



Town of Rocky Mountain House
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PlanningDept@trmh.ca

PERMIT # _____

Development Permit # _____

BUILDING PERMIT APPLICATION FORM

Permit Applicant: ☐ Owner ☐ Contractor/Engineer ☐ Applicant Application Date (mm/dd/yyyy): _____

New Home Warranty No.(if applicable): _____ Estimated Project Completion Date (mm/dd/yyyy): _____

Description of Work: _____

Estimated Project/Construction Value: _____

Address of Project: _____ Tax Roll: _____

Legal Description: Lot _____ Block _____ Plan _____

☐ Work has not started ☐ Work is in progress ☐ Work is complete WHEN PERMIT IS READY: EMAIL COPY ☐ CALL FOR PICK UP ☐

Applicant Name: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Cell: _____ Email: _____ Fax: _____

Owner Name: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Cell: _____ Email: _____ Fax: _____

TYPE OF OCCUPANCY	TYPE OF WORK	BUILDING AREA
<input type="checkbox"/> Single Residential <input type="checkbox"/> Multi-family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Manufactured/Mobile Home <input type="checkbox"/> Oil and Gas <input type="checkbox"/> Other: (please describe) _____	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Relocation/Ready to Move <input type="checkbox"/> Change of Occupancy/Use <input type="checkbox"/> Accessory Building <input type="checkbox"/> Shed <input type="checkbox"/> Deck <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Basement Development <input type="checkbox"/> Demolition <input type="checkbox"/> Swimming Pool/Hot Tub	<input type="checkbox"/> Ft ² <input type="checkbox"/> M ² Main Area: _____ 2 nd Floor: _____ Basement: _____ Developed at time of Construction: <input type="checkbox"/> Yes <input type="checkbox"/> No Total Developed Area: _____ No. of Storeys: _____ Garage: _____ Deck: _____ Shed: _____

Permit Applicant Declaration: The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act (SCA) and Regulations. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act, IJD Inspections Ltd. is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out.

I am the owner or have consent of the Owner, to apply for this Building Permit

Permit Applicant's Name (print) _____ **X** Permit Applicant's Signature _____

For Office Use Only

Permit Fees: Acceptable Payment Options include cash, debit, certified cheque, visa, mastercard (note: credit cards not accepted for payments over \$2,000)

Permit Fee: \$ _____ SCC Levy: \$ _____ Total Cost: \$ _____

SCC levy 4% of the permit fee with minimum of \$4.50 and a maximum of \$560.00

-Incentive 30% (if applicable): \$ _____

RECEIPT NO: _____

Total Cost with Incentive: \$ _____

Permit Validation Section: (to be completed by the Permit Issuer)

Special Conditions: _____ MUNICIPAL HOLD ON PERMIT: ☐

Other Permits Required (under separate application): ☐ Electrical ☐ Plumbing ☐ Gas ☐ PSDS

Permit Issuer's Name: _____ Permit Issuer's Signature: _____

Designation No.: _____ Permit Issue Date (mm/dd/yyyy): _____

Conditions

1. The issuance of a permit shall not prevent a Safety Codes Officer from stopping building construction operations which are in violation of the Safety Codes Act, regulations made pursuant thereto or bylaws.
2. By written notice, a Safety Codes Officer may suspend or revoke a permit issued in error, on the basis of incorrect information supplied or when in violation of the provisions of the Safety Codes Act, regulations made pursuant thereto or bylaws.
3. The owner is responsible for carrying out the work or having the work carried out in accordance with the Safety Codes Act, pursuant to all applicable legislation, regulations and bylaws.
4. A set of examined drawings and specifications shall be kept on the building site at all times during which the work authorized by this permit is in progress and shall be available for inspection by a Safety Codes Officer.
5. Before any excavation or construction is started, check the location of utilities and levels respecting elevations of lanes, streets or avenues, sanitary or storm sewer connections.
6. Any person who commits a breach of any of the provisions of the Safety Codes Act, or regulations made pursuant thereto, or of the conditions of a permit is guilty of an offence under the Act.
7. The permit holder is responsible for calling for inspection at the stages of construction identified as requiring an inspection.
8. Upon completion of all work authorized by an approved Building Permit, the Safety Codes Officer shall be notified that all work is completed and ready for final inspection.
9. If any portion of the work is concealed prior to an approval by a Safety Codes Officer all work may be requested to be uncovered.
10. Any required re-inspection may be subject to a re-inspection fee, as per current fee schedule. This fee is required to be paid prior to the re-inspection taking place

For information on our Building Permit fees, please visit our website at:

<https://www.rockymtnhouse.com/p/bylaws-and-policies>