

Step 1 Before you build, a **DEVELOPMENT PERMIT** must be approved.

- **A Pre-Move Inspection may be required: [All buildings are required to meet NBC CODE] Please contact the RM if moving in a building.**
- The Planning and Development fees Bylaw may apply if any additional review is required. Please contact the RM office for further information.
- It is important to submit your plans 6-8 weeks in advance of your project as a development and building permits can take weeks to receive approval, depending on the quality of the information provided and complexity of the project.

Step 2 Complete **BUILDING PERMIT APPLICATION – FORM A** and any additional forms as provided by the RM or Building Inspection Company. Include any contractor & building plans/designs **and return to the RM office.**

Step 4 The RM will send you an invoice for an estimated cost of Building Permit Fees applicable to your project (*subject to change if additional visits required*).

Step 5 Upon payment, the RM will issue you the **BUILDING PERMIT** & send the **BUILDING REVIEW PLAN** as provided by the Inspection company to commence.

Legal Land Description: _____ **Quarter** _____ **TWP** _____ **RANGE** _____ **MERIDIAN** _____

NAME OF OWNER: _____

PHONE: _____

EMAIL: _____

CONTRACTOR (if applicable): _____

PHONE: _____

EMAIL: _____

DESIGNER/ENGINEER _____

PHONE: _____

EMAIL: _____

MAIN CONTACT: (required) _____

AUTHORIZED SIGNING AGENT (required): _____

INTENDED USE OF BUILDING

- Residence Attached Garage Detached Garage Addition(s)/ Renovation(s)
 Commercial/Industrial Building Basement Relocation Deck Other _____

ESTIMATED DATES (required): Start _____ Completion _____

VALUE OF CONSTRUCTION (required): \$ _____

BUILDING DIMENSIONS

Length _____ **Width** _____ **Height** _____ **Number of Storeys** _____

Fire escapes _____ **Number of stairways** _____ **Width of Stairs** _____

Number of Exits _____ **Width of Exits** _____

BUILDING DRAWINGS

Floor plans, cross-section of the building including vertical dimensions, list of materials to be used in construction, interior and exterior finishes, insulation, wind and vapor barrier, etc. Foundation plan, and any other application information needed in order to construct.

Footings	Material	Size
Foundations	Material	Size
Exterior Walls	Material	Size
Roof	Material	Size
Studs	Material	Size
Floor Joists	Material	Size
Girders	Material	Size
Rafters	Material	Size
Chimneys	Number _____ Size _____	Material _____ Thickness _____
Heating		
Lighting		
Plumbing		
Ventilation		

- Energy Compliance forms if applicable
- Specification sheets as provided by Municode website www.municodeservices.com (FORMS)
- FOUNDATION & CLASSIFICATION OF SOIL (TYPE) _____
- SITE PLAN ATTACHED (if different from development permit)

Initials

_____ I have submitted a site plan indicating the location of all property lines, all existing and proposed buildings, the distances between all property lines and the closest lines and the closest wall of the nearest building, the location of all existing and proposed roads and a north arrow to establish orientation of the site plan. *(It is advised to have real property lines surveyed, not based on current visual estimates)*

_____ I hereby agree to comply with the Building Bylaw of the municipality and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the municipality and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the municipality or its authorized representative.

_____ It is expressly understood that the municipality requires building inspections to be called for at various stages of construction, as outlined in the building bylaw, and that it is my responsibility to contact the municipal building inspector to ensure that building inspections are carried out at the required intervals. Failure to notify the municipal building inspector at the required intervals may result in forfeiture of any required deposits, construction may result additional inspection fees, the issuance of a stop work order, and/or action outlined in the municipal building bylaw.

_____ I understand that this permit expires;

- a) one year from date of issue if work is not commenced within that period, or
- b) if work is suspended for a period of six months, or
- c) if work is suspended for a period of longer than six months by prior written agreement of the local authority or its authorized representative.

_____ I hereby agree to comply with the bylaws of the municipality respecting building and development and with the standards of the National Building Code of Canada. I acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the municipality and Acts and regulations regardless of any review of drawings or inspections that may or may not be carried out by an inspector.

Date signed Building Permit application _____

Signature of Owner or Owner's Authorized Agent

Print Name (Owner or Authorized Agent)

For Office Use Only:

Date Received	
Request for Service	
Fees Estimate	
COMPLETION FORM	