



UNCOVERED DECK Permit Application Checklist

When you apply for your permit for an uncovered deck 0.6m (2 feet) or over in height, you ensure that the deck you plan to build meets all applicable regulations and is safely constructed. When you submit the following, you will avoid any processing delays:

Development Permit Application Form (Attached) *Required

A development permit ensures that the deck conforms to the siting and site coverage regulations in the Land Use Bylaw. Please ensure you are or have owner authorization to apply for the permit. Application forms are to be submitted with the applicable fees.

Building Permit Application Form (Attached) *Required

A building permit ensures that the deck will be built to the safety standards in the Alberta Building Code.

Details of Construction Form (Attached) *Required

Please ensure the form is filled out to the best of your ability and is complete with a signature.

Absence of Abandoned Wells Declaration (Attached) *Required only if it meets the criteria

An application for a development permit for:

- (a) a new building that will be larger than 47 square meters; or
- (b) an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters

must include this information. For more information, please refer to page 2 of the Form.

One (1) Site Plan *Required

A complete site plan will show the dimensions of the proposed deck and the distances from the deck to the property lines and any other structures on the property (ex. sheds). Real Property Reports (RPR's) and builder plot plans can be used by sketching on the proposed location, size and setbacks of the deck.

Advisements:

- Decks **may not obstruct Gas shut-off valves and meters** so that they can be accessed for regular maintenance and emergency crews.
- Decks of any height cannot be constructed in Utility Right of Ways or Easements.
- Decks over 0.6m (2 feet) in height may project a **maximum of 2.4m into the minimum rear yard setback** but **may not project into the side yard setback**. If you are uncertain of the setback requirements in your land use district, a copy of the Land Use Bylaw regulations for your district can be found on the City website at www.fortsask.ca or can be picked up at the Planning & Development Department.
- Please ensure that you either call Alberta One Call at 1 800 242 3447 to locate any buried utilities on your property. If there are overhead power lines located on or adjacent to this property please also contact Fortis Alberta regarding your proposed development before submitting this application.

If you have any question regarding the application process or completing the forms for your deck, 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



RESIDENTIAL DEVELOPMENT PERMIT APPLICATION (EXISTING RESIDENTIAL)

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

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

Proposed Development

Development Type	Work Area
Raised Deck/Balcony Uncovered Covered Accessory Building Garage Shed/Shop Gazebo Other: _____ Additional Suite Secondary Suite Garage Suite Garden Suite Addition to Existing Structures *Attached or less than 1.2m to principal building Expansion Sunroom Gazebo Other: _____ Other Developments Demolition Second Access In-Ground Swimming Pool Other: _____	Main Floor: _____ Second Floor: _____ Basement: _____ Accessory Building: _____ Deck: _____ Total Area: _____ Construction Value \$ _____

Notes

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.



COVERED DECK - BASE

Details of Construction

Street Address: _____

Foundation Type:

Piles Depth: _____ Diameter: _____
 Concrete Pad

Size:

Dimensions: _____ x _____
 Height from Ground: _____

Joists:

Size: 2 x 6" joists Maximum span: 16 inches maximum
 2 x 8" joists 24 inches maximum
 2 x 10" joists
 2 x 12" joists

Joist Cantilever: _____

Beams & Posts:

Beam Size: _____

Post Spacing: _____

Stairs & Rails:

