



CITY OF
FORT SASKATCHEWAN

CHANGE OF USE, NEW OCCUPANY, INTENSITY CHANGE Permit Application Checklist

Address of Property: _____

Business Name: _____

Nature of Business: _____

Please ensure the following items are complete prior to submission:

Development Permit Application Form (Attached)

Signatures from the applicant and the registered landowner on title should be included. A signed copy of a lease is acceptable in lieu of landowner signature. Permits without landowner consent will delay processing. Please ensure that construction value and square footage of the subject area is noted.

Building Permit Application Form (Attached)

The applicant must obtain an approved Building permit within 12 months on the date of Development Permit issuance or the Development Permit will be deemed void.

Site Plan

A complete site plan will show the provided parking on site.

One (1) Digital Copy of Drawings

Complete drawings will include a floor plan and may include any architectural, electrical, mechanical or structural changes as required. Additional requirements may be deemed necessary by the Building Inspector.

Fire Safety Plan (Attached)

Only required if the construction value of your project is over \$5000. Fees apply. Building permits will not be released until the plan is approved.

Advisements:

- If your development is located within the downtown, and you are altering the exterior of the building, you are required to follow the Downtown Area Redevelopment Plan and Part 10 of the Land Use Bylaw.
- Depending on the nature of your business, Alberta Health Services approval may be required.
- The applicant should direct applicable sub trades to apply for the following permits if required: Electrical, Gas, Plumbing, Propane.
- If a new sign is to be installed, a separate Development Permit for the sign can be applied for at Planning & Development Services.
- The Community Standards Bylaw is in effect.
- A Business Licence is required for new businesses in Fort Saskatchewan. Business Licences' can be applied for concurrently with your development permit application.
- Fees are to be paid at time of application.

If you have any question regarding the application process or completing the forms, please contact Planning & Development Services at 780 992 6198 or fortplanning@fortsask.ca. If you have any questions regarding the building permit process or the Alberta Building Code regulations, please contact the Building Inspector at 780 997 6690.

Incomplete submissions will not be processed

Signature

Date



CITY OF
FORT SASKATCHEWAN

DEVELOPMENT PERMIT APPLICATION

Change of Use, New Occupany, Intensity Change

Planning & Development, 10005 102 Street
Fort Saskatchewan, AB T8L 2C5
780.992.6198 fortplanning@fortsask.ca

OFFICE USE ONLY

Application Number: PL _____ Land Use District: _____
Lot: _____ Block: _____ Plan: _____ Tax Roll: _____
Long Legal (If Applicable): _____

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: _____
 I consent to receive notification of my development permit approval at the email provided above.

Applicant is the Owner:

Fill out only if different from Applicant:

Written Consent of Owner Required

Property Owner's Name: _____ Phone: _____
Address: _____ City: _____
Postal Code: _____ Email: _____
Contact Name: _____

Proposed Development (As it pertains to your business)

Describe Your Business in detail: _____

CONSTRUCTION VALUE: \$ _____

Proposed Gross Floor Area: _____ Number of Employees: _____

Proposed Seating Capacity: _____

Proposed Outdoor Seating Capacity: _____

Outdoor Storage or Activities?: No Yes, if so explain: _____

Interior or Exterior Renovations?: No Yes, if so explain: _____

Signature of Applicant _____ Date of Application _____

Print Name _____

Signature of Owner (if not the applicant) _____ Date _____

Print Name _____

IMPORTANT NOTICE: This Application does not permit you to commence any development until such time as the Development Authority has issued a Development Permit. If a decision has not been issued within 40 days of the date of this Application being deemed complete, the applicant may file an appeal to the Subdivision and Development Appeal Board (SDAB).

OFFICE USE ONLY

- Change of Use
- New Occupancy
- Intensity Change

Date Received: _____

Date Complete: _____

Base Fee: _____

Variance Fee: _____

The personal information provided as part of this application is collected under the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used in relation to this Development Permit and the City of Fort Saskatchewan Land Use Bylaw to process the Application and may be used or provided for statistical data. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information, please contact The City of Fort Saskatchewan at 780-992-6200.



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.



