

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

**Please note that if you are not the registered landowner, the landowner signature is required on this form or a letter/email from the landowner needs to be submitted with this application form therefore providing approval for submission of the Development Permit Application.*

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:

Civic Address of Property to be Developed: _____

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

New Construction Addition Second Floor Development

Demolition Renovation Accessory Building Change in Occupancy/Use

Cannabis Retail Store Production & Distribution

Temporary Building (Duration Required): _____

Other: _____

Proposed Use (Description): _____

Existing Land Use: Vacant Shop Storage Sheds Other: _____

Hazardous Materials on Site (specify): _____

Outdoor Storage Height (avg. from ground level to peak): _____

Total Parcel Coverage: _____ % (must include structures & hard surfacing) Lot Area: _____

Landscaped Area: _____ sq. meters sq. feet Number of parking stalls provided: _____

Water Meter Size: 3/4" 1" 1.5" 2" Other (please specify size): _____

Temporary Water Connection Needed Yes No Other: _____

Overall Area of Building or Addition: _____ sq. meters sq. feet

Office: _____ sq. meters sq. feet Upper Level: _____ sq. meters sq. feet

Number of Bays: _____ Overall Height to Peak from grade: _____ meters feet

Structure Type: _____ Exterior Finish: _____ Colors: _____ Roofing Materials: _____

Proposed Commencement Date: _____ Proposed Completion Date: _____

Approximate Value of Development: \$ _____

(Building Materials and Labour)

Variance Required: Reason for variance: _____

Development Permit #: _____

Application 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

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://awv.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 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 conditions 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): _____

BELOW 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

Development Permit Fee: (1-61-00-520)	\$	MPC Date: _____
TOTAL: <small>*Double permit fee is charged for submitted permits where work has already started or is completed.</small>	\$	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.

Date	Applicant Initials	Staff Initials	Requirements
			<ul style="list-style-type: none"> ○ Medians and/or breaks in medians on public streets adjacent to the site; ○ Existing pedestrian crosswalks adjacent to the site; ○ Corner cuts on corner sites; ○ Road dimensions of any on site circulation roads (indicate one ways). ○ Note that fire lanes are at least 6m wide with a minimum 12m center line radius. ○ Layout of parking areas showing: <ul style="list-style-type: none"> ○ Dimensioned depth, width, angle and number of parking stalls; ○ Barrier free parking stalls, access ramps, drop curbs for wheelchair accessibility and indication of how the stalls are to be marked; ○ Loading stalls with indication of how they will be marked; ○ Aisle dimensions; ○ Location of any proposed wheel stops and speed bumps; ○ Sidewalk width; ○ Geodetic grades of the parking area including any driveway grades and parkade access ramps; ○ Where the stall is between columns (parking structures). ○ Surface treatment for all areas including parking, sidewalks and landscaping. ○ Location, size and type of all exterior doors. ○ Location of bicycle racks and the number of bikes accommodated. ○ Location of any drive-thru facilities, stacking spaces for vehicles, location of drive-thru signage (e.g. entrance, exit, customer courtesy and menu board signs), if applicable. ○ Bus zones and bus shelters adjacent to the site. ○ Location and height of all existing and proposed fencing and retaining walls. ○ Location of garbage collection facilities and loading areas. <ul style="list-style-type: none"> ○ Provide elevation drawings of garbage collection facilities, indicating colors, materials and dimensions.
			<p>9. Three (3) paper copies and one (1) electronic / PDF copy of Utility Plans, Site Stormwater Management Plans and Site Grading Plans showing:</p> <ul style="list-style-type: none"> ○ <u>Utility Plan:</u> <ul style="list-style-type: none"> ○ Location of all proposed and/or existing shallow and deep utilities (e.g. water, sanitary sewer, storm sewer, gas, electrical, cable, telephone, either underground or overhead. ○ Provide the original utility locates with the submission. ○ Location of all lighting and light standards, catch basins, utility poles, hydrants and utility fixtures, on or adjacent to the site. ○ <u>Stormwater Management Plan:</u> <ul style="list-style-type: none"> ○ Plans must clearly show the location and details of sanitary sampling manholes and stormwater pre-treatment devices as required. ○ Site drainage calculations, including: <ul style="list-style-type: none"> ○ Allowable release rate; ○ Drainage areas and associated runoff coefficients; ○ Storage requirements; ○ Runoff control structure release calculations. <p style="text-align: center;">CONTINUED ON NEXT PAGE</p>

Date	Applicant Initials	Staff Initials	Requirements
			<ul style="list-style-type: none"> ○ <u>Grading Plan:</u> ○ Existing and proposed geodetic grades, contours and any special topographical features or on site conditions (e.g. escarpments, break-of-slope, and any unstable areas).
			<p>10. Three (3) paper copies and one (1) electronic / PDF copy of Landscaping Plans (all drawings should be fully dimensioned, accurately figured, explicit, and complete, metric scale not less than 1:100) showing:</p> <ul style="list-style-type: none"> ○ Trees, shrubs and significant vegetation and indication of what is to be added, removed and retained. ○ Please include the following information: <ul style="list-style-type: none"> ○ Number and location of all trees and / or shrubs; ○ Type (deciduous, coniferous or ornamental) and species (common and botanical name); ○ Size (caliper for deciduous, height for coniferous). ○ Surface treatment of all soft landscaped areas (e.g. grass, shrubs, mulch) and hard landscaped areas (e.g. decorative pavers, brick, stamped concrete), including boulevards. ○ Method of irrigation for all soft landscaped areas. ○ Total landscaped area (square meters). ○ Curb details to separate landscaping.
			<p>11. Three (3) paper copies and one (1) electronic / PDF copy of the floor plans (all drawings should be fully dimensioned, accurately figured, explicit and complete (metric scale not less than 1:100) showing:</p> <ul style="list-style-type: none"> ○ Layout of all exterior and interior walls, include the floor plan of the proposed building (identifying all spaces inside the building); ○ Total gross floor area, and gross floor area of each of the individual spaces; ○ Location of exterior and internal doors and windows; ○ Loading and internal garbage storage areas. ○ If an eating and / or drinking establishment is proposed, include a detailed layout of the floor plan. <ul style="list-style-type: none"> ○ Include a seating plan which clearly indicates the area in which the public will have access from the consumption of food and / or beverages.
			<p>12. 9.36 Project Summary Energy Information Sheet (Energy Design / Information Sheet) – *Building Permit Submission</p>

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

FOR OFFICE USE ONLY

Reviewed By:	Date:
Comments:	



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

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**