

SUBMISSION CHECKLIST

Deck or Raised Platform

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.
 - Completed and signed.
- ☐ **One (1) site plan**
 - A complete site plan must include the deck's proposed dimensions and its distances from property lines and any other structures on the property (*e.g., dwelling, shed, detached garage*). If you have a recent Real Property Report (RPR) or Builder Plot Plan, you can sketch the deck location and setbacks directly onto it.
- ☐ **One (1) drawing**
 - Should include any details of construction including elevations
- ☐ **Absence of abandoned wells declaration form**
 - Required for developments resulting in a structure over 47m²

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.
 - Contractors need a business license to work in Fort Saskatchewan, which can be applied for with their permit applications.

Incomplete submissions will not be processed



CITY OF
FORT SASKATCHEWAN

RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

DECK & RAISED PLATFORM

Planning & Development

10002 105 St Fort Saskatchewan AB T8L 2C5

780.992.6198 Fortplanning@fortsask.ca

OFFICE USE ONLY

Application Number: _____ 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

_____ Covered

Total Deck Area: _____

_____ Uncovered Deck

Construction Value: _____

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).

Applicant Signature _____ Date: _____

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

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 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

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.

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>



CITY OF
FORT SASKATCHEWAN

BUILDING PERMIT

Deck, Solar, Pool, Hot Tub, Pergola or Wood Stove

780-992-6207 or 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: _____

Construction value: \$ _____

Is the work existing or new? Existing ☐ New ☐

Size of Work Area (SF or M²): _____

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%): _____

Fire Plan: _____

Tax Roll - Lot - Block - Plan

Total: _____

PERMIT APPROVAL

Conditions attached if applicable

Issued By: _____

Designation No.: _____

Issuers Signature: _____

Date Issued: _____

Permit Number Issued:

Contact: 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

- 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