



SECONDARY SUITE Permit Application Checklist

When you apply for your permit for a secondary suite, you ensure that the suite you plan to develop meets all applicable regulations and is safely constructed. When you submit the following, you will avoid any processing delays:

- Development Permit Application Form (Attached)**
Please ensure you are or have owner authorization to apply for the permits. Application forms are to be submitted with the applicable fees.
- Building Permit Application Form (Attached)**
- Electrical Permit Application Form (Attached)**
Compliant electrical work in a secondary suite is performed by a Master Electrician. Please ensure all applicable information (Master Number, Electrician's signature) is provided.
- Plumbing & Gas Permit Application Forms (Attached)**
These permits are only necessary if you will be changing the location or adding any new fixtures in the secondary suite.
- Fire Safety Plan (Attached)**
- One (1) Site Plan**
A complete site plan will show the location and dimensions of the parking stalls provided on site for both the secondary suite and the principal dwelling. Parking requirements are defined in Section 13.2 of the Land Use Bylaw.
- One (1) Set of Drawings, including the requirements below:**
 - Floor Plans**
Please include all measurements indicating interior improvements. Also include location of separate entrance, floor layout with room measurements, room identification, window locations and kitchen area.

Advisements:

- The Land Use Bylaw provides regulations for secondary suites (Section 5.30) and specifies the land use districts and type of dwellings (single-detached) where they are able to be developed.
- A valid Fort Saskatchewan Business Licence (annual issue) is necessary for contractors. Business Licences' can be applied for concurrently with this application.
- The applicant is to direct applicable sub trades to apply for the following permits if required: Interior Electrical, Gas and Plumbing, Temporary Heat.
- As of October 1, 2019, the Energy Code requirements in Part 9 of the National Building Code 2019 - Alberta Edition as well as the National Energy Code for Buildings 2017 are in force in the Province of Alberta. Buildings being renovated will have elements applied as it is reasonable to do so, depending on the scope of the renovation. If you are unsure if your project will require Energy Code elements, please contact the Building Inspector.
- If the building or lot in which the work will be done has a Condo Board, a letter of authorization is to be submitted.

If you have any question regarding the application process or completing the forms for your suite, please contact Planning & Development Services at 780 992 6198 or fortplanning@fortsask.ca. If you have 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

RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

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: _____

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: Written Consent of Owner Required
Fill out only if different from Applicant:
Property Owner's Name: _____ Phone: _____
Address: _____ City: _____
Postal Code: _____ Email: _____

Proposed Development (Check Applicable Boxes)

Description of Work: _____

CONSTRUCTION VALUE: \$ _____

New Construction:

- Single-Detached Semi-Detached
- Multi-Attached No. Of Units: _____
- Attached Garage Detached Garage
- Parking Pad
- Raised Deck Covered? Yes No
- Show Home
- Variance: _____

Existing Residential:

- Raised Deck Covered? Yes No
- Addition
- Demolition
- Accessory Building (ie. Garage, Shed, Gazebo)
- Additional Suite (ie. Secondary, Garden, Garage)
- Show Home
- Second Access
- In-Ground Swimming Pool
- Other: _____

Signature of Applicant

Date of Application

Signature of Owner (if not the applicant)

Date

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

Date Received: _____

Dated Complete: _____

Base Fee: _____

Variance Fee: _____

Lot Grading Program: _____



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.



CITY OF
FORT SASKATCHEWAN

ELECTRICAL 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 _____

Building Permit: _____ N/A

Lot: _____ Block: _____ Plan: _____ Tax Roll: _____

Permit Number: E- _____

Please Print All Information Clearly - All Fields Required

Project Address

Street Address: _____

Applicant/Installer Information

Applicant Interest: Homeowner* Certified Contractor

*Homeowners may be issued a permit if they own and reside or intend to reside in a single-family dwelling, and if the system serves only that single-family dwelling.

Applicant/Business Name: _____

Master Electrician Name: _____ Master No.: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Email: _____

Property Owner Information

Property Owner's Name: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Email: _____

Installation Information

Description of Installation: _____

COST OF INSTALLATION: \$ _____ *Load Calculation may be required at time of inspection.

