

Residential Development & Building Application - ADDITIONS / ALTERATIONS / DEMOLITIONS -

Office Use Only: **POSSE Project No** _____

Project Address: (Provide at least one of the following) – Please note: it can not be an intersection

PROJECT ADDRESS (MUNICIPAL): _____

LEGAL DESCRIPTION: PLAN: _____ BLOCK: _____ LOT: _____

Applicant Information:

Posse Customer ID for Applicant: (if known) _____

APPLICANT / CONTACT: _____

As the applicant I affirm:

- I am the registered owner of the above noted property
- I have entered into a binding agreement to purchase the above noted property with the registered owner(s).
- I have permission of the registered owner(s) of the above property to make the attached application for a Development Permit.
- I have permission of the registered owner(s) of the above noted property to make the attached application for a Combination Permit, which includes an application for a Development Permit and Building Permit.

BUSINESS NAME (IF APPLICABLE): _____

MAILING ADDRESS: _____ CITY: _____

PROVINCE: _____ POSTAL CODE: _____

EMAIL: _____ INSPECTION RESULTS TO BE MAILED TO THIS EMAIL? YES NO

PHONE #: _____ FAX #: _____ CELL #: _____

Signature: _____ **Date:** _____

Description of Work (check all that apply)

- ADDITION
 SUNROOM
 INTERIOR ALTERATION
 GAZEBO
 PERGOLA
 GREENHOUSE
 SHED
 HOT TUB
 BASEMENT DEVELOPMENT (no secondary suite)
 DETACHED GARAGE
 DETACHED CARPORT
 POND
 SWIMMING POOL
 COVERED DECK/PATIO
 UNCOVERED DECK
 SOLID FUEL BURNING APPLIANCE (eg wood, pellet, coal)
 DEMOLITION
 RENEWABLE ENERGY DEVICES (e.g. roof mount panels)
 OTHER (describe) _____

DESCRIBE WHAT IS BEING DEMOLISHED: _____

Sq FOOTAGE OF CONSTRUCTION (per structure if more than one structure involved) _____

CONSTRUCTION VALUE – COST (per structure) \$ _____

**The construction value is the value of all materials and labour (excluding Professional fees) to do the project. For demolitions, the construction value is the total cost of the demolition.

Subcontractors	POSSE Customer ID #	Business Name & Address
Building (if different from applicant)		



Home Warranty Program

All permits applied for on or after February 1st, 2014 for new dwellings or existing dwellings that are having major renovations (NHBP General Regulation 211-2013 states under "(7) For the purposes of section 1(1)(z) of the statute a building, where after a change, alteration or repair to the building, at least 75% of the enclosed square footage of the building above the foundation at the completion of the change, alteration or repair is new, is prescribed to be a reconstruction.") are required by the New Home Buyer Protection Act to have a complaint warranty or proof of exemption prior to building permit issuance.

Warranty confirmation number: _____ OR, Exemption? Yes _____ Copy Attached _____ or Not applicable _____

If pending, sign to confirm warranty (or exemption) information will be provided prior to permit issuance:

_____ (Signature)

For Office Use Only:

Minor Development Permit Required? Yes No Existing Without Permits? Yes No DP # _____

Zoning: _____ Overlay: _____

Sanitary Sewer Trunk Charge Required? Yes No Lot Grading Required? Yes No Development Fees to be charged: \$ _____

Development Permit Description:

Reviewed By: (Print Name) _____ Date: _____

Other Misc Building Permit Required? Yes No Employee Name: (Print) _____ Date: _____

If Yes – Permit to be entered by Service Advisor? Yes No

Payment of Fees

applicable fees

Permit fees must be paid in full at the time of application

We accept cash, debit, cheque or credit card. If applying, other than in person, a service representative will call you to advise you of your fees. Please note that the City of Edmonton, in accordance with Payment Card Industry, has taken measures to protect your payment card information. We are required to delete applications submitted with credit card information by unsecured methods such as fax or e-mail.

Office hours are Monday to Friday, 8:00 am to 4:30 pm. The office is closed on statutory holidays

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre at 780-442-5054.

