



Town of Bonnyville
"It's Multi-Natural"

TOWN OF BONNYVILLE

4917 49TH Avenue, P.O. Bag 1006
Bonnyville AB T9N 2J7

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Email: plgtech@town.bonnyville.ab.ca

Building Permit Number

BUILDING APPLICATION SUBMISSION REQUIREMENTS

The following information is required to process your application. Failure to submit any of the below may cause **unnecessary delays**. Additional information may be required as considered necessary by the Development Authority. Should you have any questions regarding Development Permit submission requirements, please contact Planning & Development at (780) 826-3496.

Notice: All fees and deposits must be paid before a Building Permit is issued.

- A Building Permit Application form completed with owner, engineer and contractor information; and construction information regarding the proposed development.
- Copy of the New Home Builders Warranty for new residential projects.
- Two (2) sets of plans** to be submitted along with the application. The required plans shall have the following:
 - Plans shall be drawn to scale and shall indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy will conform to this code;
 - Plans and specifications shall include, so far as is applicable:
 - o floor plans on a scale of not less than 1:100,
 - o dimensions of all rooms,
 - o a description of the purpose of all rooms,
 - o the location of all walls, partitions, doorways, windows and other openings,
 - o the finish of all floors, walls and ceilings,
 - o the location and description of all fixed equipment, and
 - o building sections, elevations and details sufficient to determine the proposed construction meets the requirement of Alberta Building Code.
 - Mechanical information;
 - Electrical information; and
 - Plumbing fixture locations.
- Engineer's stamp(s) and schedules are required (where applicable).
- A Real Property by certified Alberta Land Surveyor showing location of building foundation prior to construction above the sub floor level.
- The fees for the Building Permit are calculated at a rate per construction value of the project. The rate charged is determined by the type of building to be erected.
- Notice:* The contractor or owner shall inspect the condition of the public property (sidewalks, curbs, etc.) fronting the adjacent to the building site and shall notify the Town of any damage prior to construction commencing or, the cost of repairs to public property, if any, will be charged against the damage deposit and the balance thereof will be refundable only after a final inspection of the property has been made and an Occupancy permit obtained. The damage security deposit will vary depending on the nature of the work.
- Occupancy Permits must be obtained before the building can be occupied.**
- Applications for connection to sewer/water utility, and to pay associated fees, to be done through the Utility Department. Water will not be transferred and/or turned on without an Occupancy Permit.
- The Owner/Contractor is responsible to notify the Town of all sub-contractors and to obtain all other permits including gas, plumbing and electrical.
- No building including garages and accessory buildings will be permitted to be built over any gas line. **(Call Before You Dig! - Alberta One-Call Toll-Free 1-800-242-3447).**

I/We hereby make application for Building Permit pursuant to Alberta Building Code, as amended. The plans, supporting materials and application fee attached herewith form a part of this application.

PROJECT MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: Lot(s) _____ Block _____ Plan _____ Other _____

APPLICANT NAME: _____
ADDRESS: _____
CITY/TOWN/ PROVINCE _____ POSTAL CODE _____
PHONE: _____ CELL: _____ FAX: _____

APPLICANT INTEREST (IF NOT OWNER) CONTRACTOR AGENT OTHER _____

REGISTERED OWNER NAME: _____ (A Letter of authorization is required in absence of the owner signature on this application form)
ADDRESS: _____
CITY/TOWN/ PROVINCE _____ POSTAL CODE _____
PHONE: _____ CELL: _____ FAX: _____
Contractor and/or Professional Name: _____
ADDRESS: _____
CITY/TOWN/ PROVINCE _____ POSTAL CODE _____
PHONE: _____ CELL: _____ FAX: _____

Type of Work: New Construction Addition Alteration/Renovation Other _____

Intended Use or Occupancy of Building: _____

Description of Work: _____

Building Area: _____ Number of Storeys: _____

I/We hereby declare that I am/we are or I/we represent the owner(s) of the property in which the development identified in this Application will be conducted in accordance with the plans submitted and upon approval, will adhere to the conditions and provisions of the Alberta Building Code. **I/We further declare that I/we WILL NOTIFY the Development Authority of any proposed changes to the plans submitted with this Application.**

_____ Signature of Applicant(s)	_____ Date of Application
_____ Signature of Owner(s)	_____ Date

Commencement Date _____
Completion Date _____
Value of Work (material & labour) _____
BP Number: _____

FOR OFFICE USE ONLY

FEES:

Rate: _____

BUILDING PERMIT TOTAL: _____

Safety Codes Council Fee: _____

Administration Fee _____

Water/Sewer Hook up Fee: _____

Water Security Deposit (refundable): _____

Development Permit Fee: _____

Development Permit Securities: _____

Off-Site Levy Fee: _____

Total FEES: _____ **Date Paid:** _____

Cash Receipt # _____

** **

Date of initial submission: _____ **Rec'd by:** JK DN KMC _____

Submission complete: YES _____ NO _____

Date Additional Information Requested _____

Letter Sent: Yes _____ No _____ Phone _____

Land Use District: _____

Tax Roll Number: _____

Date Application Deemed Complete by Building Inspector:

Date of Plans Review: _____

APPROVED: YES _____ NO _____

Date of Issuance: _____

SCO Name: _____

SCO Signature: _____

SCO Number: _____

Inspection Dates:

Final Inspection Date: _____ **Occupancy:** _____

Fire Safety Plan for Construction, Renovation or Demolition **(Small Buildings)**

Provide one complete copy to the Town with the Building permit application and have one copy on site.

THIS PLAN MUST BE POSTED AT EACH JOB SITE AND EMPLOYEES ARE EXPECTED TO BE TRAINED IN HOW TO FOLLOW ITS PROVISIONS

Job # _____ Address: _____

Building Name/Site Name: _____

Description of Project: _____

General Considerations:

- A warning system will be in place at all sites to warn of potential threats, and facilitate evacuation
(describe the warning system)

- Each site will have a muster point where workers can be accounted for (Identify the Muster Point)

- A method of notifying the fire department or other emergency agency shall be available at all times
(Identify the methods e.g. cell phones)

- Fire extinguishers will be available at all times at every site while workers are present
- Access to fire hydrants and buildings for fire apparatus must be maintained

Hazards Control:

- At the end of each day combustibles will be cleared from the site area, disposed of in bins, or stored in neat piles
- No open-flame devices will be used inside buildings unless a dedicated watch is in place – this includes hot works
- LPG tanks or flammable liquids containers are not allowed within buildings

Emergency Response Numbers:

FIRE/POLICE/AMBULANCE: 9-1-1

Contact Personnel:

Provide a list of names and telephone numbers of person(s) to be contacted during non-operating hours or in emergency situations. Contact (24 hr.)

This plan is designed in conformance with Section 2.8.2 of the Alberta Fire Code, and on signature, becomes an agreement between the building owner/contractor and the Municipality of Bonnyville Fire Department.

Building Owner/Contractor Signature: _____ (print name)

Date: _____