RATING OF SERVICE: Voltage: _____ Amperes: _____ Phase: _____

Use of Occupancy:	Type of Building/Installation:	Type of Work:
<input type="checkbox"/> Residential	<input type="checkbox"/> Single Family	<input type="checkbox"/> New
<input type="checkbox"/> Commercial	<input type="checkbox"/> Semi-Detached	<input type="checkbox"/> Rewire/Renovating
<input type="checkbox"/> Industrial	<input type="checkbox"/> Multi-Attached	<input type="checkbox"/> Addition
<input type="checkbox"/> Institutional	<input type="checkbox"/> Temporary Service	<input type="checkbox"/> Underground
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Hazardous Location	<input type="checkbox"/> Electrical Utility
	<input type="checkbox"/> Petro/Chemical	<input type="checkbox"/> Communication
	<input type="checkbox"/> Public Service	<input type="checkbox"/> Sign
	<input type="checkbox"/> Retail/Wholesale/Office	
	<input type="checkbox"/> Other: _____	

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and shall be commenced within 90 days and expires after one year without an extension request.

Signature: _____ **Date:** _____

Work Area

Main: _____ SF

Second Floor: _____ SF

Basement: _____ SF

Garage: _____ SF

TOTAL SQ FT: _____ SF

OFFICE USE ONLY

Permit Fee: _____

SCC (\$4.50 or 4%): _____

TOTAL: _____

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

Issued By: _____

Designation No.: _____

Date: _____

Conditions attached if applicable..

The personal information provided as part of this application is collected under the Safety Codes Act and 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 for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. 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.

IMPORTANT INFORMATION

The permit is valid for one (1) year.

Compliance monitoring will be performed to assure compliance with the Electrical code(s).

Compliance monitoring will be performed to assure compliance with the applicable Electrical Code(s). Inspections may be conducted at a later date subject to documented extenuating Circumstances, as determined by a Safety Codes Officer. Extenuating circumstances may include inclement weather, unforeseeable construction delays, etc.

<i>Single Family Residential</i>	Homeowner or Contractor Permit (Work value over \$2,500)	2 Inspections	Rough In Inspection (prior to cover up) AND Final Inspection (within 365 days of permit issuance)
<i>Single Family Residential</i>	Homeowner or Contractor Permit (Work value \$2,500 or under)	1 Inspections	Rough In Inspection (prior to cover up) OR Final Inspection (within 365 days of permit issuance)
<i>Public Institutions, Commercial, Industrial & Multi-Family Residential</i>	Work value under \$10,000 or less	1 Inspections	Final Inspection (within 365 days of permit issuance)
<i>Public Institutions, Commercial, Industrial & Multi-Family Residential</i>	Work value over \$10,000	2 Inspections	Rough In Inspection (prior to cover up) AND Final Inspection (within 365 days of permit issuance)
<i>Skid Units, Relocateable Industrial Accommodation, Manufactured Housing and Temporary Services</i>		1 Inspections	Final Inspection including all additional wiring for: Relocateable Industrial Accommodation and Manufactured Housing (within 90 days of permit issuance)
<i>Minor Alterations or Additions conducted on one site</i>	Annual Permit	2 Inspections	Mid-term Inspection AND Final Inspection (within 60 days of permit expiry)
<i>Single/Semi-Detached/ Rowhouse/Duplex (Under 600 m²)</i>	New House Construction	3 Inspections	Meter Socket Inspection, Rough In Inspection (prior to cover up) and Final Inspection (within 365 days of permit issuance)

PERMIT EXTENSION:

On receipt of a written application, a Safety Codes Officer may in writing, extend a permit for a limited period of time, if the permit has 'not expired' when the application for extension is made (note expiry conditions above).

REMOTE WIRE FOR WATER METER INSTALLATION: (ALL NEW CONSTRUCTION)

The City of Fort Saskatchewan reads water consumption with a "radio-read" system for all water customers. This is a requirement for all new construction within the City limits. A water meter will be hooked up to the remote wire by the City of Fort Saskatchewan when the building is near completion. The remote wire is to be installed in a specific location on the building. Please contact your general contractor/builder for this information.

FEE REFUNDS:

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. No refund of the Safety Codes Fee.*
- ii. To the permit holder, if an inspection has been held - no refund.*



CITY OF FORT SASKATCHEWAN

GAS 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 _____

Building Permit: _____ N/A

Lot: _____ Block: _____ Plan: _____ Tax Roll: _____

Permit Number: G- _____

Please Print All Information Clearly - All Fields Required

Project Address

Street Address: _____

Applicant/Installer Information

Applicant Interest: Homeowner* Certified Installer

*Homeowners may be issued a permit if they own and reside or intend to reside in a single-family dwelling, and if the system serves only that single-family dwelling.