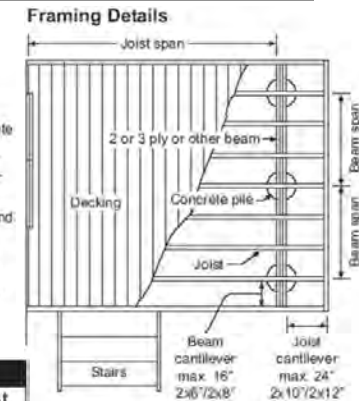
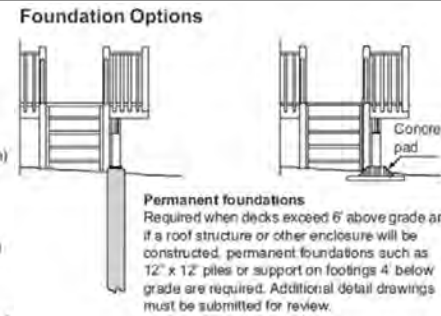
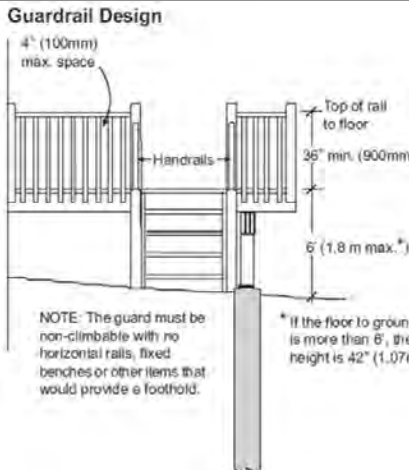
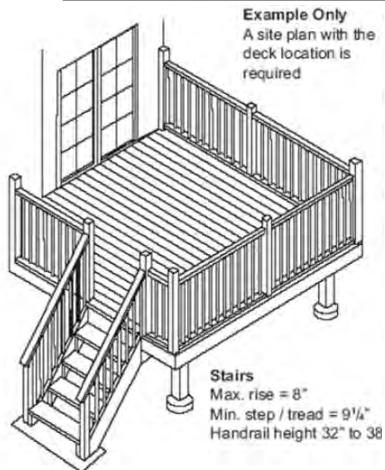
Stair Rise: _____

Guardrail Height: _____

Stair Tread: _____

Handrail Height: _____

Additional Comments: _____



Maximum Framing Spans				
Joist	Span 16" o.c.	Span 24" o.c.	Beam	Post Spacing
2 x 6"	9' - 4"	8' - 2"	2 - 2 x 8"	7' - 6"
2 x 8"	11' - 7"	10' - 9"	3 - 2 x 8"	9' - 9"
2 x 10"	13' - 8"	12' - 11"	3 - 2 x 10"	11' - 11"
2 x 12"	15' - 7"	14' - 8"	2 - 2 x 12"	13' - 10"

Signature _____

Date _____



ABSENCE OF ABANDONED WELLS DECLARATION

Subject Parcel

Municipal Address: _____

Lot: _____ Block: _____ Plan: _____

OR

Quarter: _____ Section: _____ Township: _____ Range: _____ West of 4th Meridian

Declaration

I, _____, have reviewed information from the Energy Resource and Conservation Board (“ERCB”) and can advise that the information shows the absence of any abandoned wells on the parcel that is the subject of the attached application for Development Permit.

Printed Name

Signature

Date

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.

Why do I need to disclose information about abandoned wells on my parcel?

The Municipal Government Act's Subdivision and Development Regulations requires applicants to provide documents either confirming the absence of abandoned wells, or identifying the location(s) of well(s) within the parcel. An application for a development permit for:

- (a) a new building that will be larger than 47 square meters; or
- (b) an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters

must include:

Information provided by the Alberta Energy Regulator (AER) [formerly Energy Resources Conservation Board (ERCB)] identifying the location or confirming the absence of any abandoned wells within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.

This information can be obtained by either contacting the Alberta Energy Regulator Customer Contact Centre at 1-855-297-8311 (toll free) or using the Abandoned Well Map Viewer at: <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html> to confirm whether an abandoned well is located on your property.

If you do not have an abandoned well site on your property:

You will be required to fill out the "Absence of Abandoned Wells Declaration" form and include it with your development application submissions.

If you do have an abandoned well on your property:

You will be required to meet the requirements as set out in AER's Directive 079.

Further Information

Information Bulletin, Alberta Municipal Affairs:

http://www.municipalaffairs.alberta.ca/documents/msb/information_Bulletin_05_12.pdf

AER Directive:

<https://static.aer.ca/prd/documents/directives/Directive079.pdf>

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