Fire Safety Codes Officer Review
Post plan with a copy of the approval
letter issued by the Safety Codes Officer

City of Fort Saskatchewan Fire Department

Phone: 780-998-4858
e-mail: FSFD@fortsask.ca

Return Fire Plan to: The Planning and Development Department
CONSTRUCTION, DEMOLITION FIRE SAFETY PLAN

[Post on Construction Site](#)

Municipal Address: _____
Building/Business Name: _____
Project start date: _____
Project completion date: _____
Brief description of work: _____

Contacts

Applicant Name: _____
Phone#: _____
Email: _____

Site Superintendent Name: _____
Phone#: _____

Mechanical Contractor's Name/Contact: _____
Electrical Contractor's Name/Contact: _____
Type of Build (plywood, concrete?): _____
Roofing Material: _____
Number of Stories: _____
Type of Adjacent Property Protection to be used: _____

Emergency Medical Services: Medavie Health Services

Emergency Contact Number: 911
Business Admin Number: 780-997-6400

Fire Department: City of Fort Saskatchewan Fire Department

Emergency Contact Number: 911

Police Service: R.C.M.P.

Emergency Contact Number: 911
Business Phone Number: 780-992-6100

Hospital: Fort Saskatchewan Health Centre

Contact Number: 780-998-2256

Location: 9401 – 86 Avenue, Fort Saskatchewan

NOTE: This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIPP) and will be used in relation to this Construction, Demolition Fire Safety Plan to process the Application and may be used to provide statistical data. It will be treated in accordance with the privacy protection provisions of Part 2 of the FOIPP Act. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6580

Emergency Utility Contacts for the City of Fort Saskatchewan

Alberta One Call: 1-800-242-3447
Water Utility: 780-992-6248 (City of Fort Saskatchewan)
Electrical Utility: 780-310-9473 (Fortis)
Gas Utility: 780-420-5585 (Atco)
Hazardous Spills:
Contractor determines which company
Waste/Recycling: 780-992-6152

Construction & Demolition Sites National Fire Code - Alberta Edition 2019, Section 5, Division B

*Please fill out the following safety plan with as much information as possible.
**If the section does not apply please explain why it does not apply.
Do not use N/A or leave blank. Your safety plan will be returned if
all fields are not completed and filled out.***

5.6.1.1. Application

- 1) This Section applies to fire safety for *buildings*, parts of *buildings*, facilities, adjacent *buildings* or facilities and associated areas undergoing construction, alteration or demolition operations.

5.6.1.2. Protection of Adjacent Building

- 1) How will protection be provided for exposed adjacent buildings from fire originating from buildings, and associated areas undergoing construction, alteration or demolition operations?

5.6.1.3. Fire Safety Plan

- 1) The fire safety plan shall be prepared for the site and shall include:
a) Which site personnel will carry out fire safety duties, including a fire watch service if applicable?

- b) The emergency procedures to be followed in the event of a fire, including:
i) How will you initiating a fire warning?

- ii) How will you notify the fire department?

- iii) How will you instruct site personnel on the procedures to be followed once the warning has been initiated?

- iv) What measures do you have on site for extinguishing a fire?

c) What measures are in place for controlling fire hazards in and around the building?

d) Is there a maintenance procedure for firefighting measures required in Section 5.6? Please indicate below.

2) Will any changes occur inside the building? If so indicate how current fire plan is affected.

5.6.1.4. Access for Firefighting

1) How can unobstructed access to fire hydrants, portable extinguishers and to fire department connections for standpipe and sprinkler systems be guaranteed?

2) Can a means be provided for firefighters to allow for firefighting on all levels of the building?

3) Can Provision be made for the use of existing elevators, hoists or lifts to assist such personnel in reaching all levels of the building?

4) Access routes for fire department vehicles shall be provided and maintained to construction and demolition sites. Explain how these will be guaranteed.

5) Where a construction or demolition site is fenced so as to prevent general entry, provision shall be made for access by fire department equipment and personnel. How will the fire department gain access?

5.6.1.5. Portable Extinguishers

1) Will adequate fire extinguishers be provided? Where will they be located? Extinguishers shall be located where hot work operations are carried out, combustible storage, near or on internal combustion engines, where flammable and combustible liquids are stored, temporary fuel equipment is used or designated smoking areas.

2) Extinguishers required by sentence one shall have a minimum rating of 3-A: 20-B: C on movable equipment and 4-A: 40-B: C in all other locations.

5.6.1.6. Standpipe Systems

1) Does the building have or require a sprinkler or standpipe system?

2) Where a standpipe is to be installed in portions of a building under construction or alteration that are not occupied, the following shall apply:

a) Will a temporary standpipe system be set up?

b) Will the standpipe system be provided with conspicuously marked and readily accessible fire department connections on the outside of the building at the *street* level and have at least one hose outlet at each floor?

c) Pipe size, hose valves and water supply shall conform to Subsection 3.2.5. of Division B of the NBC.

d) Will the standpipe system be securely supported and restrained on alternate floors?

e) Will one hose valve for attaching fire department hose be provided at each intermediate landing or floor level in the *exit* stairway?

f) Will valves be kept closed at all times and guarded against mechanical damage?

g) Will the standpipe be no more than one floor below the highest forms, staging, and similar combustible elements at all times?

h) Will temporary standpipe systems remain in service until the permanent standpipe installation is complete?

