



## PLANNING & DEVELOPMENT SERVICES

38106 Range Road 275  
Red Deer County, AB T4S 2L9  
Phone: 403.350.2170  
Fax: 403.346.9840

**Red Deer County has closed the County office temporarily due to ongoing concerns with the COVID-19 virus. During this time, the Safety Codes Department has limited staff and resources while working remotely. Processing times for permit applications, fee payments and general inquiries may be longer than average.**

**In person permit applications (at our counters), and inspections of occupied buildings will not be accommodated at this time.**

**We thank you in advance for your patience. Please review our current service levels as outlined below.**

Complete Safety Code permit applications can be submitted by email to: [inspections@rdcounty.ca](mailto:inspections@rdcounty.ca)

### **Submitting Building Permit Applications By Email:**

Please allow up to 4 business days for the administration review of your application and permit fee processing. A complete plan review and permit issuance by our Safety Codes Officer may take between 10 to 15 business days to complete. If a foundation permit, (aka 'Partial Permit') is requested: The foundation permit can be issued in approximately 5 business days or less after the application is accepted.

To ensure timely review of your building permit application, please ensure the following:

- 1) A completed permit application is filled out and submitted in their entirety, including signatures where applicable, and complete contact information (phone numbers, and email addresses) for all owners, contractors, and applicants must be provided.
- 2) All documentation required as listed on the checklist attached to the building permit application <http://rdcounty.ca/DocumentCenter/View/1235/Building-Permit-Application-Form-and-Checklist?bidId=>
- 3) Large file sizes may exceed our email server size limitations. Please make use of Dropbox file sharing, or an equivalent that we can access, if necessary.

### **Submitting Sub-trade Permit Applications by Email:**

As per our standard process, sub-trade permit applications can be submitted by email [inspections@rdcounty.ca](mailto:inspections@rdcounty.ca).

Please allow up to 4 business days for processing of your Sub-trade Permit application and permit fee processing.

To ensure timely review of your application, please ensure the following:

- 1) Application forms must be filled out in their entirety, including signatures where applicable, and complete contact information (phone numbers, and email addresses) for all owners, contractors and applicants must be provided.
- 2) When your permit application submission is reviewed and deemed complete, we will contact you to arrange payment of the permit fees.

### **Payment for all permit fees:**

- 1) When your permit application is reviewed and deemed complete, we will contact you to arrange payment of the permit fees.
- 2) You can fill out a Credit Card Authorization form, please email to [inspections@rdcountyc.a](mailto:inspections@rdcountyc.a) or Fax to 403-346-9840.  
Payment by cheque will only be accepted by mail or dropped off in our external mail drop at our County Office. Cheques must reference a Permit number to be processed. Cheques arriving without a permit number for reference will not be processed.
- 3) **Building Permit Applications:** once permit fees have been processed, your application will undergo a complete plan review by our Safety Codes Officer for permit issuance within 10 to 15 business days.
- 4) **Sub-trade Permit Applications:** once permit fees have been processed, your permit will be issued.

### **Permit Questions and Inquiries**

Emails and voice messages directed to individual staff members may not be monitored.

Please direct all emails to [inspections@rdcounty.ca](mailto:inspections@rdcounty.ca) for any permit applications, permit inquiries, general safety code inquiries, inspection requests, report inquiries and submission of Verifications of Compliance.

Please direct all phone calls to: 403-754.6371.