

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://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 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 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): _____

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: *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.

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): _____

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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 Detached Garage Shed Gazebo Greenhouse, Minor

New In Progress Completed

***NOTE: All applications must include a site plan of all proposed building(s) location(s) on the property showing the proposed setback distances.**

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

Civic Address of Property to be Developed: _____

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

Proposed Use of Accessory Building: _____

Building Area: _____ m² ft²

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.

Permit #: _____

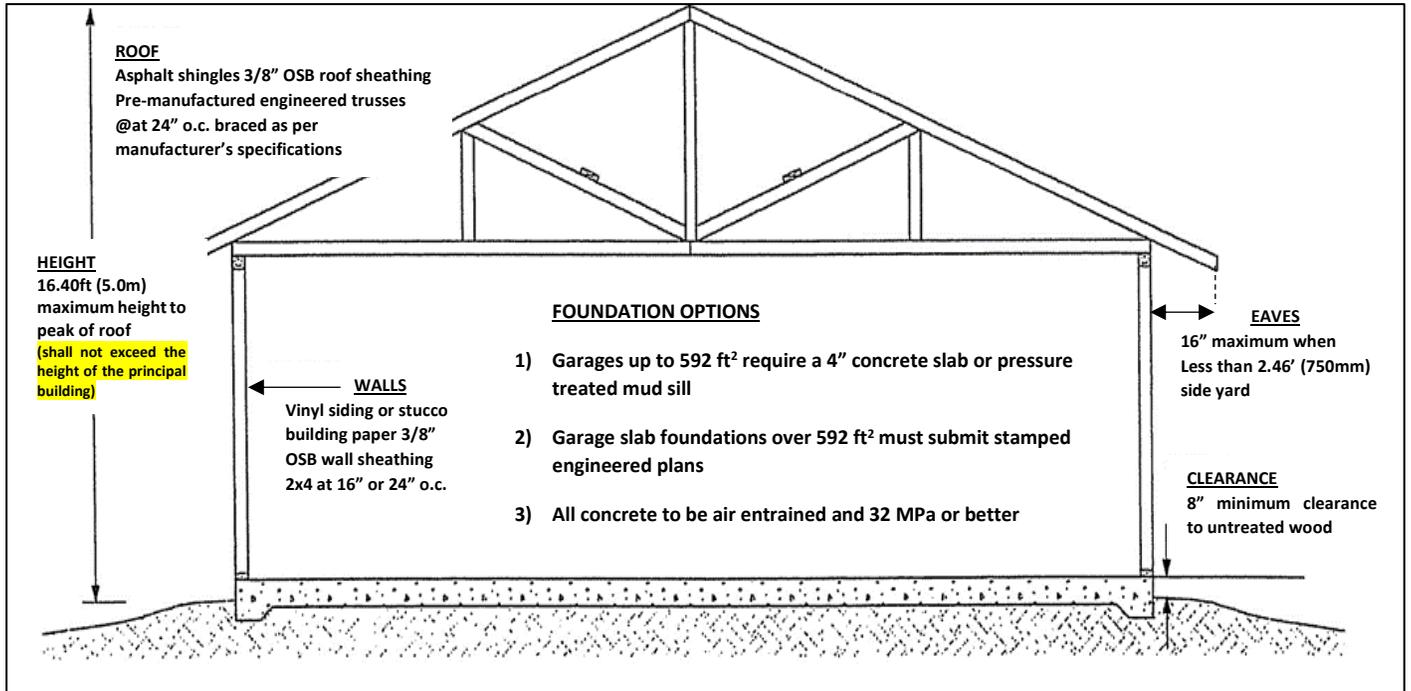
Application Date: _____

ACCESSORY BUILDING INFORMATION

NOTE: Accessory Buildings also require a Development Permit. Please also provide a site plan showing the proposed location and setbacks.

Stick Built on Site Package from Supplier Supplier Name _____

TYPE OF ROOF: Gable _____ Cottage _____ Flat _____



Please check off garage construction details as listed below:

Roofing Material

Asphalt Shingles _____
Cedar, Pine Shakes/Shingles _____
Metal Roofing _____
Other (specify) _____

Wall Sheathing

3/8" OSB _____
3/8" plywood _____
1/2" plywood _____
1/2" OSB _____
Other (specify) _____

Roofing 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) _____

Wall Framing

2x4 @ 16" o.c. _____
2x4 @ 24" o.c. _____
2x6 @ 16/24" o.c. _____
Insulated walls & ceiling _____

Roof Framing

Pre-manufactured Engineered Truss _____
Stick Built Rafters (provide details) _____

Garage Door Beam

Length _____
Depth _____ # of Plys _____
Built Up _____ Engineered _____

Exterior Finish

Vinyl Siding _____
Stucco _____
Metal Siding _____
Other (specify) _____

Garage Door Size

Interior Development

***NOTE: A separate permit is required for each of these items (if applicable)**
Electrical _____
Gas _____
Heating _____
Plumbing _____
Other (specify) _____

Direction of Trusses

Trusses parallel to overhead door opening _____
Trusses perpendicular to overhead door opening _____

PLEASE NOTE:

Windows cannot be placed in a wall that is closer than 4 feet to neighbour's property.