5.6.1.7. Hot Surface Applications

Any activity that involves heat sources and hot processes shall be considered hot work.

1) If using Bitumen kettles where will they be located on site? Will constant supervision be maintained? Where will mops be stored?

5.6.1.8. Ignition Sources

1) Devices capable of producing ignition, internal combustion engines, temporary heating equipment and associated devices shall be kept at a safe distance from combustible material so as not to cause ignition. Explain how these measures will be taken? The clearance between combustible materials and temporary heating equipment, including flues, shall be in conformance with Part 6 of Division B of the National Building Code or in conformance with the minimum clearances shown on certified heating equipment.

5.6.1.9. Building Services at Demolition Sites

- 1) Excluding temporary electrical installations and water supplies for firefighting, will all building services be terminated at a point located outside the building or part thereof being demolished?

- 2) Will the service company whose service connections that are affected be notified if relocation is necessary or protection form damage?

- 3) Temporary electrical installations shall conform with the requirements of CSA C22.1 “Canadian Electrical Code, Part 1”

5.6.1.10. Fuel Supply Installation

- 1) Will fuel supplies for heating equipment and internal combustion engines conform to CSA B139 “Installation Code for Oil-Burning Equipment and/or CSA B149.1 “Natural Gas and Propane Installation Code”

5.6.1.11. Tank, Piping and Machinery Reservoir Safety at Demolition Site

- 1) Will any tanks, piping or machinery reservoirs be taken out of service? If yes, they shall be in conformance with Subsection 4.3.16 of the National Fire Code – Alberta Edition 2019. When it is impractical to remove equipment, it shall be clearly identified and removed as soon as possible.

5.6.1.12. Fire Separations in Partly Occupied Buildings

- 1) Will a portion of the building remain occupied during demolition or construction operations? If yes, the occupied portion must be separated from the construction or demolition area by a fire separation having a fire resistance rating of not less than 1 hour.

5.6.1.13. Protection During Shutdown

- 1) If a fire protection system is provided, will it remain operational throughout the construction, alteration or demolition area? If any portion of a fire protection system is temporarily shut down during construction, alteration or demolition operations, protection during shutdown shall comply with Article 6.1.1.4.

5.6.1.14. Watch

- 1) Will a watch be present, with tours at interval of not more than 1 h be provided throughout demolition sites when there are occupants in the portion of the building not being demolished?

- 2) Will a watch be provided with any portion of the building is occupied while construction operations are taking place?

- 3) Will personnel performing watch be able to sound a fire warning to notify occupants and communicate with the fire department?

5.6.1.15. Smoking Restrictions

- 1) Smoking shall be permitted only under the conditions stated in Subsection 2.4.2. Smoking shall not be permitted in areas where conditions are such as to make smoking a fire or explosion hazard. Will areas where smoking is not permitted be identified by signs? Will adequate ash trays be provided?

5.6.1.16. Provisions for Egress

- 1) Will at least one exit be accessible and usable at all times in areas of a building where construction, alteration or demolition operations are taking place?

- 2) In buildings being demolished, will at least one stairway remain maintained and in usable condition?

5.6.1.17. Fire Warning

- 1) How will personnel on site be alerted of a fire and will all personnel be able to hear warning throughout entire building or facility?

5.6.1.18. Storage and Use of Dangerous Goods

- 1) How will Combustible liquids and flammable liquids be stored?

- 2) How will other dangerous goods be stored?

5.6.1.19. Temporary Enclosures

- 1) Will fabrics and films used to temporarily enclose buildings shall be securely fastened to prevent them from being blown against heaters or other ignition sources?

5.6.1.20. Disposal of Combustible Refuse

- 1) Explain how amounts of combustible refuse will be kept to a minimum on site.

CONSTRUCTION/DEMOLITION SITE PLAN

ATTACH A SITE PLAN WITH THE BUILDING OUTLINE INDICATING THE FOLLOWING

- **STORAGE OF DANGEROUS GOODS/HAZARDOUS MATERIAL LOCATION;**
- **CLEARLY MARK ALL ACCESS ROADS TO SITE;**
- **HYDRANT/WATER SUPPLY LOCATION,**
- **MUSTER POINTS, ACCESS AND EGRESS ROUTES.**

THE APPROVED FIRE SAFETY PLAN MUST BE POSTED ON SITE