

Agency label

Permit label



Mackenzie County

### BUILDING PERMIT APPLICATION FORM

Permit Applicant:  Owner  Contractor  Resident Development Permit No.: \_\_\_\_\_  
 Application Date: \_\_\_\_\_ New Home Warranty No.: \_\_\_\_\_  
 Other Permits Required (under separate application):  Electrical  Plumbing  Gas  PSDS Estimated Completion Date.: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Builder Contractor Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Hamlet/ Subdivision Name: \_\_\_\_\_ Tax Roll No.: \_\_\_\_\_  
 Street/Rural Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Legal Subdivision: Part of: \_\_\_\_\_ 1/4 Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_ M  
 Directions: \_\_\_\_\_

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

Intent is to meet prescriptive code requirements or  Utilize modelling software  With HRV (heat recovery ventilator)  Without HRV (heat recovery ventilator)

TYPE OF PROJECT	TYPE OF WORK		BUILDING AREA
<input type="checkbox"/> Residential <input type="checkbox"/> Multi-family Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Oil and Gas <input type="checkbox"/> Other: _____	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Relocation <input type="checkbox"/> Change of Occupancy/Use <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Basement Development <input type="checkbox"/> Demolition	<input type="checkbox"/> Temporary Structure Event Date: _____ <input type="checkbox"/> RTM <input type="checkbox"/> Manufactured/Mobile Home Cert No.: _____ AMA No.: _____ <input type="checkbox"/> Wood Burning/Pellet Stove/Fireplace Certification No.: _____ <input type="checkbox"/> Swimming Pool/Hot Tub <input type="checkbox"/> Other: _____	<input type="checkbox"/> Sq. ft. <input type="checkbox"/> Sq. m. No. of Stories: _____ Main Area: _____ 2 <sup>nd</sup> Floor Area: _____ Basement Area: _____ Developed at time of Construction: <input type="checkbox"/> Yes <input type="checkbox"/> No Garage: _____ <input type="checkbox"/> Detached or <input type="checkbox"/> Attached Deck: _____ Accessory Building: _____ Total Developed Area: _____ Project Value (labour and material): \$ _____

**Applicant Declaration:** This installation will be completed in accordance with the Alberta Safety Codes Act and Regulations. Work will commence within 90 days. Permit will expire in one (1) year unless extended in writing by a Safety Codes Officer. **Homeowners Declaration:** I hereby declare that I am the owner of the premises in which the work will be conducted and reside on the property. I am doing the work myself and assume the responsibility for compliance with the applicable Act & Regulations. Mackenzie County is not liable for any damage caused by a decision related to the system of inspections, examination, evaluations and investigations including but not limited to a decision relating to the frequency and the manner in which they are carried out as per the Alberta Safety Codes Act Section 12(2). **F.O.I.P Notification:** The personal information on this form is collected in accordance with the Safety Codes Act, the Municipal Government Act and section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act. This 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 are available to the public upon request. If you have any questions regarding the collection, use or disclosure of this information please contact the F.O.I.P Coordinator at 780-927-3718.

Permit Applicant's Name (print) \_\_\_\_\_ Permit Applicant's Signature \_\_\_\_\_ Homeowner's Signature (homeowner permit only) Homeowner Declaration: \_\_\_\_\_  
 Builder Licence No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ By signing this I hereby certify that I own/will own and occupy this dwelling.

For Office Use Only			
Permit Fee: \$ _____	SCC Levy: \$ _____	Total Cost: \$ _____	Receipt No.: _____
SCC levy 4% of the permit fee with minimum of \$4.50 and a maximum of \$560.00		<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Invoice	<input type="checkbox"/> Cheque No.: _____
For credit card payments, please fill out the Credit Card Authorization Form (credit card information will be destroyed once payment has been processed)			
<b>Permit Validation Section to be completed by the Building Safety Codes Officer:</b>			
Special Conditions: <u>See Plans Examination Report. Site inspection(s) are required to ensure compliance with the Safety Codes Act of Alberta.</u>			
Issuing Officer's Name: _____		Issuing Officer's Signature: _____	
Designation No.: _____		Permit Issue Date: _____	

**Inspection Requests:** contact Superior Safety Codes 866-999-4777, allow 48 hours' notice for inspection

Mackenzie County  
 Box 640, 4511-46 Avenue  
 Fort Vermilion, AB T0H 1N0

Phone: (780) 927-3718  
 Fax: (780) 927-4266  
 Email: office@mackenziecounty.com  
 www.mackenziecounty.com

## BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

**APPLICATION REQUIREMENTS** – Along with your approved development permit from Mackenzie County, ensure the listed supporting documentation is included with the completed building permit application, or delays may occur with regards to issuing the building permit.

