



**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.**  
100, 14535-118 Avenue  
Edmonton, AB T5L 2M7  
Phone: 780.489.477  
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 \_\_\_\_\_  
2<sup>nd</sup> 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.

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