Applicant's Name: _____

Installer Name: _____ Installer #: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Email: _____

Property Owner Information

Property Owner's Name: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Email: _____

Installation Information

Use of Occupancy:

Residential Commercial Industrial Institutional Agriculture

NO. OF OUTLETS:

Furnace _____

Water Heater _____

Fireplace _____

Range _____

Dryer _____

Room Heater _____

Unit Heater _____

Boilers _____

Future Outlet _____

Barbeque _____

TOTAL _____

COMMERCIAL/INDUSTRIAL INSTALLATION:

Total BTU: _____

No. of Gas Meters: _____

Gas Supplier: _____

COST OF INSTALLATION: \$ _____

Description of Installation: _____

PROPANE:

No. of Tanks: _____

Tank Size: _____

Serial No.: _____

Vaporizer

Temporary Heat

Service Line (Tank to Building)

Refill Centre

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and shall be commenced within 90 days and expires after one year without an extension request.

Signature: _____ **Date:** _____

OFFICE USE ONLY

Permit Fee: _____

SCC (\$4.50 or 4%): _____

TOTAL: _____

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

Issued By: _____

Designation #: _____

Date: _____

Conditions attached if applicable..

The personal information provided as part of this application is collected under the Safety Codes Act and 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 for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. 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.

IMPORTANT INFORMATION

The permit is valid for one (1) year.

Compliance monitoring will be performed to assure compliance with the applicable Gas Code(s). Inspections may be conducted at a later date subject to documented extenuating Circumstances, as determined by a Safety Codes Officer. Extenuating circumstances may include inclement weather, unforeseeable construction delays, etc.

<i>Temporary Heat Installations</i>	Under separate permit	1 Inspection	Final Inspection (within 14 days of permit issuance)
<i>Single Family Residential</i>	Contractor	1 Inspection	Final Inspection (within 365 days of permit issuance)
<i>Single Family Residential</i>	Homeowner	1 Inspection	Final Inspection (within 365 days of permit issuance)
<i>Public Institutions, commercial, industrial & multi-family residential</i>	400,000 BTU or less	1 Inspection	Rough in Inspection OR Final Inspection (within 365 days of permit issuance)
<i>Public Institutions, commercial, industrial & multi-family residential</i>	More than 400,000 BTU	2 Inspections	Rough in AND final inspection (within 365 days of permit issuance)

PERMIT EXTENSION:

On receipt of a written application, a Safety Codes Officer, may in writing, extend a permit for a limited period of time only once, if the permit has 'not expired' when the application for extension is made (note expiry conditions above).

FEE REFUNDS:

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. No refund of the Safety Codes Fee.*
- ii. To the permit holder, if an inspection has been held - no refund.*



CITY OF
FORT SASKATCHEWAN

PLUMBING 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: P-** _____
 Building Permit: _____ N/A
 Lot: _____ Block: _____ Plan: _____ Tax Roll: _____

Please Print All Information Clearly - All Fields Required

Project Address

Street Address: _____

Applicant/Installer Information

Applicant Interest: Homeowner* Certified Installer *Homeowners may be issued a permit if they own and reside or intend to reside in a single-family dwelling, and if the system serves only that single-family dwelling.
 Applicant/Business Name: _____
 Installer Name: _____ Installer #: _____
 Address: _____ City: _____ Postal Code: _____
 Phone: _____ Email: _____

Property Owner Information

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

Installation Information

Use of Occupancy:
 Residential Commercial Industrial Institutional Agriculture

<p>NO. OF FIXTURES:</p> <p>Toilets _____</p> <p>Basins _____</p> <p>Laundry _____</p> <p>Showers _____</p> <p>Bathtubs _____</p> <p>Kitchen Sinks _____</p> <p>Floor Drains _____</p> <p>Rain Water Leaders _____</p> <p>Other Fixtures _____</p> <p>TOTAL _____</p>	<p>PRIVATE SEWAGE: <i>Please use separate private sewage application form</i></p> <hr/> <p>COST OF INSTALLATION: \$ _____</p> <p>Description of Installation: _____</p> <p>_____</p> <p>_____</p>
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The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and shall be commenced within 90 days and expires after one year without an extension request.

Signature: _____ **Date:** _____

OFFICE USE ONLY

Permit Fee: _____	Issued By: _____
SCC (\$4.50 or 4%): _____	Designation #: _____
TOTAL: _____	Date: _____
Paid By: Cash / Cheque / Visa / MC / Debit	Conditions attached if applicable..

The personal information provided as part of this application is collected under the Safety Codes Act and 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 for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. 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.

IMPORTANT INFORMATION

The permit is valid for one (1) year.

Compliance monitoring will be performed to assure compliance with the National Plumbing Code of Canada, applicable Alberta amendments and regulations and the Alberta Private Sewage Systems Standard of Practice. Inspections may be conducted at a later date subject to documented extenuating circumstances, as determined by a Safety Codes Officer. Extenuating circumstances may include inclement weather, unforeseeable construction delays, etc.