APPLICATION REQUIREMENTS

NOTE: Electrical and mechanical work is not included in this application. If mechanical work (plumbing, gas, heating and ventilation & electrical) is being done, separate mechanical permits must be applied for. Please see www.edmonton.ca for additional information on these permits.

Secondary Suite in an existing Single Family Home:

- Use the “*Secondary Suite Application*” for an existing Single Family Home. For renovations to an existing suite that has already received its Development & Building permits to operate as a secondary suite – follow the Interior Alterations section submission information.

Garage with Garage Suite or Garden Suites:

- For new construction of a garage with garage suite or garden suite or application for a garage suite into an existing building- Use “*Garage with Garage Suite or Garden Suite Application*”. For renovations to an existing suite that already received its Development & Building permits to operate as a garage or garden suite – follow the Interior Alterations section submission information.

New Single Family Home Construction with or without a Secondary Suite

- For construction of a new single family home with or without a secondary suite - Use the *New Single Family House Permit Application*

Addition / Covered Deck / Sunroom / Exterior Alterations - if over 47 sq meters – confirmation of abandoned oil wells is required as per the Alberta government’s Energy Resource Conservation Board directive 079 (see attached “*Abandoned Wells Confirmation Form – Proposed Development*” for additional information).

- 3 sets of drawings including:
 - site plan – a blockface plan may be required if within the Mature Neighbourhood Overlay (see section 814.3(1))
 - floor plans
 - elevation plans
 - construction details

Detached Garage (this does not include Garage suites) – if over 47 sq meters – confirmation of abandoned oil wells is required as per the Alberta government’s Energy Resource Conservation Board Directive 079 (see attached “*Abandoned Wells Confirmation Form – Proposed Development*” for additional information).

- 3 sets drawings including:
 - site plan
 - Garage Design Form (available on the Web www.edmonton.ca)
 - OR** 3 sets of Construction Drawings (see note below)

Note: Garage Construction drawings may not be required for standard garage packages from a Building Supplier. In these cases, usually filling out the Standard Garage Detail Form is the only building construction information that is required unless the garage is larger than 67 sq meters (728 sq ft) or if any dimension (length or width) exceeds 9 meters (30 ft) then the foundation drawings must be stamped by a professional engineer.

However, if the client is not using a standard package (i.e. garage has a loft, or has a stick frame roof, etc) or is constructing a custom design they must also provide:

- 3 sets of garage construction drawings (same as requirements for additions (*see above*))

Uncovered Deck: (if hot tub is being installed in deck – information requirements from Hot tub section is also required)

- 3 sets of drawings including:
 - site plan
 - Deck Design Form (available on the Web (www.edmonton.ca))

Hot Tub/Private Swimming Pool:

- 3 sets drawings including:
 - site plan
 - For a hot tub – indicate the make, model and cover details, specifications and support details
 - Letter from supplier
 - For a swimming pool – plan of pool and all requirements per ABC 2006-B-73

Notes: - Any platform or deck construction, ladder and diving board or slide details will be required if these items are not part of a pre-manufactured swimming pool or hot tub package.
- Cover must be capable of supporting an adult and be lockable or six foot high fencing will be required.

Over Height Fences

- 3 copies of a site plan or real property report showing existing buildings and property lines, proposed fence location and height of fence

Parking of Recreational Vehicles on Residential Properties

- 3 copies of site plan or real property report showing existing buildings, property lines, location and dimensions of proposed parking space, existing accesses to the site and proposed access to the space.

Interior Alterations & Basement Development (for suites - refer to Secondary Suites section):

- 3 sets including:
 - Site plan
 - basement floor plan
 - indicate floor to ceiling height
 - show the location of the stairs exiting the basement
 - show location of the smoke and carbon monoxide detector (s) (*must be hard wired*)
 - show plumbing, heating and ventilation and electrical changes
 - materials of construction

Demolition of a Residential Building:

- 3 sets including:
 - site plan
 - letter of confirmation building is asbestos free and all utilities will be disconnected prior to demolition

NOTE: All demolitions require Development and Building Permit approvals. If there is more than one building being demolished a separate Building Demolition Permit will be required for each building.

