



**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 \_\_\_\_\_
- 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  
 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.

<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 style="text-align: center;"><b>** NOTE: Pile foundations require engineering</b></p>
<p><b>STORAGE BUILDINGS / GARAGES / SHEDS</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 <i>unless built to Standata 14-BCV-002R1.</i></li> </ul>	<p><b>BASEMENT DEVELOPMENTS 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</li> <li><input type="checkbox"/> fence information</li> </ul> <p><b>DECKS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan</li> <li><input type="checkbox"/> floor layout</li> <li><input type="checkbox"/> cross section view or example plan with dimensions filled in</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</li> <li><input type="checkbox"/> manufacturers installation instructions</li> <li><input type="checkbox"/> references to certification listing</li> </ul> <p><b>NOTE: Pile foundations require engineering</b></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.

<b>BUILDING PERMIT APPLICATION FEES</b>	
<b><u>Residential/Dwelling Units</u></b>	
New Construction - Building Permit Fee	\$00.54/sq.ft.
New Construction - Upper Floor	\$00.44/sq.ft.
Additions/ Renovations/ Basement Development (2 inspections - plans review & final)	\$00.44/sq.ft. (\$150 min. fee)
Accessory Buildings (over 700 sq. ft. use New Construction rate)	\$00.54/sq.ft.
Garages (attached or detached) (under 700 sq.ft.)	\$150.00
Decks / Garden Storage Sheds / Wheelchair Ramps	\$100.00
Relocation of Home (set-up on basement or foundation)	\$00.44/sq.ft.
Placement of Home (only)	\$400.00 (min. fee)
Fireplaces (if not included in new construction)	\$100.00
Demolitions	\$200.00
<b><u>Commerical/ Industrial/ Institutional</u></b>	
First \$1,000,000.00 construction value	\$4.50/\$1000 construction value (\$500.00 min. fee)
Over \$1,000,000.00 construction value	\$4500.00 + (\$4.25/\$1000 construction value portions over \$1,000,000.00)
Demolitions	\$200.00
<b><u>Manufactured Home (Mobile and Modular)</u></b>	
Manufactured Home - Building Permit Placement	\$300.00
Manufactured Home - Set up on Basement of Foundation	\$500.00
<b><u>Manufactured/ Modular /Mobile Homes (Other Related permits)</u></b>	
Private Garage (under 700 sq.ft.) if taken out with Building add	\$100.00 + SCC Fee
Private Sewage permit if required add	\$200.00 + SCC Fee
Private Sewage (holding tank) permit if required add	\$100.00 + SCC Fee
	4% of Permit Fee
<b>SAFETY CODES COUNCIL FEE (ALL building permits are subject to this fee)</b>	<b>(\$4.50 min, \$560 Max)</b>
Commencement prior to issuance of permit in applicable discipline	Double Permit Fee

# NATIONAL ENERGY CODE FOR BUILDINGS COMPLIANCE REPORT

Effective November 1, 2016 the Government of Alberta introduced energy efficiency regulations to be included with building permit applications. This requires the building permit applicant to include a declaration be made that the calculations have been completed in compliance with the new requirements.

The following is a guide to be used to assist in the submission of the newly required information and must be complete, legible and accurate. Incomplete submissions will be rejected and delays the building permit review process.

Questions or clarifications regarding these requirements can be directed to Alberta Municipal Affairs, Safety Services at 1-866-421-6929 or by email at [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)

<b>Building Permit Number (Internal Use):</b>
<b>File Number (Internal Use):</b>

Date:

Project Name	
Project Address	
Applicant Name	
Applicant Email	

**COMPLIANCE PATH OPTIONS:**

**Prescriptive Path:**

Meet all prescriptive requirements in NECB sections 3.2, 4.2, 5.2, 6.2, and 7.2  
 -Least flexibility in design

**Submission Requirements:** *Calculations confirming performance requirements of NECB including effective thermal transmittance of walls, roofs & floors, FDWR, lighting power density calculations, information on equipment and components utilized in design such as heating equipment efficiencies, lighting fixture schedules, insulation specifications etc.*