**NEW HOME BUYERS PROTECTION ACT** – When constructing a new home, cabin, cottage, garage with living quarters or moving in a new manufactured home you must provide the New Home Warranty Certificate at time of application.

**NATIONAL ENERGY CODE (NEC)** – The NEC came into effect November 1, 2016. Ensure the required energy documents are submitted with the building permit application and documentation.

**BUILDER LICENSE** – As of December 1st, 2017, all residential home builders are required to have a license, all owner builders require to have Owner Authorization.

<p><b>CONSTRUCTION OF NEW HOMES &amp; ADDITIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan                      <input type="checkbox"/> floor plan(s)</li> <li><input type="checkbox"/> foundation plan            <input type="checkbox"/> elevation views</li> <li><input type="checkbox"/> building cross sections</li> <li><input type="checkbox"/> roof truss layouts        <input type="checkbox"/> manufactured floor joist layouts (Layouts can be on site at the framing stage)</li> <li><input type="checkbox"/> engineered stamped drawings for attached garage if it is pile and grade beam</li> <li><input type="checkbox"/> Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta. (unless designed to the CAN/CSA S406-92 (R2003)</li> <li><input type="checkbox"/> Hydronic Heating design information and designer certification</li> </ul>	<p><b>MANUFACTURED , MODULAR, MOBILE HOMES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan                      <input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> foundation plan            <input type="checkbox"/> CSA, QAI or Intertek #</li> <li><input type="checkbox"/> Serial #                      <input type="checkbox"/> AMA #</li> <li><input type="checkbox"/> square footage            <input type="checkbox"/> year of manufacture</li> </ul> <p><b>ONE ROOM ADDITIONS &amp; MANUFACTURED SUNROOMS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan                      <input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> foundation plan            <input type="checkbox"/> cross section view</li> <li><input type="checkbox"/> if manufactured sunroom, supplier's full product information is required or an engineer's approval</li> </ul>
<p><b>STORAGE BUILDINGS / GARAGES / SHEDS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan                      <input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> elevation views            <input type="checkbox"/> building cross sections</li> <li><input type="checkbox"/> roof truss and beam design information</li> <li><input type="checkbox"/> Hydronic Heating design information and designer certification (if applicable)</li> <li><input type="checkbox"/> pole buildings <u>require</u> engineering</li> </ul> <p><b><u>Foundation Requirements:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 4 foot frost wall and footing</li> <li><input type="checkbox"/> concrete slab is acceptable; 12" x 12" thickened edges</li> <li><input type="checkbox"/> concrete slab over 67.64 sq. meters (728 sq ft) must be engineered</li> <li><input type="checkbox"/> engineered grade beam and pile</li> <li><input type="checkbox"/> any other foundation will require a structural engineered stamped plan</li> </ul> <p><b><u>Wall Requirements:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> walls up to 12 feet in height are acceptable</li> <li><input type="checkbox"/> walls over 12 feet will require an <u>engineered</u> stamped plan</li> </ul>	<p><b>BASEMENT DEVELOPMENTS AND MINOR RENOVATIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors</li> </ul> <p><b>HOT TUBS / SWIMMING POOLS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan with dimensions of tub / pool</li> <li><input type="checkbox"/> fence information</li> </ul> <p><b>DECKS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan</li> <li><input type="checkbox"/> floor layout</li> <li><input type="checkbox"/> cross section view or example plan with dimensions filled in</li> </ul> <p><b>WOOD STOVES</b> (including fireplaces, pellet and coal stoves)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> manufacturers installation instructions</li> <li><input type="checkbox"/> references to certification listing</li> </ul>

**Construction checklists for decks, garages, mobile homes and wood stoves are also available.**

If you require any information regarding building permits or **plans** that are required, please contact Mackenzie County.