

# SUBMISSION CHECKLIST

## New Construction - Residential

Please complete the application form(s) to the best of your ability. If we have questions about your submission, we will contact you during the initial review. For further assistance, contact Planning & Development at 780-992-6198

**This type of project will require two types of permits which can be applied for at the same time or separately.**

### Part 1 - Development Permit Submission

- Development Permit application form**
  - Please ensure you are or have owner authorization to apply for the permits.
  - Complete and sign the form.
- One (1) copy of surveyors plot plan**
  - A complete plot plan will show the lot elevations, sanitary & storm sewer service invert measurements as well as driveway location and coverage.
- One (1) copy of drawings** - minimum size of 11" x 17"
  - Floor and elevation plans - front elevation should show peak to grade building height.
  - Colour elevations where applicable
- Architectural approval from Developer**
- Absence of abandoned wells declaration form**
  - Required for developments resulting in a structure over 47m<sup>2</sup>

### Part 2 - Building Permit Submission - This can be completed at the same time as part 1 or at a later date.

- An approved Development Permit**
  - Including all approved documents and drawings. *If you apply for the building permit at the same time as your development permit these documents will be forwarded to us by the development team.*
- Building permit application form**
  - Completed and signed please.
  - After your building permit is approved, subcontractors can apply for electrical, plumbing, or gas permits. Contractors need a business license to work in Fort Saskatchewan, which can be applied for with their permit applications.
- Fire safety plan**
  - Only necessary if the construction value of your project is over \$5000.
- Construction water application form**
- Proof of new home warranty insurance**
- Proof of builder licencing**

**Incomplete submissions will not be processed**



CITY OF  
FORT SASKATCHEWAN

RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

(NEW CONSTRUCTION)

Planning & Development

10002 105 St Fort Saskatchewan AB T8L 2C5

780.992.6198 Fortplanning@fortsask.ca

OFFICE USE ONLY

Application Number: PLRES \_\_\_\_\_ Land Use District: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Tax Roll: \_\_\_\_\_  
 Long Legal (if Applicable): \_\_\_\_\_

Project Address

Municipal Address: \_\_\_\_\_

Applicant Information—All correspondence will be provided to the applicants email.

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Property Owner Information—Fill out if the property owner is not the Applicant.

Property Owner: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Proposed Development

Scope of Work - Check all applicable items for this application.	Work Area & Construction Value
<b>Housing Type</b>	
Single Detached ___ Semi Detached ___ Multi-Attached ___ No. of Units ___	Main Floor: _____ Second Floor: _____ Third Floor: _____
<b>Parking Type</b>	Basement: _____
Attached Garage ___ Detached Garage ___ Parking Pad ___	Deck: _____ Garage: _____
<b>Additional Developments</b>	<b>TOTAL AREA:</b> _____
Uncovered Deck ___ Covered Deck ___ Secondary Suite ___ Show Home ___ Other (Specify) _____	<b>CONSTRUCTION VALUE:</b> _____
Applicant Signature _____ Date: _____	
Owner Signature (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).

*This personal information is being collected and used under the authority of Section 4(c) of the Protection of Privacy Act for the purpose of this Development Permit. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200.*



## ABSENCE OF ABANDONED WELLS DECLARATION

### Subject Parcel

Municipal Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

OR

Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of 4<sup>th</sup> 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

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### **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](http://www.municipalaffairs.alberta.ca/documents/msb/information_Bulletin_05_12.pdf)

AER Directive:

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



CITY OF  
FORT SASKATCHEWAN

# BUILDING PERMIT

New Residential Housing or Secondary Suite

780-992-6207 or [inspectors@fortsask.ca](mailto:inspectors@fortsask.ca)

Project Address:

## Applicant Information:

Applicant Name/Business: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City & Postal Code: \_\_\_\_\_

Contractor Permit? Yes  No

## Property Owner Information:

Same as above:

Owner Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City & Postal Code: \_\_\_\_\_

## Project Information

Work related to this permit shall not commence prior to permit approval and issuance

Description of Work: \_\_\_\_\_

Developed areas (SF or M<sup>2</sup>): Main Flr: \_\_\_\_\_ Second Flr: \_\_\_\_\_ Basement: \_\_\_\_\_ Garage: \_\_\_\_\_ Deck: \_\_\_\_\_

Construction value: \$ \_\_\_\_\_ Additional Comments: \_\_\_\_\_

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.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

This personal information is being collected and used under the Safety Codes Act and the authority of Section 4(c) of the Protection of Privacy Act for the purpose of issuing permits, safety codes compliance verification, monitoring, property assessment purposes, 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 questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200.