Solid Fuel Burning Appliances (wood, pellet or coal):

- 3 sets including:
 - site plan (only if a chase is being constructed outside of the building)
 - construction plans including:
 - If pre-manufactured, need make and model of fireplace and chimney including ULC or WH evaluation
 - If built on site (masonry) need drawings of fireplace structure
 - Floor plans showing location where fireplace is to be installed and size of hearth
 - Location of outside combustion air (how will fresh air get from outside to inside for the fireplace)
 - Cross section showing height of chimney above roof
 - What flooring materials will be used under the hearth (*must be non combustible*)
 - Location of carbon monoxide detector required if fireplace does not have air tight doors

Accessory Structures (includes sheds, gazebos, and greenhouses):

****Note:** if structure is over 47 sq meters – a confirmation of abandoned oil wells is required as per Alberta government’s Energy Resource Conservation Board Directive 079 (see attached “*Abandoned Wells Confirmation Form – Proposed Development*” for additional information).

- 3 sets including:
 - site plan
 - construction details (including fire separations, plumbing, heating and ventilation)
 - wall and roof framing details including type of exterior finish
 - door and window details
 - if structure is pre-manufactured include specs from manufacturer

****Plan Requirements**

All Plans MUST be to scale

<p>1. Site Plan/Real Property Report</p> <ul style="list-style-type: none"> <input type="checkbox"/> a north arrow <input type="checkbox"/> corresponding street and avenue <input type="checkbox"/> dimensions of the site (property lines) <input type="checkbox"/> location of proposed and existing buildings/structures <input type="checkbox"/> location of existing and proposed accesses to the site <input type="checkbox"/> grade elevations (for additions) <input type="checkbox"/> identification of all caveats, covenants, easements <p>*Note: For information relating to grade, please refer to Section 6.1.(33) and 52 of the Zoning Bylaw 12800</p>	<p>2. Elevation Plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> showing all sides of the building (proposed and existing) <input type="checkbox"/> the building height (distances from peak to mid roofline and to main floor) <input type="checkbox"/> exterior finishing materials and colors <input type="checkbox"/> showing all windows and doors <p>*Note: Elevation plans shall include height information for proposed buildings and structures. For information relating to height please refer to Section 6.1. (36) and 52 of the Zoning Bylaw 12800 for further information.</p>
<p>3. Floor Plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> the size of the building (dimensions and square footage) <input type="checkbox"/> dimensioned room layouts indicating uses and activities <input type="checkbox"/> location of walls, doorways and windows (include all sizes) 	<p>4. Construction Details</p> <ul style="list-style-type: none"> <input type="checkbox"/> cross section showing all materials used for the structure <input type="checkbox"/> wall/floor/roof assembly details <input type="checkbox"/> foundation plans and construction specifications

2014 Permit Fees

(Payment must be submitted with the application)

Type of Construction	Development Permit	Building Permit	Safety Code Fee	Total
Additions (includes covered decks and attached carports)	\$385 + (\$40 if development permit is discretionary and notices need to be sent out)	Use construction value table below.	4% of building permit fee (\$4.50 min. up to \$560)	Varies
Interior Alterations (if applying for a secondary suite, use secondary suite application form – If applying for a garage with garage suite or garden suite – use Garage with Garage suite or Garden Suite form)	Varies depending on Project	Use construction value table below.	4% of building permit fee (\$4.50 min. up to \$560)	Varies
Demolition	\$78 + \$40 if development permit is discretionary & notices need to be sent out For one or more structures see the ** See Note below	\$100/structure A separate building permit is required for each structure being demolished.	\$4.50 for each building that is being demolished	\$182.50 or 222.50 if notices required
Uncovered Deck with/without Hot Tub, Hot Tub, Accessory Structure, Solar Panel Detached Garage, Swimming Pool	\$105 + (\$40 if development permit is discretionary and notices need to be sent out)	\$100	\$4.50	\$209.50 or \$249.50 if notices required
Exterior Alterations (no increase in floor area or height), *Wood Fireplace (includes pellet & coal)	\$155 + (\$40 if development permit is discretionary and notices need to be sent out) *this fee is charged only if chimney is built on the outside of house.	Use Construction value table below	4% of building permit fee (\$4.50 min. up to \$560)	Varies
Over Height Fences & Parking of Recreational Vehicles on Residential Properties	\$161.00 + (\$40 if development permit is discretionary and notices need to be sent out)	n/a	n/a	\$161.00 or \$201.00 if notices required

Building Permit Construction Value Table

Use the range below based on the construction value of your project.

