

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*

Development Application No.: _____

OFFICE USE ONLY

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



Applicant: ☐ Owner ☐ Contractor

Application Date: _____

Permit Number: 345345-_____-B_____

Development Permit: _____

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

PROPERTY OWNER INFORMATION					
Owner Name:			Mailing Address:		City:
Province:	Postal Code:	Phone:	Email:		
<p>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</p> <p style="text-align: center;">_____ Owners' Signature</p>					
CONTRACTOR INFORMATION					
Contractor Name:			Mailing Address:		City:
Province:	Postal Code:	Phone:	Email:		
<p>_____ Contractor/Architect/Engineer Name Signature Business License Number</p>					

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.**

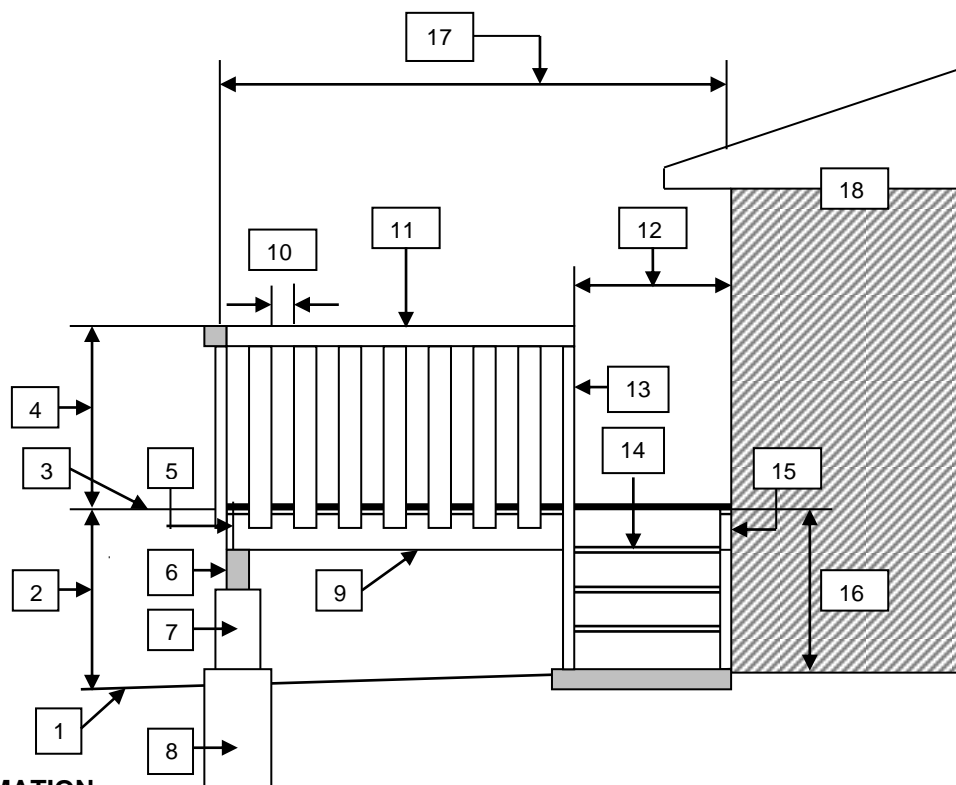
OFFICE USE ONLY	
Permit Fee:	SCO Name:
SCC Levy (\$4.50 or 4%): <i>whichever is greater, max. \$560</i>	SCO Signature:
Total:	Designation No.:
<input type="checkbox"/> DB <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> CHQ <input type="checkbox"/> CSH <input type="checkbox"/>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

DECKS, GUARDRAILS, HANDRAILS, STAIRS

PERMIT NO.: _____

OWNERS NAME: _____

PROJECT LOCATION: _____



REQUIRED INFORMATION:

1. Grade: 2% slope for drainage
2. Deck height from grade: Specify _____
3. Floor decking: Specify _____
4. Height of guard rail from deck
☐ 36" (for 2' to 6' deck height above grade)
☐ 42" (for 6' over deck height above grade)
5. End joist size: _____
6. Built up beam size: _____
7. Wood column size: _____
8. Foundation Type: _____
Pile foundations (screw, steel or concrete) require engineering
9. Floor joist size and spacing: _____
10. 4" max space between railings
11. Type of railing: _____
12. 34" minimum stair width
13. Handrail height: _____
Handrail is required if stairs have more than 3 risers (minimum 34"; maximum 38")
 Guardrail height for stair: _____
 (minimum 36")
14. Stair tread size: _____
15. Ledger (rim) board size (same size as joist)
 Size: _____
16. Stair: Rise: 5" to 8"
 Run: 10" to 15"
17. Joist span size: _____
18. Existing house