## OFFICE USE ONLY

Application Number: PR \_\_\_\_\_

Base Fee: \_\_\_\_\_

Development Permit: \_\_\_\_\_

SCC (\$4.50 or 4%): \_\_\_\_\_

\_\_\_\_\_ Tax Roll - Lot - Block - Plan

Fire Plan: \_\_\_\_\_

**Total:** \_\_\_\_\_

## PERMIT APPROVAL

Conditions attached if applicable

Issued By: \_\_\_\_\_

Permit Number Issued:

Designation No.: \_\_\_\_\_

Issuers Signature: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Contact: [inspectors@fortsask.ca](mailto:inspectors@fortsask.ca) or 780-992-6207 to arrange inspection



CITY OF  
FORT SASKATCHEWAN

# BUILDING PERMIT INFORMATION

For questions about your permit or inspections, please contact:

**780-992-6207 or [inspectors@fortsask.ca](mailto:inspectors@fortsask.ca)**

- This permit is valid for one year as long as work begins within 90 days of issuance and isn't paused or abandoned for more than 120 days once started.
- 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.
- This permit does not cover zoning or development; separate permits are needed for that work.
- Building permits will include a plan review that contains important building code information and additional conditions related to your project.
- You will receive an emailed list of required inspections and instructions on how to schedule them with your approved permit. After a site visit, a Safety Codes Officer may ask for extra inspections beyond the initial list. If you're unsure about needed inspections, contact us by email or phone at the top of this page. Please have your project address and permit number ready.
- If you need an extension, you may apply before the permit expires. Only one extension is allowed per permit. To request an application form, contact us by email or phone at the top of this page, and have your project address and permit number ready.
- Any amendments or revisions to the approved scope of work must be submitted to the City of Fort Saskatchewan in writing for review. If approved fees may apply.
- A Safety Codes Officer may suspend or revoke a permit if it was issued by mistake, based on incorrect information, if conditions were violated, or if fees are unpaid.
- The applicant grants permission for necessary inspections to be conducted with the signing of this form.
- Full and safe access to the site and building must be provided and maintained.
- Re-inspections due to no access, unsafe access, 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 prior to the next inspection being scheduled.
- 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 \$70.00, which ever is greater. Safety Code and Fire Safety Fees and Non-Refundable
  - ii.) To the permit holder if there has been an inspection - No refunds



# CITY OF FORT SASKATCHEWAN CONSTRUCTION WATER APPLICATION FORM

**(This form must be completed prior to a Building Permit being issued)**

Home Builder/Contractor's Company Name (Please Print): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Property Service Address: \_\_\_\_\_

Commercial/Residential

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone No. (Bus) \_\_\_\_\_

Phone No. (Fax.): \_\_\_\_\_

Email: \_\_\_\_\_

**All new construction water utility accounts are subject to a deposit, application fee and flat monthly fee, in accordance with the City of Fort Saskatchewan Fees and Charges Bylaw, which are payable on the first utility bill.**

**The monthly flat fee will be charged 2 months after the plumbing permit is pulled and will remain in effect until a water meter is installed at this property.**

The following conditions are required to have a water meter installed:

- The CC must be exposed to grade or better and operational
- Space around the meter is enough for an average sized individual for install and maintenance.
- The wiring for the meter read transmitter has been installed and run from the meter location to outside, 6" to 12" from the power meter location.
- A shut off valve is installed prior to the meter and plumbing after the meter allows for a pressure test of the fittings.
- The exterior of the property is completed so the reading equipment can be attached.

**Please submit request to cancel account five days prior to cancellation date.**

When the account is closed the deposit charged on the first utility bill will be applied to the outstanding balance on the final bill. If there is a credit on the account a cheque will be issued to the name on the utility account.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



### 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

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 (FOIPPA) 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 FOIPPA 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)**  
**780-439-7574 (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. The address must be in conformance with City of Fort Saskatchewan Bylaw #C1-21 and visible from the access lane.

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:** \_\_\_\_\_



## **PROTECTION OF ADJACENT PROPERTIES REQUIRED DURING CONSTRUCTION SINGLE ATTACHED AND DETACHED HOMES— ALBERTA FIRE CODE 2023**

To meet the requirements of the Alberta Fire Code 2023, Sentence 5.6.1.2.(1), protection of adjacent properties during construction must be considered. The options listed below are based on the assumption that the site supervisor has implemented fire prevention initiatives to reduce the risk of fire. A Fire Safety Codes Officer may visit the construction site to evaluate the method of protection of adjacent properties. Acceptable methods of protection may be achieved by application of the following measures:

1. Install sheathing with a factory applied fire resistant coating on the exterior surface of all side yard walls and gables located less than 20 m from a building or adjacent properties that have potential of hosting a structure. The sheathing criteria are as follows;
  - a. sheathing must be listed, or the manufacturer must have the authority to mark indicating that the material complies with CAN/ULC-S102 (Standard Method of Test for Surface Burning Characteristics of Building Materials and Assemblies) having a flame spread rating of < 25. Confirmation of listing or authority to mark is required. (Listed or authority to mark means the mark of a third-party certified body accredited by the Standards Council of Canada)
  - b. The wall assembly with the sheathing must also have a fire resistance rating, minimum of 15 minutes tested to a CAN/ULC-S101 (Standard Methods of Fire Endurance Tests of Building Construction and Materials) standard. The Pilot Scale test (6ft. 0in. x 4ft. 0in. sample) is acceptable for meeting this requirement. The Pilot Scale test shall also have an ongoing follow up program to ensure continued consistency with the test sample. The Authority Having Jurisdiction recognizes the Pilot Scale test will not qualify for the authorization to mark or listing as required with CAN/ULCS102 (Standard Method of Test for Surface Burning Characteristics of Building Materials and Assemblies) test.
2. Install fire resistant panels/sheathing that meet the CAN/ULC standards as above on all vertical surfaces adjacent to a side yard property line.

### **OR**

1. For redevelopment or infill projects where a building is removed and replaced by a new structure the fire resistant treatment shall face inside the building or be inherently fire resistant as indicated in item #2.

**Note; All products or methods used to achieve the adjacent property protection must not contradict requirements of the National Building Code - 2023 Alberta Edition.**

This information is being provided for the construction industry in an effort to reduce the risk of fire exposure to buildings adjacent to new construction. It is the sole responsibility of the owner or representatives of the owner to be aware of all regulations within the jurisdiction and to carry out or make provisions to adhere to the various codes and standards applicable to their project or business



Adjacent Property Protection Guidelines



**Single Attached & Detached Homes**

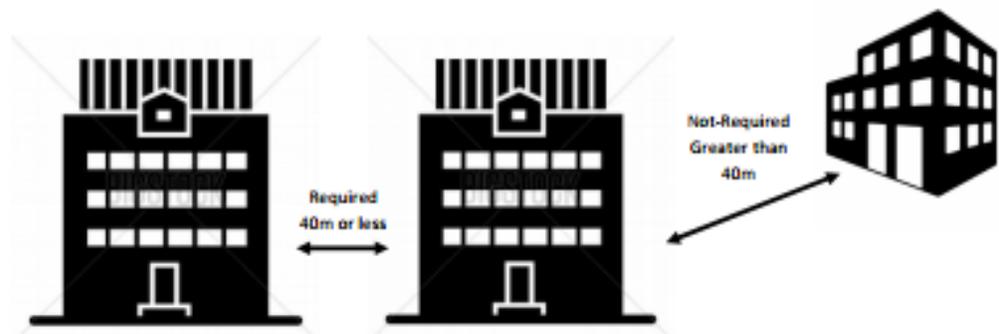
Always require Adjacent Property Protection on all walls and gables that face another structure or potential future structure even if that wall is a jut in from the main exterior wall, APP is required, see diagram above.

The only time Adjacent Property Protection is not required is if there is a street or green space on that side of the structure



**Row Housing & Semi-Detached Homes**

Always require Adjacent Property Protection if any structure or potential future structure is within 20 meters  
This includes any walls or gables on the side of the structure that are within the 20 meter distance of another structure



**Structures less than 4 stories**

Always require Adjacent Property Protection if any other structure or potential future structure is within 40 meters  
This includes any walls or gables on the side of the structure that are within the 40 meter distance of another structure



## City Of Fort Saskatchewan Fire Department

Fire Station 1 – 10099 93 Ave., Fort Saskatchewan, AB, T8L-1N5

Phone: 780.998.4858 Email: fsfd@fortsask.ca

### ADJACENT PROPERTY PROTECTION FLOW CHART

Type of Structure	Adjacent Property Protection		
	Minimum Distance to another Structure or POTENTIAL Structure	Required	Sides Requiring Protection
Single Family	No Minimum Distance *Always Required		Side(s) Adjacent to Structure(s)
Duplex Style	No Minimum Distance *Always Required		Side(s) Adjacent to Structure(s)
Row / Town Housing	20 meters	Yes	All Sides
3 Stories or Less	40 meters	Yes	All Sides
4 Stories and More	Refer to NFPA 80a	Yes	All Sides

**\*Note:**

If a Single Family or Duplex Style structure is located beside a street or green space, then Adjacent Property Protection is not required on the side facing said street or green space.