<i>Single Family Residential</i>	Homeowner or Contractor Permit - 5 Fixtures or less	1 Inspection	Final Inspection (within 180 days of permit issuance)
<i>Single Family Residential</i>	Homeowner Permit - More than 5 Fixtures	2 Inspection	Rough In Inspection below grade (prior to covering) AND Final Inspection (within 365 days of permit issuance)
<i>Single Family Residential</i>	Contractor Permit - More than 5 Fixtures	1 Inspection	Rough In Inspection below grade (prior to covering) OR Rough In Inspection above grade (prior to covering) (within 180 days of permit issuance)
<i>Public Institutions, Commercial, Industrial & Multi-Family Residential</i>	10 Fixtures or Less	1 Inspection	Rough In Inspection below grade (prior to covering) OR Rough In Inspection above grade (prior to covering) OR Final Inspection (within 365 days of permit issuance)
<i>Public Institutions, Commercial, Industrial & Multi-Family Residential</i>	More than 10 Fixtures	2 Inspection	Rough In Inspection below grade (prior to covering) OR Rough In Inspection above grade (prior to covering) AND Final Inspection (within 365 days of permit issuance)

PERMIT EXTENSION:

On receipt of a written application, a Safety Codes Officer, may in writing, extend a permit for a limited period of time, if the permit has 'not expired' when the application for extension is made (note expiry conditions above).

FEE REFUNDS:

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. No refund of the Safety Codes Fee.*
- ii. To the permit holder, if an inspection has been held - no refund.*



Office Use Only

Entered in FDM: _____

Approval: _____
(Date and Initials)

City of Fort Saskatchewan Fire Department
Return Fire Plan to: The Planning and Development Department

Small Buildings
CONSTRUCTION, DEMOLITION AND/OR RENOVATION SITE
EVACUATION PLAN
Post on Construction Site

Estimated Start and End Date: _____

Job Type: Construction (new / addition) Demolition Renovation

Job Description: _____

Civic Address: _____

Legal Land Description:

Plan _____ Block _____ Lot _____

Applicant Name: _____

Applicant phone number: _____

Applicant email address: _____

Emergency Contact person/phone number: _____

Muster Point: _____

Requirements for Adjacent Property Protection

Provide an outline of what option(s) are to be used for the protection of adjacent property as per National Fire Code - Alberta Edition 2019 Sentence 5.6.1.2.

*Adjacent Property Protection product used: _____
(eg exterior fire retardant sheeting, fire retardant tarps.)

*Not applicable to internal residential renovations

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 and/or Renovation Site Evacuation 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.

FIRE EMERGENCY

Upon Discovery of Fire:

- Leave fire area immediately.
- Close all doors behind you turn off equipment if safe to do so.
- Notify occupants verbally or sound horn or activate fire alarm system.
- Call the Fire Department **9-1-1** (from a safe location).
- Use nearest exit, do not use man lifts or elevators.
- Try to extinguish a very small fire only
- Go to mustering point, stay there until instructed to do otherwise
- A supervisor must await the arrival of the Fire Department at the main access point.

Upon Hearing of a Fire Condition:

- Turn off equipment.
- Use nearest exit, do not use man lifts.
- Close doors behind you where practical.
- Go to mustering point, be accounted for
- Do not leave the mustering point until instructed to do so.
- Designates must account for all people expected to be on site.

Emergency Numbers Fire, Ambulance, RCMP 9-1-1

POWER (Fortis): 780-310-9473

WATER: 780-992-6248 (Mon–Fri 8am to 4:30pm) / 780-439-757 (After

Hours) GAS (ATCO): 780-420-5585 CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines is to protect life and property. These guidelines are aimed mainly at contractors managing smaller work sites. Most issues at construction sites can be dealt with using simple precautions.

Street address of the site is to be posted and **clearly visible at all times** for all emergency response personnel including police, fire and ambulance. Address numbers should be affixed in a visible location at a level of about 2 m from the ground, or taped to the inside of a front facing window.

Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.

Fire Department Access is to be maintained at ALL times from start to completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.

Construction Heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire.

Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.

Outdoor Refuse Containers shall be kept at least 3 meters from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard. Burning of waste material at construction sites is **NOT PERMITTED**.

Hot works shall be performed only by personnel trained in the safe use of hot work equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least one 4-A:40-B:C portable extinguisher and a pail of water shall be provided in the hot work area.

If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. **Immediately Dial 911. Provide the operator with a street address and a description of the emergency.**

For further information call: 780 998-4858

I have read and understand the requirements of the fire plan,

Name (print): _____ **Signature:** _____ **Date:** _____