

Building Permit #: _____

Application Date: _____

To Be Completed By Applicant:

Do you have a Business License with the Town of Blackfalds? Yes No

Permit Being Applied for By: Land Owner Applicant/Contractor

Landowner Name(s): _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Alt Phone: _____

Email Address: _____

Preferred Method of Correspondence: Email Mail Phone

(Same as Landowner)

Applicant/Contractor Name(s): _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Alt Phone: _____

Email Address: _____

Preferred Method of Correspondence: Email Mail Phone

PROJECT INFORMATION

New Construction - Single Family Dwelling Multi-Dwelling

Manufactured/Mobile Home Placement – Foundation Type _____
Indicate New Relocation CSA/QA# _____ AMA# _____

Hot Tub/Swimming Pool Roof Mounted Solar Panels Secondary Suite Solid Fuel/Pellet Stove/Fireplace

Addition Repair Renovation Demolition Basement Development Other: _____

New Home Warranty No. (if applicable): _____

Builder License ID No. (if applicable): _____

Approximate Value of Development: \$ _____
(Building Materials and Labour Exclusive of Land)

Civic Address of Property to be Developed: _____

Lot: _____ Block: _____ Plan: _____ Land Use District: _____

Number of Storeys: _____ Height (avg. from ground level to peak): _____

Main Floor Area: _____ m² ft² Second Floor Area: _____ m² ft²

Basement Area: _____ m² ft² Garage Area: _____ m² ft²
 Attached Detached

Covered Deck Area: _____ m² ft² Uncovered Deck Area: _____ m² ft²

Estimated Project Completion Date (mm/dd/yyyy): _____

Detailed description of work / site reclamation:

(please list if there is a garage (attached or detached), deck (covered or uncovered), shed, and/or basement development included)

Work has not started Work is in progress Work recently completed

Unknown when work was completed (permit required for home sale)

I (am) (represent) the owner of the land and (will be) (represent) the owner of the building for which I am submitting this permit application. I agree to conform to all applicable laws in this jurisdiction. By submitting this application I hereby allow right of entry for inspection purposes.

This permit application forms part of the permit.

Permit Applicant Name(s): _____

Permit Applicant Signature(s): _____

Landowner Name(s): _____

Landowner Signature(s): _____

Building Permit #: _____

Application Date: _____

CONDITIONS

1. Issuance of a permit and the examination of plans and specifications shall not be construed to be authority to violate any of the provisions of the Safety Codes Act or pursuant regulations.
2. A Safety Codes Officer is prohibited from issuing a permit to an applicant if the appropriate architect's and /or professional engineer's seals or stamps are not on the plans and specifications.
3. The owner of the building is fully responsible for carrying out the work or having the work carried out in accordance with the requirements of the Safety Codes Acts and pursuant regulations.
4. This permit application is not for zoning/development, gas, plumbing or electrical work. Permits for such work must be obtained from the appropriate authority.
5. Reviewed drawings and specifications shall be kept on the building site at all times during which the work authorized by the permit is in progress and shall be available for inspection by a Safety Codes Officer.
6. A Safety Codes Officer may suspend or revoke a permit issued in error or issued on the basis of incorrect information or if there is a contravention of any conditions under which the permit was issued, or the permit fees have not been paid.
7. Issuance of a permit based upon plans and specifications shall not prevent a Safety Codes Officer from issuing orders under section 8 of the Safety Codes Act or pursuant regulations.
8. Issuance of a permit shall not prevent a Safety Codes Officer from stopping construction operations which are in violation of the Safety Codes Act.
9. The applicant grants permission for necessary inspections to be conducted with the signing of this application.
10. This 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, or
 - c) is in respect of a seasonal use residence and the undertaking is suspended or abandoned for a period of 240 days after the undertaking is started.

DEVELOPMENT SECURITY DEPOSIT REQUIREMENTS

There shall be no refund of the Development Security Deposit until the following conditions have been met:

1. All prior to occupancy and general development conditions on the Development Permit must be met.
2. The development shall be compliant with the Safety Codes Act.
3. The water meter and water meter remote shall be installed.
4. The curbs, gutters, sidewalks, asphalt or lanes shall be undamaged and to the satisfaction of the Town.
5. The applicant shall contact the Town for inspection of the site and for a refund of the deposit fee.

NOTE: Failure to complete this form fully and to supply the required information, plans and associated fees may mean that this application for a Permit will not be considered and may cause delays in the processing of the application.