**Prescriptive with Trade-off:**

Trade-off performance elements within one part against another part.  
 -Limitations listed in NECB 3.3, 4.3, 5.3 and 6.3

**Submission Requirements:** *Prescriptive submission requirements stated above and complete trade-off calculations and summary reports from a professional licensed in Alberta to perform such calculations. All submissions must be stamped by the consultant assuming this responsibility.*

**Verification is required at project completion, prior to final inspection.**

**Prescriptive/Trade-off with detailed trade-off path for the building envelope:**

Building envelope performance modelling with prescriptive mechanical and electrical system path  
 -Hybrid of paths

**Submission requirements:** *Complete trade-off calculations and summary reports from a professional licensed in Alberta to perform such calculations.*

*All submissions must be stamped by the consultant assuming this responsibility.*

**Verification is required at project completion, prior to final inspection.**

**Performance Path**

Uses energy simulation modeling of all building systems.

-Allows full trade-off between Parts. See Part 8.

**Submission Requirements:** *Part 8 Performance Model Energy: Model Compliance Summary Calculations required by NECB Division C, 2.2.2.8.*

*Verification is required at project completion, prior to final inspection.*

**Select Compliance for each Part (only one selection is allowed per part):**

**Part 3: Building Envelope**

\*Detailed Trade-off (NECB Part 8)

Trade Off

Prescriptive

\*Mix of prescriptive and &/or trade-off paths for parts 4, 5, 6, & 7 and Part 3 *Envelope Energy Model*

**Part 4: Lighting**

Trade-off

Prescriptive

**Part 5: HVAC**

Trade-off

Prescriptive

**Part 6: Service Water Heating**

Trade-off

Prescriptive

**Part 7: Electrical Power Systems and motors**

Trade-off

Prescriptive

**OR**

Part 8: Performance Energy Model

**PERMITS & INSPECTIONS**

**NATIONAL ENERGY CODE  
9.36. COMPLIANCE REPORT  
HOUSES & SMALL BUILDINGS  
(New Construction Including Additions)**

Effective November 1, 2016 the Government of Alberta introduced energy efficiency regulations to be included with building permit applications. This requires the building permit applicant to include a declaration be made that the calculations have been completed in compliance with new Alberta Building Code requirements (9.36.5.).

The following is a guide to be used to assist in the submission of the newly required information and must be complete, legible and accurate. Incomplete submissions will be rejected and delays the building permit review process.

Questions or clarifications regarding these requirements can be directed to Alberta Municipal Affairs, Safety Services at 1-866-421-6929 or by email at [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)

<b>Building Permit Number (Internal Use):</b>
<b>File Number (Internal Use):</b>

Date:

Project Name	
Project Address	
Applicant Name	
Applicant Email	

Compliance Path <i>(Choose only one)</i>	<input type="radio"/> Prescriptive <small>(ABC 9.36.2-9.36.4)</small>	<input type="radio"/> Trade-off	<input type="radio"/> Performance
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\*Trade-off or performance paths require additional documentation (computer software modeling calculations)

Climate Zone	
Heating Degree-days (HDD)	
Building area in <b>square meters</b>	

Is there a Heat Recovery Ventilator (HRV): Yes No	If yes state type:	If yes state efficiency:
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Effective Rsi Values <small>(Can be submitted as attachment)</small>	Above Ground	Below Ground
<b>Walls</b>		
<b>Floors</b>		
<b>Roofs</b>		
<b>Windows</b>		
<b>Doors</b>		

<input type="radio"/> Computer Software Calculations Submitted	<input type="radio"/> Hand Written Calculations Submitted
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Proposed Air Barrier System:	
Proposed Insulation System:	

HVAC System Components	Type	Efficiency

Additional Info:

Service Hot Water System Components:	Type	Efficiency

Additional Info:

***\*Architectural details on drawings to include continuity of insulation & air barrier systems at footing/slab junction, windows, outlet boxes, wall/floor junctions, wall/roof junctions, cantilevers, attic hatches etc.***