

Development 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
Proposed Land Use (*please note that one (1) Development Permit Application is required **per** lot / title):
☐ SFD ☐ Deck (covered/uncovered) ☐ Addition ☐ Accessory Suite ☐ Accessory Building (garage/shed)
☐ Duplex ☐ Four Plex ☐ Manufactured/Modular Home ☐ Demolition ☐ Moved in Building
☐ Apartments ☐ Stacked Rowhouse ☐ Row Housing
☐ Other: _____
Approximate Value of Development: \$ _____
(Building Materials and Labour)
Civic Address of Property to be Developed: _____
Lot: _____ Block: _____ Plan: _____ Land Use District: _____
Existing Land Use: _____
Number of Storeys: _____ Height (avg. from ground level to peak): _____
Lot Area: _____ Uncovered Deck Construction Included: If yes, size: _____ ☐ sq m ☐ sq ft
Total Parcel Coverage: _____ % (include any deck(s), garage(s) – attached or detached, accessory building(s), verandahs, etc.)
Yard Setbacks - Front Yard: _____ Left Side Yard: _____
Right Side Yard: _____ Rear Yard: _____
Number of off-street parking stalls: _____ (location and size must be shown in the site/plot plan)
Primary Building: ☐ sq. meters ☐ sq. feet
Main Floor: _____ Upper Floor: _____ Basement: _____ Attached Garage: _____
Accessory Building(s): ☐ sq. meters ☐ sq. feet
Shed: _____ Detached Garage: _____
Accessory Suite Information (if applicable): ☐ Existing Suite ☐ New Suite
Accessory Suite Total Floor Area: ☐ sq. meters ☐ sq. feet
Basement Floor (Accessory Suite): _____
☐ **Variance Required:** Reason for variance: _____
Proposed Commencement Date: _____ Proposed Completion Date: _____

Is the property the subject of a license, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission? Yes ☐ No ☐

Development Permit #: _____ Application Date: _____

If yes, please describe: _____

Is the property the subject of the application the subject of a license, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act*?
Yes ☐ No ☐

If yes, please describe: _____

Is the subject property immediately adjacent to the County boundary? Yes ☐ No ☐

If yes, please describe: _____

**The Minister is responsible for the following acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.*

RESOURCES:

Water Act & Environmental Protection and Enhancement Act Approvals - **Alberta Energy Regulator:** <https://aww.alberta.ca/ApprovalViewer.aspx>
Historic Sites/Resources (requires an account) – **Online Permitting and Clearance (OPAC):** <https://www.opac.alberta.ca/Login.aspx>
Abandoned Wells – **Abandoned Well Map Viewer:** <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>
Pipeline/Well Locations – **Regulatory Assurance:** <https://regulatoryassurance.alberta.ca/dras?id=public-notice>

Detailed description of work and/or intended use or occupancy of the building (include extra paper if needed):

NOTES:

1. This Application constitutes part of the permit.
2. Every Development Application shall be completed and submitted in accordance with the Town of Blackfalds current Land Use Bylaw in force.
3. Failure to comply with this form fully and lack of the required information and plans may cause delays in processing this Development Application.
4. An Application for a Development Permit shall, at the option of the applicant, be deemed to be refused when the decision of the Development Authority is not made within forty (40) days of receipt of the Application.
5. Any questions related to the collection and use of this permit information should be referred to the Planning and Development Department at 403.885.9679.

A DEVELOPMENT PERMIT COMES INTO EFFECT:

- a. if it is issued by the Development Authority, twenty-one (21) days after the date of decision.
- b. if it is issued by Town Council with respect to a development in a Direct Control District, upon the date of its issue, or
- c. if an appeal is made, on the date that the appeal is finally determined.

A development permit remains in effect for twelve (12) months from the date of its issue and thereafter is null and void unless an extension has been requested and approved. A time extension request must be received a minimum of one (1) month prior to expiry.

I hereby make application for a Development Permit under the provisions of the Town of Blackfalds current Land Use Bylaw in force in accordance with the plans and supporting information submitted herewith and which form part of this application and will abide by all conditons of approval. By submitting this application I hereby allow right of entry for inspection purposes.

Permit Applicant Name(s): _____

Permit Applicant Signature(s): _____

Landowner Name(s): _____

Landowner Signature(s): _____

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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

Development Permit Fee: (1-61-00-520)	\$ _____	MPC Date: _____
TOTAL: *Double the permit fee is charged for submitted permits where the work has already started or is complete.	\$ _____	SDAB Date: _____
		Notification Date: _____

Receipt #: _____ Date Application Deemed Complete: _____

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.