FOR OFFICE USE ONLY

Lot: _____ Block: _____ Plan: _____ Land Use District: _____ Tax Roll #: _____

Variance Requested (if applicable): MPC Development Officer

IF DEMOLITION PERMIT – COPIES SENT TO: Utility Department Tax Department

ALL FEES MUST BE PAID AT TIME OF PERMIT APPLICATION SUBMISSION

_____	Building Permit / Inspection Fee	1-61-00-523
_____	Fire Safety Plan Review Fee	1-23-00-523
_____	Water Meter*	1-41-00-425
_____	Water Meter Installation*	1-41-00-429
_____	Administration Fee	1-61-00-529
_____	Safety Codes Council Fees**	1-61-00-524
_____	Development Permit Fee	1-61-00-520
_____	Development Security Deposit	4-61-01-474
_____	GST* (only calculated on the Water Meter /Water Meter Installation)	
_____	TOTAL	

**calculated at 4% of building permit cost. Minimum \$4.50. Maximum \$560.00
Double the permit fees are charged for submitted permits where the work is already complete.

Received Date: _____ RECEIPT NO.: _____

Personal information provided as part of this application will be used for issuance of permits, property assessment, and/or safety codes compliance monitoring and verification. The information is collected under the authority of the *Municipal Government Act*, the *Safety Codes Act* and the Land Use Bylaw currently in force, as well as Section 4(c) of the *Protection of Privacy Act* and will be protected under Part 1 of the *Protection of Privacy Act*. As mandated in the *Access to Information Act*, applicant names and the nature of permits issued may be made publicly available. Questions or concerns regarding the collection and/or use of this information may be directed to the Information Governance Coordinator at access@blackfalds.ca or by phone at 403.885.6370.



REQUIRED PERMIT ACCEPTANCE

I, _____, understand that a Development Permit is not the same as a Safety Codes Permit and it is my responsibility to ensure that the following permits and plans are provided\obtained and complied with:

- Building Permit
- Plumbing Permit
- Gas Permit
- Electrical Permit
- Private Sewage

I also understand that it is my responsibility to verify with IJD Inspections Ltd. if the above noted permits are required for the project as stated on the Development Permit. (see contact information below).

Failure to obtain the required permits may result in the permit fees being increased or a Stop Order being issued on the project.

Signature

Date

**PERMITS
ELECTRICAL | PLUMBING | GAS**



E4 5560 45 St.
Red Deer, AB T4N 1L1
Riverside –Cronquist Business Park
Ph. 403-346-6533
Email: permits@ijd.ca
Website: www.ijd.ca

Town of Blackfalds Requires Safety Plans for Construction and Demolition Sites.

Starting October 1, 2024.

The National Fire Code – Alberta Edition (NFC(AE)) requires Fire Safety Plans for Construction and Demolitions site which specifically addresses fire emergencies.

Fire Safety Plans will be reviewed by the Fire Department prior to any work (construction or demolition) commencing.

It is the owner's responsibility to ensure a fire safety plan is prepared and in place.

The permit and site safety plan must be posted at the construction site until completion or occupancy has been granted.

This new requirement improves the safety of all, who come in contact with construction sites.

A \$125.00 fee will be charged for Site Safety Plans review and approval. Site Safety Plans must be submitted at the time of application for construction, demolition, or major alterations.

Alberta Standata for Fire Safety Plan Construction and Demolition Sites 19-FCI-004
<https://open.alberta.ca/dataset/4ac126d2-ccb2-455d-b215-7bcb75827924/resource/ba79ec90-f0e2-4c21-8558-b695d2357b1f/download/ma-standata-fire-interpretation-19-fci-004.pdf>

Safety Codes Council Fire Safety Plan Safety Tip Sheet
[safety-tips_fire-safety-plan.pdf \(safetycodes.ab.ca\)](https://www.safetycodes.ab.ca/safety-tips_fire-safety-plan.pdf)

FIRE SAFETY PLAN

When are fire safety plans required?

While many businesses have an all-encompassing emergency plan that may include natural disasters, bomb threats, and active shooter etc., the National Fire Code – 2019 Alberta Edition (NFC(AE)) specifically addresses fire emergencies. It is the owner's responsibility to ensure a fire safety plan is prepared and in place.

