



## BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

**APPLICATION REQUIREMENTS:** Along with your approved Development Permit from the 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, garage with living quarters or moving in a new manufactured home you must provide the New Home Warranty Certificate at time of application.

**BUILDER'S LICENSE:** Effective December 1, 2017, new requirements are in effect for residential builders in Alberta. All residential builders are required to have a builder license in order to construct new homes.

**NATIONAL ENERGY CODE (NEC):** The NEC came into effect November 1, 2016. Ensure the attached 9.36 Compliance Report is completed and submitted with the Building Permit applications and documentation.

Applicant's Checklist (Included)	Office Use (Required Items)	<b>REQUIRED ITEMS</b>
<b>CONSTRUCTION OF NEW HOMES &amp; ADDITIONS</b>		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Site Plan Floor Plan(s) Foundation Plan Elevation Plan Building Cross Sections Roof Truss Layouts Manufactured Floor Joist Layouts (Layouts can be on site at the framing stage) Engineered stamped drawings for Attached Garage if it is pile and grade beam Preserved wood foundations require plans designed by an Engineer, registered in the Province of Alberta (unless designed to the CAN/CSA S406-92 (R2003)) Hydronic heating design information and designer certification
<b>MANUFACTURED, MODULAR, MOBILE HOMES</b>		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Site Plan Floor Plan Foundation Plan CSA, QAI or Intertek # Serial # AMA # Square footage Year of manufacture
<b>ONE ROOM ADDITIONS &amp; MANUFACTURED SUNROOMS</b>		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Site Plan Floor Plan Foundation Plan Cross section view If manufactured sunroom, supplier's full product information is required or an Engineer's approval <b>NOTE: Pile foundations require engineering</b>
<b>STORAGE BUILDINGS / GARAGES / SHEDS</b>		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Site Plan Floor Plan Elevation views Building cross sections Roof truss and beam design information and designer certification (if applicable)

**PLEASE CONTACT YOUR SELECTED SAFETY CODES AGENCY FOR INSPECTIONS ALLOWING 48 HRS NOTICE FOR INSPECTION**

<input type="checkbox"/>	<input type="checkbox"/>	Pole building require engineering
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Foundation Requirements</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	4 foot frost wall and footing
<input type="checkbox"/>	<input type="checkbox"/>	Concrete slab over 55 sq. metres (592 sq. ft.) must be engineered
<input type="checkbox"/>	<input type="checkbox"/>	Engineered grade beam and pile
<input type="checkbox"/>	<input type="checkbox"/>	Any other foundation will require a structural engineered stamped plan
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Wall Requirements</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	Walls up to 12 feet in height are acceptable
<input type="checkbox"/>	<input type="checkbox"/>	Walls over 12 feet will require an <u>engineered</u> stamped plan
<b>BASEMENT DEVELOPMENTS &amp; MINOR RENOVATIONS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors
<b>HOT TUBS / SWIMMING POOLS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Site plan with dimensions of tub/pool
<input type="checkbox"/>	<input type="checkbox"/>	Fence information
<b>DECKS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Site plan
<input type="checkbox"/>	<input type="checkbox"/>	Floor layout
<input type="checkbox"/>	<input type="checkbox"/>	Cross section view or example plan with dimensions filled in
<b>WOOD STOVES (including fireplaces, pellet and coal stoves)</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Floor plan
<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's installation instructions
<input type="checkbox"/>	<input type="checkbox"/>	References to certification listing
<b><i>NOTE: Pile foundations require engineering</i></b>		

If you require any information regarding Building Permits or **plans** that are required, please contact the Safety Codes Provider.

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; A Safety Codes Agency 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. The personal information requested on this form is being collected for purposes provided under Section 33(c) of the Freedom of Information of Privacy Act and is protected by the Act.

\_\_\_\_\_  
Permit Applicant Name (Please print)

\_\_\_\_\_  
Permit Applicant Signature

\_\_\_\_\_  
Homeowner's Signature (SEE HOMEOWNER'S DECLARATION FORM)



# Building Permit Application

Permit Label

Permit Type:  Owner  Contractor

Development Permit Number: \_\_\_\_\_

Application Date (M/D/Y): \_\_\_\_\_

Estimated Completion Date (M/D/Y): \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **Prov:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Alt Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **Prov:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Alt Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Municipality:** COUNTY OF VERMILION RIVER **Street Address** \_\_\_\_\_  
**Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Plan:** \_\_\_\_\_ **Subdivision/Hamlet Name** \_\_\_\_\_  
**Legal Subdivision:** \_\_\_\_\_ **Part of:** \_\_\_\_\_ **¼ Sect:** \_\_\_\_\_ **Twp:** \_\_\_\_\_ **Rg:** \_\_\_\_\_ **W of:** \_\_\_\_\_ **Tax Roll #:** \_\_\_\_\_  
**Directions:** \_\_\_\_\_

**Architect and/or Engineer** (Name and Company): \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Building Type:**  Single  Multi Family  Detached / Attached Garage  Accessory Bldg  Foundation  Deck  Wood Burning Stove/Fireplace  
**Type of Work:**  New  Renovation  Addition  Demolition  Relocation  Manufactured Home\*  Modular Home\*  Basement  Other  
**Building Use:**  Farm  Residential  Commercial  Industrial  Institutional  Oil & Gas  Other (specify) \_\_\_\_\_  
 sq. meters  sq. feet **No. of Stories:** \_\_\_\_\_ **Building Classification:** \_\_\_\_\_  
**Main Area:** \_\_\_\_\_  
**2<sup>nd</sup> Floor Area:** \_\_\_\_\_  
**Basement Area:** \_\_\_\_\_  
**Garage Area:** \_\_\_\_\_  
 Developed  Yes  No  
 Detached  Attached

**Detailed Description of Work and/or intended use or occupancy of the building:**

\*Manufactured Home –Transportable in single or multiple sections; is ready for residential occupancy upon completion of setup. \*Modular Home – assembled at site in sections; sections have no chassis, running gear nor its own wheels.