Residential Permit Submission Checklist
Single Detached, Duplex, Triplex, Fourplex

Date	Applicant Initials	Staff Initials	Requirements
			1. Signed Application Form(s) (one permit application per lot/title)
			2. Owner Authorization, if required (if the applicant is not the owner)
			3. Application Fee(s): Receipt No.: _____
			4. Off-Site Levies (if applicable): Receipt No.: _____
			5. Building Grade Certificate(s)
			6. Alberta New Home Warranty – <i>NHBPA</i> (Effective February 1, 2014)
			7. Builder Licensing Approval – <i>NHBPA</i> (Effective December 1, 2017)
			8. Fire Safety Plan (Effective October 15, 2024)
			9. Truss Plans
			10. Uncovered Deck Construction Sheet (if applicable)
			11. 9.36 Project Summary Energy Information Sheet (Energy Design / Information Sheet)
			12. Engineering Schedule A & B (if required) *Required for any multi family dwellings greater than 4 units*
			12. Three (3) Site / Plot Plans showing: ○ North Arrow; ○ Civic / Municipal Address; ○ Legal Description (Lot, Block, Plan); ○ Land Use District; ○ Property Lines; ○ Total site / lot coverage (%); ○ Front, side and rear setbacks from property lines; ○ Easements and utility rights-of-ways; ○ Foundation outline of the dwelling and the outline of eaves and any other projections; ○ Outline and location of any accessory buildings (garage, shed, etc.); ○ Outline and location of any deck (uncovered or covered); ○ Driveway, grade and length to property line (if no sidewalk, back of curb); ○ Off street parking areas including width and length of all stalls, driveways, etc.; ○ Retaining walls (existing and proposed); ○ Adjacent Town streets, sidewalks, curbs and proposed and existing curb cuts; ○ Location of existing or proposed services lines, and electric and gas meters; ○ Any utility poles, transformer boxes, hydrants, light standards, on or adjacent to the site. ○ Distance from the building(s) to the property lines, roads or streets and other building(s) on the property.

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Date	Applicant Initials	Staff Initials	Requirements
			13. Three (3) sets of blueprints/plans (one copy stamped with the red architectural controls stamp and signature from the developer) of each face of the building showing: ○ <u>Elevation</u>: drawings of each face of the proposed building, including size and position of all windows, doors, projections, decks, chimneys/furnace vent, etc. and the finished ground level; ○ <u>Cross Section</u>: describing, with dimensions, every part of the building that appears in the cross section (the foundation must be included in the cross section); ○ Exterior finishing materials, roofing materials, and chimney flues/furnace vent; ○ Lot grades, building grades, and grade line plotted on each of the building elevations, extending to property line (consistent with Site / Plot Plan); ○ Dimensioned height from grade on each elevation, corners and highest point, to top of roof; ○ Layout of all exterior and interior walls and identification of all rooms (e.g. kitchen, bathroom, internal stairways, etc.); ○ Elevation of any fence or retaining wall(s) on the site; ○ Location of all doors and windows; ○ Dimensions of buildings (length & width), include cantilevers and other projections; ○ <u>Electrical Information</u>: that shows the position of every light switch and electrical receptacle; ○ <u>Mechanical Information</u>: that describes the heating and ventilating systems in the building
			14. A landscaping plan which shall include the following: ○ The location of all existing and proposed landscaping including trees, shrubs and grass; ○ Any existing trees that are proposed to be removed, and; ○ The quantity, size and species along with common names of all proposed trees and shrubs.
			15. Professional involvement for construction methods that differ from what is prescribed in Part 9 (House and Small Buildings) of the Alberta Building Code must be designed by a professional engineer license to practice in Alberta. Some examples that require professional involvement are: ○ Shallow foundations (foundations less than 1.2m below grade or less that frost penetration requires the seal and signature of an engineer on the plans); ○ Pile and grade beam foundations (seal and signature of an engineer on the plans); ○ Pile foundations (seal and signature of an engineer on the plans); ○ Preserved wood foundations (seal and signature of an engineer or architect on the plans); ○ Hydronic radiant floor heating systems (seal and signature of the engineer on the pre-engineered or custom engineered package); ○ Timber framing, post and beam and archrib constructions (seal and signature of an engineer or architect on the plans).

The Development Authority may require additional material considered necessary to properly evaluate the proposed development.

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Reviewed By:

Date:



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



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Riverside –Cronquist Business Park
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