The NFC(AE) states that fire safety plans (i.e. fire emergency procedures) are required for:

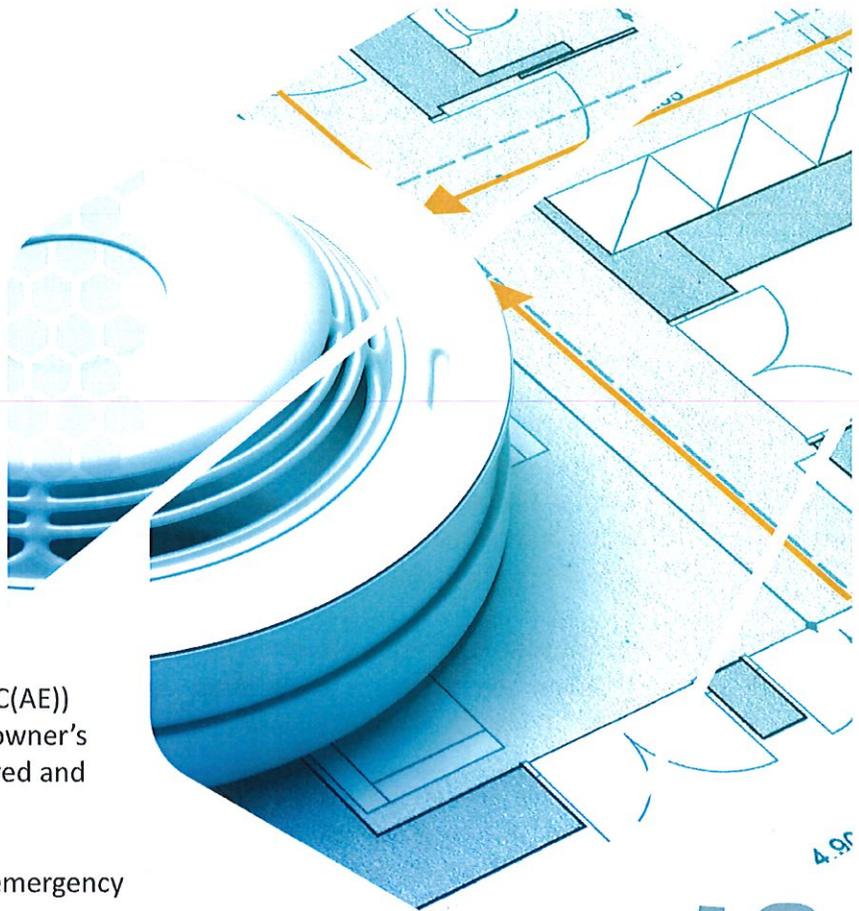
- every building containing an assembly, care, treatment or detention occupancy,
- every building required by the National Building Code – 2019 Alberta Edition (NBC(AE)) to have a fire alarm system,
- demolition and construction sites,
- storage areas required to have a fire safety plan – indoor storage, outdoor storage and outdoor storage of tires,
- areas where flammable liquids or combustible liquids are stored or handled,
- areas where hazardous processes or operations occur (including laboratories).

Supervisory staff are people who are delegated the responsibility for other people's safety in buildings and are designated as such in fire safety plans. These people are often referred to as a Floor Warden or Fire Warden and are educated on fire emergency procedures before given any responsibility for fire safety.

What are the requirements of a fire safety plan?

A fire safety plan should include the following:

- the emergency procedures to be used in case of fire, such as:
 - sounding the fire alarm,
 - notifying the fire department,
 - instructing occupants on procedures to be followed when the fire alarm sounds,
 - evacuating occupants, including special provisions for persons requiring assistance,
 - confining, controlling and extinguishing the fire,



SAFETY TIPS

FIRE SAFETY PLAN

- the appointment and organization of designated supervisory staff to carry out fire safety duties (e.g. floor wardens or fire wardens),
- the training of staff and other occupants in their responsibilities for fire safety,
- documents, including diagrams, showing the type, location and operation of the building fire emergency systems,
- the holding of fire drills,
- the control of fire hazards in the building and
- the inspection and maintenance of building facilities provided for the safety of occupants (i.e. fire doors).

Fire safety plans should be reviewed and modified if required, at least every 12 months, to ensure that any changes in the use or other characteristics of the building are noted and accounted for during fire emergencies.

Fire safety plans are kept on site for the use of fire department personnel, staff responsible for fire safety (supervisory staff) and other designated personnel. In high buildings, fire safety plans should be kept in the central alarm and control facility. For a definition of what constitutes a high building, please contact your local Building Safety Codes Officer (Authority having jurisdiction - Building).

