



CITY OF
FORT SASKATCHEWAN

BUILDING PERMIT APPLICATION

Planning & Development, 10005 102 Street

Fort Saskatchewan, AB T8L 2C5

780.992.6198 fortplanning@fortsask.ca **Inspections: 780.992.6207**

OFFICE USE ONLY

Application Number: PR _____ **Permit Number: B-** _____
 Development Permit: _____
 Lot: _____ Block: _____ Plan: _____ Tax Roll: _____
 Long Legal Description: _____

Please Print All Information Clearly - All Fields Required

Project Address

Street Address: _____

Applicant and Property Owner Information

Applicant's Name: _____ Phone: _____
 Address: _____ City: _____
 Postal Code: _____ Email: _____
 Contact Name: _____
 Designer/Architect (if app.): _____ Phone: _____

Applicant is the Owner:
Fill out only if different from Applicant:
 Property Owner's Name: _____ Phone: _____
 Address: _____ City: _____
 Postal Code: _____ Email: _____
 Contact Name: _____

Project Information

Description of Work: _____
CONSTRUCTION VALUE: \$ _____

<i>Use of Occupancy:</i>		<i>Type of Work:</i>	
<input type="checkbox"/> Single-Detached	<input type="checkbox"/> Commercial	<input type="checkbox"/> New Construction	<input type="checkbox"/> Alteration
<input type="checkbox"/> Semi-Detached	<input type="checkbox"/> Industrial	<input type="checkbox"/> Addition	<input type="checkbox"/> Demolition
<input type="checkbox"/> Multi-Attached	<input type="checkbox"/> Institutional	<input type="checkbox"/> Site Office/Trailer (Temporary)	
<i>No. Of Units:</i> _____	<input type="checkbox"/> High Density Residential		

I (am) (represent) * the owner of the land and (will be) (represent) * the owner of the building for which I am submitting this permit application. I have read and understand the statements printed on the reverse side of this form. I agree to conform to all applicable laws in this jurisdiction.

Signature: _____

Date: _____

Work Area

Finished Area (SQ. FT):
 Main: _____ SF
 Second Floor: _____ SF
 Basement: _____ SF
 Garage: _____ SF
TOTAL SQ FT: _____ SF

OFFICE USE ONLY

Base Fee: _____	Plans Reviewed: _____
SCC (\$4.50 or 4%): _____	Permit # Issued: _____
Fire Plan (8%): _____	Issued By: _____
TOTAL: _____	Designation No.: _____
	Date: _____
	Comments: _____

Paid By: Cash / Cheque / Visa / MC / Debit

Construction work related to this permit shall not commence until permit approval has been issued. Conditions attached if applicable.



