



Building Permit Application Form

TO BE SUBMITTED TO RM OFFICE

Development Permit Number: _____

Estimated Project Start Date: _____

Application Date (M/D/Y): _____

Estimated Project Completion Date: _____

Owner Name: _____
Mailing Address: _____
City: _____ Prov: _____
Postal Code: _____ Phone: _____
Alt Phone: _____ Fax: _____
Email Address: _____

Contractor Name: _____
Mailing Address: _____
City: _____ Prov: _____
Postal Code: _____ Phone: _____
Alt Phone: _____ Fax: _____
Email Address: _____

Architect and/or Engineer (if applicable): _____ Phone: _____
Mailing Address: _____ City: _____ Postal Code: _____

Legal Subdivision: Part of: _____ ¼ Section: _____ Township: _____ Range: _____ West of 3rd Meridian

Subdivision Name: _____

Lot: _____ Block: _____ Plan: _____ Ext: _____

Project Information: ☐ Commercial ☐ Residential ☐ Multi Residential ☐ Farm ☐ Institutional ☐ Other

Type of Work: ☐ New ☐ Addition ☐ Renovation ☐ Accessory Building ☐ Basement Dev. ☐ Manufactured Home ☐ Mobile Home ☐ Relocation ☐ Deck

Mobile Home Information: CSA# _____ Serial Number: _____ Manufacture: _____ Year: _____

Ready To Move Home Information: CSA# _____ Manufacture: _____

☐ sq. meters ☐ sq. feet No. of Stories: _____

Main Floor Area: _____

2nd Floor Area: _____

Basement Area: _____

Developed ☐ Yes ☐ No

Garage Area: _____

☐ Detached ☐ Attached

Detailed Description of Work and/or intended use or occupancy of the building:

Terms and Conditions: I hereby agree to comply with the bylaw of the municipality respecting buildings and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the Municipality, the National Building Code and any applicable Act or Regulation regardless of any review of drawings or inspections that may or may not be carried out by a building official of the Municipality.

Permit Applicant Name (Please print) _____

Permit Applicant Signature _____

Owner's Signature _____

Estimated Construction Value: \$ _____ Permit Fee: \$ _____

Permit Conditions: _____

Building Inspector's Name _____

Building Inspector's Signature _____

Building Officials License Number: _____

Date of Issue (M/D/Y): _____

Building Permit Information

A development permit is required before a building permit can be issued. Please refer to the development permit information sheet for additional information.

1. What is a building permit?

A building permit is a license which grants legal permission to start construction of a building. Permits allow the enforcement of codes, standards, and bylaws which have been adopted by the Municipality or provincial governing body. The enforcement of the code, standards and bylaws is carried out to protect the public health, safety, and welfare of ratepayers. The governing body which enforces the code is acting to assure safe construction.

2. Why a building permit?

A building permit provides the means for building officials to protect the public by reducing the potential hazards of unsafe construction. A building permit helps the public understand what the local and provincial laws are in relation to constructing a building. Before any construction or any remodeling work begins application for the permit should be made. The building permit provides the means for the building official to inspect construction, ensure minimum standards are met and appropriate materials are used.

3. What construction projects need building permits?

- New construction
- Additions
- Renovations
- Demolitions
- Prefabricated Structures
- Mobile Homes
- Temporary Buildings
- Repair (fire damage, etc)
- Relocated Buildings
- Change of Occupancy
- Miscellaneous (fireplaces, decks, garages, basement development)

Building permits are not required for farm buildings and accessory buildings under 10m² (107.64 ft²)

Information required when applying for a building permit

1. Request a building permit application from the Municipal office.
2. A building permit application form must be completed by the owner or an agent of the owner.

Information required on the application form includes:

- a. Type of work being done (construct, alter, reconstruct)
- b. Address and legal land description of building location
- c. Owner's name, address and contact information
- d. Designer's contact information (if applicable)
- e. Contractor's or builder contact information
- f. Nature of the work
- g. Intended use of the building
- h. Size of the building and number of story's, fire escapes, etc.
- i. Construction information (materials)

- j. Foundation soil classification and type
 - k. Estimated cost of the building (value of construction for all of the work including materials, installed systems, labor, overhead and profit)
 - l. Total floor area of building (excluding unfinished basement)
3. The drawings must be submitted with the completed building permit application to show what will be built which should include the following:
 - Show the owner's name, project name, and date.
 - Be drawn to scale (1:50 or ¼" – 1" or to suit) and the scale should be noted.
 - Be blackline or blueline prints on good quality paper.
 - Have legible letters and dimensions which can be read from the bottom of the right-hand side of the page.
 - Be marked with the architect's or engineer's stamp and signature.
 - Clearly show the locations of existing and new construction for additions, alterations, and renovations
 4. A site plan should be submitted with the building permit. A site plan is required when making an application for development.
 5. The completed application form, building plans, and fees are submitted to the Municipal office.
 6. The Municipal office forwards the information to the building inspector for his plan examination report. The building inspector reviews the plans and makes recommendations for issuance of the building permit or notifies the applicant that additional information may be required before issuance of the building permit.
 7. Once the building inspector is satisfied, the permit can be issued.
 8. The building permit fee charged by the Municipality pays for the services of the building official. Generally there are four inspections or less depending upon the type of building. The normal inspections are as follows:
 - Plan inspection
 - Foundation inspection (prior to pouring concrete)
 - Framing (before insulation)
 - Final

There may be extenuating circumstances when more than these four inspections are required.

9. After the building permit is issued, the applicant normally deals directly with the building official.
10. The building permit is valid for six months from the date of issue if work has not begun within that period or if work is suspended for a period of six months.