



Red Deer County Centre  
 38106 Range Road 275  
 Red Deer County, AB T4S 2L9  
 P: 403.350.2170; F: 403.346.9840  
 Website: www.rdcounty.ca  
 Email: inspections@rdcounty.ca

Permit label

**BUILDING PERMIT APPLICATION FORM**

Permit Applicant:  Owner  Contractor Application Date: \_\_\_\_\_  
 Other Permits Required (under separate application):  Electrical  Plumbing  Gas  PSDS Estimated Project Completion Date: \_\_\_\_\_  
 Development Permit No.: \_\_\_\_\_ New Home Warranty No.(if applicable): \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Builder Contractor Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Hamlet/ Subdivision Name: \_\_\_\_\_ Tax Roll No.: \_\_\_\_\_  
 Street/Rural Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Legal Subdivision: Part of: \_\_\_\_\_ ¼ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_ M  
 Directions: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
 Intent is to meet prescriptive code requirements or  Utilize modelling software  With HRV (heat recovery ventilator)  Without HRV (heat recovery ventilator)  
 Construction has not started  Construction is in progress  Construction is complete

TYPE OF PROJECT	TYPE OF WORK		BUILDING AREA
<input type="checkbox"/> Residential <input type="checkbox"/> Multi-family Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Oil and Gas <input type="checkbox"/> Other: _____	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Relocation <input type="checkbox"/> Change of Occupancy/Use <input type="checkbox"/> Shed (<360 sq ft) <input type="checkbox"/> Deck <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Basement Development <input type="checkbox"/> Demolition <input type="checkbox"/> Accessory Building (Garage, Shop, Shed >360 sq ft)	<input type="checkbox"/> Temporary Structure Event Date: _____ <input type="checkbox"/> RTM <input type="checkbox"/> Manufactured/Mobile Home Cert No.: _____ AMA No.: _____ <input type="checkbox"/> Wood Burning/Pellet Stove/Fireplace Certification No.: _____ <input type="checkbox"/> Swimming Pool/Hot Tub <input type="checkbox"/> Other: _____	<input type="checkbox"/> Sq. ft. <input type="checkbox"/> Sq. m. No. of Storeys: _____ Main Area: _____ 2nd Floor Area: _____ Basement Area: _____ Developed at time of Construction: <input type="checkbox"/> Yes <input type="checkbox"/> No Garage: _____ <input type="checkbox"/> Detached or <input type="checkbox"/> Attached Deck: _____ Accessory Building: _____ <b>Total Developed Area:</b> _____ Project Value (labour and material): \$ _____

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act, Red Deer County is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out. **F.O.I.P. Notification:** Personal information is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act and section 63 of the Safety Codes Act. It will be used for processing permit applications, issuing permits, safety codes compliance monitoring and verification. Questions regarding the collection of personal information can be directed to the F.O.I.P. Coordinator 403.350.2150.

Permit Applicant's Name (print) \_\_\_\_\_ Permit Applicant's Signature \_\_\_\_\_ Homeowner's Signature (homeowner permit only) **Homeowner Declaration:**  
 Builder Licence No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ **By signing this I hereby certify that I own/will own and occupy this dwelling.**

Permit Fee: \$ \_\_\_\_\_ File No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Region: \_\_\_\_\_  
 \*SCC Levy: \$ \_\_\_\_\_  Cash  Debit  Credit Card  Cheque No.: \_\_\_\_\_  Invoice No.: IVC \_\_\_\_\_  
 Total Fee: \$ \_\_\_\_\_ Credit Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 \*SCC levy 4% of the permit fee with minimum of \$4.50 and a maximum of \$560.00 Name on Credit Card: \_\_\_\_\_ Signature on Card: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Permit Validation Section to be completed by the Building Safety Codes Officer:**  
 Special Conditions: **See Plans Examination Report. Site inspection(s) are required to ensure compliance with the Safety Codes Act of Alberta.**  
 Issuing Officer's Name: \_\_\_\_\_ Issuing Officer's Signature: \_\_\_\_\_  
 Designation No.: \_\_\_\_\_ Permit Issue Date: \_\_\_\_\_

**BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS**

**APPLICATION REQUIREMENTS** – Along with your approved development permit from Red Deer County, 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 or moving in a new manufactured home you must provide the New Home Warranty Certificate at time of application.

**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 license, all owner builders require to have Owner Authorization.

<p><b>CONSTRUCTION OF NEW HOMES &amp; ADDITIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan</li> <li><input type="checkbox"/> floor plan(s)</li> <li><input type="checkbox"/> foundation plan</li> <li><input type="checkbox"/> elevation views</li> <li><input type="checkbox"/> building cross sections</li> <li><input type="checkbox"/> roof truss layouts</li> <li><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 S406-92 (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</li> <li><input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> foundation plan</li> <li><input type="checkbox"/> CSA, QAI or Intertek #</li> <li><input type="checkbox"/> Serial #</li> <li><input type="checkbox"/> AMA #</li> <li><input type="checkbox"/> square footage</li> <li><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</li> <li><input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> foundation plan</li> <li><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><b>STORAGE BUILDINGS / GARAGES / SHEDS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan</li> <li><input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> elevation views</li> <li><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 footing</li> <li><input type="checkbox"/> concrete slab is acceptable; 12" x 12" thickened edges</li> <li><input type="checkbox"/> concrete slab over 67.64 sq. meters (728 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 12 feet in height are acceptable</li> <li><input type="checkbox"/> walls over 12 feet may require an <u>engineered</u> stamped plan</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 / PRIVATE 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"/> structural &amp; pool details</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>

**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 Red Deer County.