CITY OF
FORT SASKATCHEWAN

- 1) ISSUANCE OF A PERMIT AND THE EXAMINATION OF PLANS AND SPECIFICATION SHALL NOT BE CONSTRUED TO BE AUTHORITY TO VIOLATE ANY OF THE PROVISIONS OF THE SAFETY CODES ACT OR PURSUANT REGULATIONS.
- 2) A BUILDING SAFETY OFFICER IS PROHIBITED FROM ISSUING A PERMIT TO AN APPLICANT IF THE APPROPRIATE ARCHITECTS AND/OR PROFESSIONAL ENGINEER'S SEALS OR STAMPS ARE NOT ON THE PLANS AND SPECIFICATIONS IF REQUIRED.
- 3) THE OWNER OF THE BUILDING IS FULLY RESPONSIBLE FOR CARRYING OUT THE WORK OR HAVING THE WORK CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE SAFETY CODES ACT AND PURSUANT REGULATIONS.
- 4) THIS PERMIT APPLICATION IS NOT FOR ZONING/DEVELOPMENT, GAS, PLUMBING OR ELECTRICAL WORK. PERMITS FOR SUCH WORK MUST BE OBTAINED SEPARATELY.
- 5) BEFORE ANY EXCAVATION OR CONSTRUCTION IS STARTED, THE FOLLOWING SHOULD BE CHECKED:
 - A) UTILITIES - LOCATION, HEIGHT, OR DEPTH, AND PROTECTION FROM DAMAGE OR ALL UTILITIES. I.E. SEWERS, WATER, POWER, GAS, TELEPHONE, ETC.
 - B) LEVELS - RESPECTING PROPOSED ELEVATIONS OF FINISHED LANES, STREETS OR AVENUE, SANITARY OR STORM SEWER CONNECTIONS.
- 6) REVIEWED DRAWINGS AND SPECIFICATIONS SHALL BE KEPT ON THE BUILDING SITE AT ALL TIMES DURING WHICH THE WORK AUTHORIZED BY THE PERMIT IS IN PROGRESS, AND SHALL BE AVAILABLE FOR INSPECTION BY A BUILDING SAFETY OFFICER.
- 7) A BUILDING SAFETY OFFICER MAY SUSPEND OR REVOKE A PERMIT ISSUED IN ERROR OR ISSUED ON THE BASIS OF INCORRECT INFORMATION OR IF THERE IS A CONTRAVENTION OF ANY CONDITIONS UNDER WHICH THE PERMIT WAS ISSUED OR THE PERMIT FEES HAVE NOT BEEN PAID.
- 8) ISSUANCE OF A PERMIT BASED UPON PLANS AND SPECIFICATIONS SHALL NOT PREVENT A BUILDING SAFETY CODES OFFICER FROM ISSUING ORDERS UNDER THE SAFETY CODES ACT.
- 9) ISSUANCE OF A PERMIT SHALL NOT PREVENT A BUILDING SAFETY CODES OFFICER FROM STOPPING CONSTRUCTION OPERATIONS THAT ARE IN VIOLATION OF THE SAFETY CODES ACT OR PURSUANT REGULATIONS.
- 10) EVERY PERMIT SHALL AUTOMATICALLY EXPIRE BY LIMITATION AND BECOME NULL AND VOID IF THE WORK AUTHORIZED BY THE PERMIT IS NOT COMMENCED WITHIN 90 DAYS FROM THE DATE OF ISSUE, OR IF THE BUILDING AUTHORIZED BY THE PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS AT ANY TIME AFTER THE WORK IS COMMENCED. BEFORE WORK CAN BE STARTED AGAIN, A NEW PERMIT SHALL BE OBTAINED OR ON RECEIPT OF A WRITTEN APPLICATION, A SAFETY CODES OFFICER FROM THE AGENCY, MAY IN WRITING, EXTEND A PERMIT FOR A LIMITED PERIOD OF TIME IF THE PERMIT HAS "NOT EXPIRED" (ONE YEAR FROM DATE OF ISSUANCE) WHEN THE APPLICATION FOR EXTENSION IS MADE.
- 11) EXCEPTIONS MAY BE MADE, AT THE DISCRETION OF A BUILDING SAFETY OFFICER IN CASES OF SUMMER OR RECREATIONAL HOMES OR UNDER UNAVOIDABLE CIRCUMSTANCES.
- 12) THE APPLICANT GRANTS PERMISSION FOR NECESSARY INSPECTIONS TO BE CONDUCTED WITH THE SIGNING OF THIS APPLICATION.
- 13) AN ORDER OF A BUILDING SAFETY OFFICER MAY BE APPEALED TO THE SAFETY CODES COUNCIL. FOR FURTHER INFORMATION, CONTACT ANY BUILDING SAFETY CODES OFFICER AT THE CITY OF FORT SASKATCHEWAN AT 780.992.6248.
- 14) SHOULD A PERMIT BE CANCELLED, THE HOLDER OF THE PERMIT MUST SUBMIT A WRITTEN REQUEST TO THE CITY OF FORT SASKATCHEWAN. THE CITY OF FORT SASKATCHEWAN WILL REFUND AS FOLLOWS:
 - i) TO THE PERMIT HOLDER, IF THERE HAS NOT BEEN AN INSPECTION – HOLDBACK OF 50% OR \$60.00 – WHICHEVER IS GREATER. SAFETY CODES FEE AND CONSTRUCTION FIRE SAFETY PLAN ARE NOT REFUNDABLE.
 - ii) TO THE PERMIT HOLDER, IF THERE HAS BEEN AN INSPECTION HELD – NO REFUND.
- 15) FULL AND SAFE ACCESS TO THE SITE AND BUILDING MUST BE PROVIDED AND MAINTAINED.
- 16) RE-INSPECTIONS DUE TO NO ACCESS, THE PROJECT NOT BEING READY FOR INSPECTION OR DEFICIENCIES ARE SUBJECT TO RE-INSPECTION FEES (AS DETERMINED BY THE FEES AND CHARGES BYLAW) AND MUST BE PAID BEFORE THE NEXT INSPECTION IS SCHEDULED.