VALUE OF CONSTRUCTION (2014)	
\$0 - \$5,000	\$ 100.00 + \$4.50 (Safety Code Fee) = \$104.50
\$5,001 - \$10,000	\$ 145.00 + \$5.80 (Safety Code Fee) = \$150.80
\$10,001 - \$25,000	\$ 250.00 + \$10.00 (Safety Code Fee) = \$260.00
\$25,001 - \$50,000	\$ 465.00 + \$18.60 (Safety Code Fee) = \$483.60
\$50,001 - \$100,000	\$ 903.00 + \$36.12 (Safety Code Fee) = \$939.12
OVER \$100,000	\$ 1760.00 + \$70.40 (Safety Code Fee) = \$1830.40

****Note:** Demolitions require both a Development Permit and a Building Permit. If we receive an application which includes the construction of a new building and the demolition of an existing building together, the Development Permit fee for the demolition of the building is not applied. However, if these applications are submitted separately each project will have a Development permit fee associated to it.

Fees for Buildings/Structures Existing without Permits

If you are applying for permits after the structure has been built, only the Development and Building Permit fees are doubled - the safety code fee will only be charged once.

Abandoned Wells Confirmation Form – Proposed Development

Note: This form is to be signed by the applicant at the time of Development Permit application, and to be submitted with a printout of the map(s) that was used to confirm the absence/presence of abandoned well(s).

If abandoned wells are *absent* within the site of proposed development:

I, _____, have reviewed information provided by the Energy Resources Conservation Board (“ERCB”) as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the **absence** of any abandoned wells within the site of proposed development.

Printed Name

Signature

Company affiliation of the signer

Date

If an abandoned well(s) is *present* within the site of proposed development:

I, _____, have reviewed information provided by the Energy Resources Conservation Board (“ERCB”) as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the licensee(s) responsible for all abandoned wells within the site of proposed development has been contacted in order to have the *Abandoned Well Locating and Testing Protocol* completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s):

ERCB Well License #	Licensee name	Licensed Surface Location (e.g., 04-20-052-23 W4M)	Contact personnel name	Phone number

Printed Name

Signature

Company affiliation of the signer

Date

Municipal Address:			
Legal Description:	Lot:	Block:	Plan:
POSSE #:		LDA:	

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

New Requirements

Effective November 1, 2012 the Subdivision and Development Regulation (Alberta Regulation 160/2012) has changed. The changes relate to the Subdivision and Development requirements around abandoned well sites. The new provisions require some changes to our business practices. In addition to our current application submission requirements, all new Development Permit and Subdivision Applications must include the following:

Development Permit Application

An application for a development permit for **a new building that will be larger than 47 square meters, or 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 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 Energy Resources Customer Care Centre at 1-855-297-8311 (toll free) or using the GeoDiscover Alberta Map at: www.geodiscoveralberta.ca to confirm whether an abandoned well is located on your property.
 - If you **do not have an abandoned well site on your property**, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and provide a copy of the map that was used to confirm the absence of abandoned wells on your property. This information must be included with your development application.
 - If you **do have an abandoned well on your property**, you must first meet the requirements as set out in ERCB’s Directive 079 before you can apply for a permit. Once ERCB’s Directive 079 requirements have been met, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and include a copy of the map used to confirm well location(s) with your development application.

The information is not required if it was submitted to the same development authority within the last year.

The following links provide further information on the added provisions.

Information Bulletin, Alberta Municipal Affairs -

http://www.municipalaffairs.alberta.ca/documents/msb/Information_Bulletin_05_12.pdf

ERCB Directive-

<http://www.ercb.ca/directives/Directive079.pdf>