All building occupants should be made aware of their building's fire emergency procedures. At least one copy of the fire emergency procedures should be prominently posted on each floor area. For hotels and motels, each bedroom should post fire safety rules identifying the locations of exits and the paths of travel to exits.

Some buildings have fire alarm systems that do not transmit signals to their local fire departments. In these circumstances, a sign that includes the local fire department's phone number should be posted at each manually actuated signaling box (red pull station) to indicate that the fire department be notified about fire emergencies.

Contact

Please contact your local Fire Department for any questions regarding this Safety Tip.

POST ON SITE		
Date of Submission	YYYY/MM/DD	Permit #
General Contractor		
Site Address		
General Contractor Email Address		
Emergency Contact 24/7		
Person Responsible for Fire Safety Plan		

Upon Discovery of a Fire	
<input type="checkbox"/> Muster Point (describe location or where sign is posted)	
<input type="checkbox"/> Leave fire area immediately	<input type="checkbox"/> Use nearest exit, do not use man lifts or elevators
<input type="checkbox"/> Close all doors behind you, turn off equipment if safe to do so	<input type="checkbox"/> Try to extinguish a very small fire only
<input type="checkbox"/> Notify occupants verbally or sound horn or activate Fire alarm system	<input type="checkbox"/> Go to Muster Point, stay there until instruction to do otherwise
<input type="checkbox"/> Call 9-1-1 (from a safe location)	<input type="checkbox"/> A Supervisor must await the arrival of the Fire Department at the main access point

Upon Hearing of a Fire Condition	
<input type="checkbox"/> Turn off equipment	<input type="checkbox"/> Go to Muster Point, be accounted for
<input type="checkbox"/> Use nearest exit	<input type="checkbox"/> Do not leave the Muster Point until instructed to do so
<input type="checkbox"/> Close doors behind you where practical	<input type="checkbox"/> Designates must account for all people expected to be on site

General Requirements	
<input type="checkbox"/> Smoking in designated area only	<input type="checkbox"/> Means to notify Fire Department available at all times
<input type="checkbox"/> Each site shall have a Muster Point	<input type="checkbox"/> Hot Works Safety Plan in place and applied at all times
<input type="checkbox"/> Fire extinguisher(s) available on site at all times	<input type="checkbox"/> Liquid Propane Gas (LPG) tanks and/or flammable liquid containers not allowed in buildings
<input type="checkbox"/> Combustible refuse stored in garbage containers	<input type="checkbox"/> Site security- shall be in place at all times
<input type="checkbox"/> Garbage containers minimum 3 meters from Building & Exits	<input type="checkbox"/> Hazardous Materials on site? Locations?
<input type="checkbox"/> Site Address clearly visible at all times	

Emergency Numbers	
<input type="checkbox"/> Fire, Rescue, Dangerous Goods, Ambulance, Police	☎ 911
<input type="checkbox"/> Power	☎ Fortis AB 403-310-(WIRE)
<input type="checkbox"/> Water	☎ Town of Blackfalds 403-340-9593
<input type="checkbox"/> Gas	☎ ATCO 1-800-511-3447

Contractor	
Contractor/Supervisor (Print Name):	Title:
<i>I accept the requirements of the Fire Safety Plan as submitted:</i>	
Contractor/Supervisor Signature: _____	

Authority Having Jurisdiction	
<i>Fire Safety Codes Officer</i>	
Name:	Signature:

BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

RESIDENTIAL PROJECTS

APPLICATION REQUIREMENTS – Along with your approved development permit from your 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, cottage, garage with living quarters, moving in a new manufactured home, etc. you must provide the New Home Warranty Certificate at time of application, your permit will not be approved without it.

NATIONAL ENERGY CODE (NEC) – The NEC came into effect November 1, 2016. Ensure the required energy documents are submitted with the building permit application and documentation.

BUILDER LICENSE – As of December 1st, 2017, all residential home builders are required to have a builder license, all owner builders required to have Owner Authorization.

NATIONAL BUILDING CODE – 2019 ALBERTA EDITION – As of December 1, 2019, the NBC (AE) came into effect. All required documents must reflect the new NBC (AE).

NATIONAL FIRE CODE - 2019 ALBERTA EDITION – As of April 2020, the NFC (AE) came into effect. A fire safety plan must be submitted for any construction, alteration or demolition operations for any projects \$5,000 and over in value. Fees effective October 15, 2024.

