

Residential Development Permit Checklist

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 on the Town's website (www.westlock.ca) or contact Planning & Development at (780) 349-4444.

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 OCCUPATION			Accessory Building Details Sheet (separate form*)
✓	Required Submittal		Drawings of proposed building (optional) indicating overall height
	Home Occupation 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 at (780) 349-4444

Development Permit Application Form

Development Application No.: _____

Office use only

Application Fee: _____ ☐ DB ☐ MC ☐ VISA ☐ CHQ ☐ CSH Receipt Number: _____ 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: _____ _____ Mailing Address: _____ City: _____ Postal Code: _____ Ph: _____ Cell: _____ Email _____	(if different from Applicant) Registered Owner Name(s): _____ _____ Mailing Address: _____ City: _____ Postal Code: _____ Ph: _____ Cell: _____ Email _____
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Project Location

Municipal Address			Roll Number			
Lot(s)	Block	Plan	Section	Township	Range	Meridian W4

Proposed Development Information

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 2015-02 in accordance with the plans and supporting information submitted herewith 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 respects with the conditions subject to which it is granted and any Bylaws or legislation pertinent to this application and to the proposed use.

Applicant Signature _____

Property Owner Signature _____

Print Name _____

Print Name _____

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). If you have any questions about the collection, use, and disclosure of this information, please contact the FOIP Coordinator at the Town of Westlock at 780-349-4444.

*All development and construction that occurs prior to permit issuance is subject to a penalty which amounts to double the current permit fee. A Stop Work Order may also be issued.



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 _____
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.

PERMIT NO.: _____

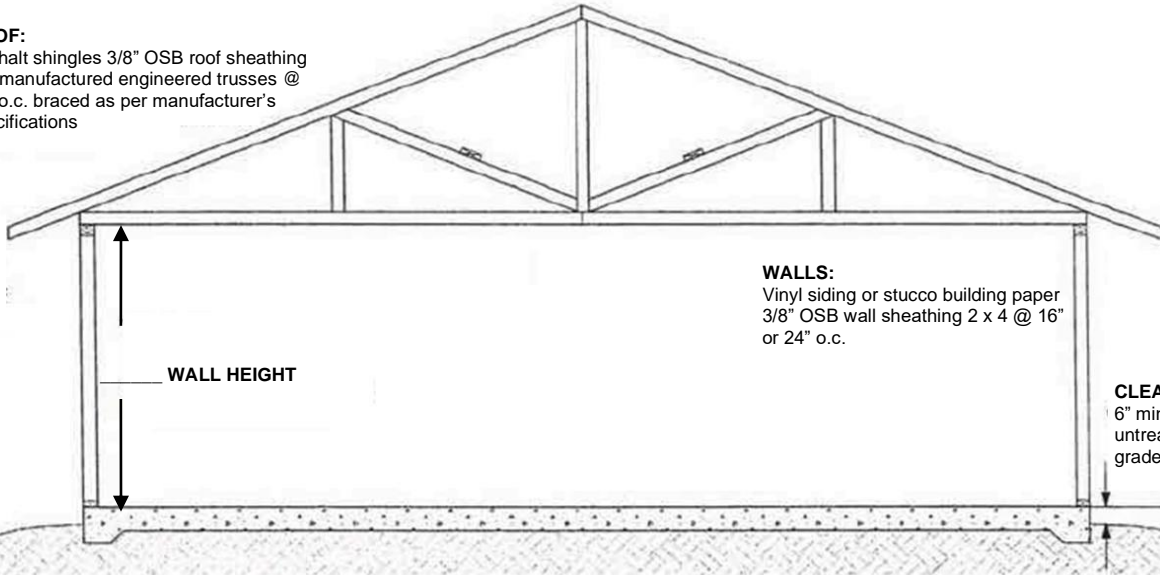
OWNERS NAME: _____

PROJECT LOCATION: _____

To be completed and attached to the Building Permit Application Form

ROOF:

Asphalt shingles 3/8" OSB roof sheathing
pre-manufactured engineered trusses @
24" o.c. braced as per manufacturer's
specifications



WALLS:

Vinyl siding or stucco building paper
3/8" OSB wall sheathing 2 x 4 @ 16"
or 24" o.c.

CLEARANCE:

6" minimum
untreated wood to
grade

Please check off construction details as listed below.

Roofing Material

- ☐ Asphalt Shingles
☐ Cedar, Pine Shakes/Shingles
☐ Metal Roofing
☐ Other Specify: _____

Wall Sheathing

Specify: _____

Wall Framing

Specify: _____

Roof Sheathing

- ☐ Min. 3/8" OSB or plywood
NOTE: OSB or plywood less than 1/2" requires H clips
and bridge blocking

- ☐ 1/2" OSB or plywood
☐ Other Specify: _____

- ☐ Insulated walls & ceiling

Overhead Door Beam

Length: _____

Depth: _____ # of Plys _____

- ☐ Built Up ☐ Engineered

Roof Framing

- ☐ Pre-manufactured Engineered Truss
☐ Roof rafters, ceiling, joists, roof joist
(provide details)

Overhead Door

Door Size: _____

Exterior Finish

- ☐ Vinyl Siding
☐ Stucco
☐ Metal Siding
☐ Other Specify: _____

Direction of Trusses

- ☐ Trusses parallel to overhead door opening
☐ Trusses perpendicular to overhead door
opening

Foundation

- ☐ 4" Slab up to 592 sq. ft.
☐ Strip footing & 4' frost wall
☐ Other Foundation (details, engineering)
☐ On Skids

NOTE: Separate permit
applications are required for the
installation of electrical, gas
and/or plumbing in the building.