If the roof framing members transfer roof loading to the overhead garage door beam, please specify the size of the garage door beam.

Garage door beams without roof loading must be minimum size 2 – 2 x 12 c/w a minimum of 3" bearing.

Walls to be secured to slab with 12.5 mm anchor bolts at 2.4 m on center maximum.

Cannot build over an underground gas line, easement, or right-of-way.

Please advise IJD Inspections Ltd. when you are ready for an inspection.

Permit #: _____

Application Date: _____

Key Map

Please indicate North on the north arrow relative to the site plan view

Site Plan View

Elevation View: Please show all doors and windows with their width and length dimensions

Roof Pitch

12°

Width

Length

Eaves

Length

Eaves

Width

SIGNATURE(S)

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.

Permit Applicant Name(s): _____

Permit Applicant Signature(s): _____

FOR OFFICE USE ONLY

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

Variance Requested (if applicable): MPC Development Officer

ALL FEES MUST BE PAID AT TIME OF PERMIT APPLICATION SUBMISSION

Building Permit / Inspection Fee (1-61-00-523) \$95.00	Development Permit Fee (1-61-00-520) \$100.00
Administration Fee (1-61-00-529) \$30.00	Safety Codes Council Fees** (1-61-00-524) \$4.50
Fire Safety Plan Review Fee (1-23-00-523)* \$125.00	

*(if applicable)

***Double the building permit fee is charged when permits are submitted for work that has been completed.**

**calculated at 4% of building permit cost. Minimum \$4.50. Maximum \$560.00

Receipt No. _____

BLACKFALDS

A L B E R T A

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://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:

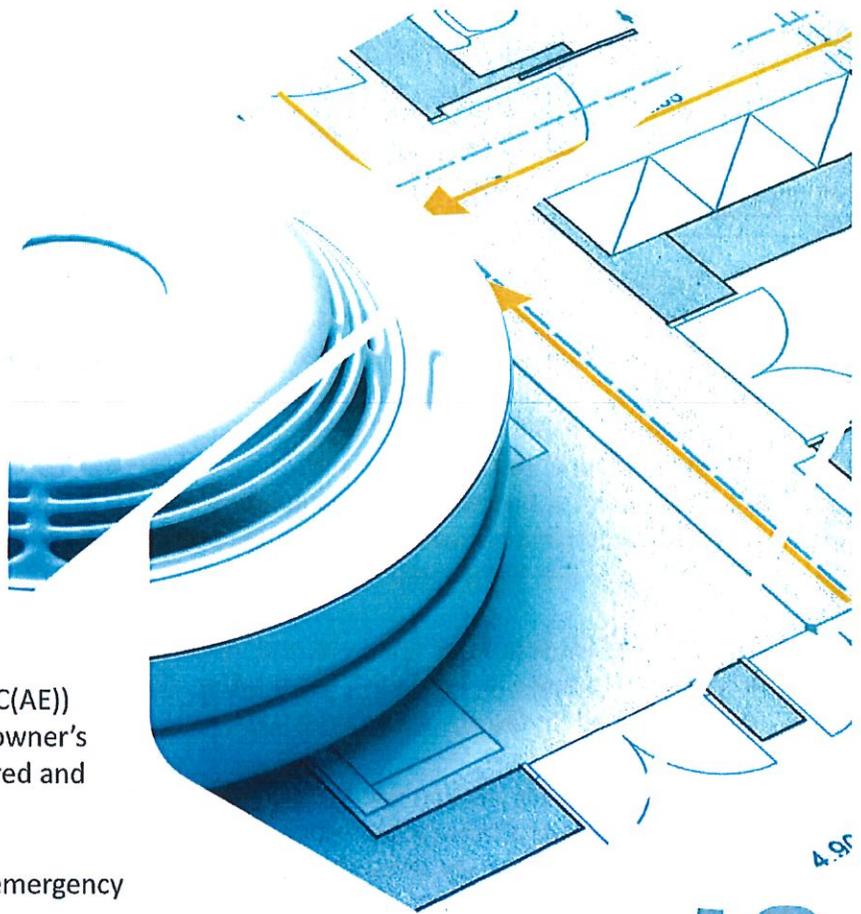
- every building containing an assembly, care, treatment or detention occupancy,
- every building required by the National Building Code – 2019 Alberta Edition (NBC(AE)) to have a fire alarm system,
- demolition and construction sites,
- storage areas required to have a fire safety plan – indoor storage, 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 TIP

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.



Safety
Codes
Council

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**