CONSTRUCTION OF NEW HOMES & ADDITIONS

- site plan
- floor plan(s)
- foundation plan
- elevation views
- building cross sections
- roof truss layouts
- manufactured floor joist layouts
(Layouts can be on site at the framing stage)

Engineered stamped drawings required for:

- screw piles supporting other than uncovered decks
- building systems not included in Part 9, 2019 NBC (AE)
- PWF foundations unless with Can/CSA S406-92 R 2003
- Hydronic Heating design information and designer certification if primary heat source

MANUFACTURED, MODULAR, MOBILE HOMES

- site plan
- floor plan
- foundation plan
- CSA, QAI or Intertek #
- Serial #
- AMA # (earlier models)
- square footage
- year of manufacture
- elevation drawings
- Engineer's specifications for screw piles

ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS

- site plan
- floor plan
- foundation plan
- cross section view
- if manufactured sunroom, supplier's full product information is required or an engineer's approval

STORAGE BUILDINGS / GARAGES / SHEDS

- site plan
- floor plan
- elevation views
- building cross sections
- roof truss and beam design information
- Hydronic Heating design information and designer certification (if applicable)
- pole buildings **require** engineered stamped plans

Foundation Requirements:

- 4 foot frost wall and footing
- concrete slab is acceptable; 12" x 12" thickened edges
- concrete slab over 592 ft² must be engineered
- engineered grade beam and pile
- any other foundation will require a structural engineered stamped plan

Wall Requirements:

- walls up to 11' 9" feet (3.6m) in height are acceptable
- walls over 11' 9" feet require an **engineered** stamped plan

BASEMENT DEVELOPMENTS AND MINOR RENOVATIONS

- floor plan showing layout of new walls, bathrooms, bedrooms, windows, and doors

HOT TUBS / PRIVATE SWIMMING POOLS

- site plan with dimensions of tub / pool
- structural & pool details
- fence information

DECKS

- site plan
- floor layout
- cross section view or example plan with dimensions filled in

WOOD STOVES (including fireplaces, pellet, and coal stoves)

- floor plan
- manufacturers installation instructions
- references to certification listing

COMMERCIAL PROJECTS

New Major Commercial Projects (some projects may vary)

- site plan
- elevation views
- NEC Documents
- A & B Schedules from the professionals involved (structural, architectural, electrical, mechanical, geotechnical)
- complete set of professional construction drawings (structural, architectural, electrical, mechanical)

Minor Commercial Projects (Tenant Improvements, renovations, accessory buildings etc. some projects may vary)

- site plan
- NEC Documents
- elevation views
- building cross sections
- floor plan (all projects)

Please note that a Building Permit DOES NOT cover Electrical, Plumbing and Gas permits/inspections and a separate permit is required for each discipline.

SAFETY CODE PERMITS REQUIRED

	Building	Electrical	Plumbing	Gas
Basement Development	X	X	***	***
Building a New House	X	X	X	X
Decks over 2ft from Grade	X			
Covered Decks	X			
Adding a Shed over 108ft ²	X			
Additions	X	X	***	***
Interior Renovations/Alterations	***	***	***	***
Secondary Suite	X	X	X	X
Installing a Gas Fireplace				X
Installing a Wood Burning Stove	X			
Installing a Hot Tub, Pond, or Pool	X	X		
Rooftop Solar Panels	X	X		
Window Replacement	***			
Building a Garage/Accessory Building	X	X	***	***
Occupying a Building (change of use)	***			
Locating a new Manufactured Home or move-on	X	X	X	X
Demolishing a Building	X			

***Permit may be required, contact the agency for details.

Alberta Permit Regulations

An **ELECTRICAL PERMIT** is required to install, alter or add to an electrical system. A permit is not needed for the replacement of electrical equipment with units of a similar type if the replacement is made for the purpose of maintaining the system and does not modify the ratings or characteristics of the electrical installation.

A **GAS PERMIT** is required to install, alter or add to a gas system. A gas permit is not needed for the replacement of a dryer, range, water heater or space heating appliance if it is located in a single family residential dwelling and no design change is required to any gas piping or venting system.

A **PLUMBING PERMIT** is required to install, alter or add to a plumbing system. A plumbing permit is not needed to change a fixture, water heater, faucet, trap or valve if a design change to the piping system is not required **OR** to install plumbing fixtures in a single family residential dwelling if roughed-in piping has been completed under another permit.



**To obtain an electrical, plumbing or gas permit application contact
Inspections at 403-346-6533 or visit www.ijd.ca to download a permit application**