Builder License #: _____

Description of Work: _____

Payment Type: ☐ Cash ☐ Cheque ☐ Visa ☐ Online
☐ M/C ☐ Amex ☐ Interac

Permit Fee: _____ + SCC Levy* _____

Total Cost: _____ Receipt #: _____

*\$4.50 or 4% of the permit fee (whichever is greater), maximum \$560.00

SUPERIOR SAFETY CODES OFFICE USE ONLY

Issuing Officer's Name: _____

Issuing Officer's Signature: _____

Designation Number: _____

Permit Issue Date: _____

PLEASE CONTACT SUPERIOR SAFETY CODES INC. FOR INSPECTIONS ALLOWING FOR TWO WORKING DAYS NOTICE.

The personal information provided as part of this application is collected under Sec. 43 of the Safety Codes Act and Sections 303 and 295 of the Municipal Government Act and in accordance with Section 32.c of the Freedom of Information and Protection of Privacy Act.

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 onetime ninety (90) day extension can be considered when applied for in writing prior to a permit expiry date.

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 – When constructing a new home, cabin, garage with living quarters or moving in a new manufactured home you must provide the New Home Warranty Certificate at time of application.

BUILDERS' LICENSE – Effective December 1, 2017, new requirements are in effect for residential builders in Alberta. All residential builders are required to have a builder licence in order to construct new homes

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

CONSTRUCTION OF NEW HOMES & ADDITIONS <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 	MANUFACTURED , MODULAR, MOBILE HOMES <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 ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS <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 style="text-align: center;">** NOTE: Pile foundations require engineering</p>
STORAGE BUILDINGS / GARAGES / SHEDS <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 <i>unless built to Standata 14-BCV-002R1.</i> 	BASEMENT DEVELOPMENTS AND MINOR RENOVATIONS <ul style="list-style-type: none"> <input type="checkbox"/> floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors HOT TUBS / SWIMMING POOLS <ul style="list-style-type: none"> <input type="checkbox"/> site plan with dimensions of tub / pool <input type="checkbox"/> fence information DECKS <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor layout <input type="checkbox"/> cross section view or example plan with dimensions filled in WOOD STOVES (including fireplaces, pellet and coal stoves) <ul style="list-style-type: none"> <input type="checkbox"/> floor plan <input type="checkbox"/> manufacturers installation instructions <input type="checkbox"/> references to certification listing <p>NOTE: Pile foundations require engineering</p>

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

If you require any information regarding building permits or plans that are required, please contact Superior Safety Codes.