



Red Deer County Centre  
 38106 Range Road 275  
 Red Deer County, AB T4S 2L9  
 P: 403.754.6371; F: 403.346.9840  
 Website: www.rdcountry.ca  
 Email: inspections@rdcounty.ca

**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"/> RTM Cert No.: _____ AMA No.: _____ <input type="checkbox"/> Addition <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input type="checkbox"/> this is a Historical Building <input type="checkbox"/> Accessory Building (Garage, Shop, Shed >360 sq ft) <input type="checkbox"/> Wood Burning/Pellet Stove/Fireplace	<input type="checkbox"/> Relocation <input type="checkbox"/> Mobile Home <input type="checkbox"/> Renovation <input type="checkbox"/> Garden Suite <input type="checkbox"/> Shed (<360 sq ft)	<input type="checkbox"/> Temporary Structure Event Date: _____ <input type="checkbox"/> Change of Occupancy/Use <input type="checkbox"/> Tenant Improvements Tenant Name: _____ <input type="checkbox"/> Basement Development <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: _____ 2 <sup>nd</sup> 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.: \_\_\_\_\_ eSITE No.: \_\_\_\_\_  
 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: \_\_\_\_\_



**PLANNING & DEVELOPMENT SERVICES**

38106 Range Road 275  
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 Phone: 403.754.6371  
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**BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS**

**RESIDENTIAL PROJECTS**

**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, 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).

**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 for attached garage if it is pile and grade beam
- Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta. (unless designed to the CAN/CSA S406-92 (R2003)
- Hydronic Heating design information and designer certification

**MANUFACTURED , MODULAR, MOBILE HOMES**

- site plan
- floor plan
- foundation plan
- CSA, QAI or Intertek #
- Serial #
- AMA #
- square footage
- year of manufacture

**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 67.64 m<sup>2</sup> (728 ft<sup>2</sup>) must be engineered
- engineered grade beam and pile
- any other foundation will require a structural engineered stamped plan

**Wall Requirements:**

- walls up to 12 feet in height are acceptable
- walls over 12 feet may 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

**Construction checklists for decks, additions, garages, mobile homes and wood stoves are also available.**

**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)

If you require any information regarding building permits or plans that are required, please contact Red Deer County.