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Permit Applicant Name (Please print) \_\_\_\_\_ Permit Applicant Signature \_\_\_\_\_ Homeowner's Signature (SEE HOMEOWNER'S DECLARATION FORM) \_\_\_\_\_

**Project Value** (Materials & Labour): \$ \_\_\_\_\_ **Total Developed Area:** \_\_\_\_\_ Sq. Ft.  
**Permit Fee:** \$ \_\_\_\_\_ **Payment Method:**  Credit Card  Debit  Cheque  Cash  
**\*SCC Levy:** \$ \_\_\_\_\_ **Authorization / Cheque Number** \_\_\_\_\_  
**TOTAL FEE:** \$ \_\_\_\_\_ **Credit Card #:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_  
**Receipt #:** \_\_\_\_\_ **Date of Authorization:** \_\_\_\_\_  
**\*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560** **Name of Cardholder:** \_\_\_\_\_  
**Signature of Cardholder:** \_\_\_\_\_

**Permit Validation Section to be completed by the Building Safety Codes Officer:**  
**Special Conditions:** \_\_\_\_\_  
 \_\_\_\_\_  
 SCO's Name (print or type) \_\_\_\_\_ SCO's Signature \_\_\_\_\_  
 SCO's Designation Number \_\_\_\_\_ Date of Issue (M/D/Y): \_\_\_\_\_

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## HOMEOWNER'S DECLARATION FORM

The owner of anything, process or activity to which this (Safety Codes Act) Act applies shall ensure that it meets the requirements of this Act, that the thing is maintained as required by the regulations and that when the process or activity is undertaken it is done in a safe manner. 1991 cS-0.5 s5

"Homeowner" means a person as the owner of the fee simple estate of land, who resides or, with respect to a residence that is under construction, intends to reside in a freestanding single family dwelling, located on the land.

- (A) You must **OWN** and **LIVE IN** or **WILL LIVE IN** the single family residence in which you wish to do the work for the following permits: building, electrical, plumbing or gas;
- (B) You must have knowledge and be personally capable to perform the work/installation.

I am the registered Homeowner, whose name appears on the land title of the property indicated below and accept full responsibility for the work I propose to do that will be in compliance with the Safety Codes Act and Regulations. All information provided is true and correct.

Having read and understood the above conditions I declare that I know how, will **PERSONALLY** install and take full responsibility for the work I propose.

CIVIC ADDRESS: \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ PLAN \_\_\_\_\_

LEGAL SUBDIVISION: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Note: A permit is not a guarantee or assurance of the quality of the work, system, or project to be undertaken, nor does it guarantee the longevity of a material, product, or assembly. The undertaking needs to satisfy the requirements of the applicable Codes and Standards.

### **OFFICE USE ONLY**

*Permit # issued:* \_\_\_\_\_

*Date issued:* \_\_\_\_\_



# NATIONAL ENERGY CODE FOR BUILDINGS COMPLIANCE REPORT

Effective November 1, 2016 the Government of Alberta introduced energy efficiency regulations to be included with building permit applications. This requires the building permit applicant to include a declaration be made that the calculations have been completed in compliance with the new requirements.

The following is a guide to be used to assist in the submission of the newly required information and must be complete, legible and accurate. Incomplete submissions will be rejected and delays the building permit review process.

Questions or clarifications regarding these requirements can be directed to Alberta Municipal Affairs, Safety Services at 1-866-421-6929 or by email at [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)

<b>Building Permit Number (Internal Use):</b>
<b>File Number (Internal Use):</b>

Date:

Project Name	
Project Address	
Applicant Name	
Applicant Email	

## COMPLIANCE PATH OPTIONS:

### Prescriptive Path:

Meet all prescriptive requirements in NECB sections 3.2, 4.2, 5.2, 6.2, and 7.2  
-Least flexibility in design

**Submission Requirements:** *Calculations confirming performance requirements of NECB including effective thermal transmittance of walls, roofs & floors, FDWR, lighting power density calculations, information on equipment and components utilized in design such as heating equipment efficiencies, lighting fixture schedules, insulation specifications etc.*

### Prescriptive with Trade-off:

Trade-off performance elements within one part against another part.  
-Limitations listed in NECB 3.3, 4.3, 5.3 and 6.3

**Submission Requirements:** *Prescriptive submission requirements stated above and complete trade-off calculations and summary reports from a professional licensed in Alberta to perform such calculations. All submissions must be stamped by the consultant assuming this responsibility.*  
**Verification is required at project completion, prior to final inspection.**

### Prescriptive/Trade-off with detailed trade-off path for the building envelope:

Building envelope performance modelling with prescriptive mechanical and electrical system path  
-Hybrid of paths

**Submission requirements:** *Complete trade-off calculations and summary reports from a professional licensed in Alberta to perform such calculations.*  
*All submissions must be stamped by the consultant assuming this responsibility.*  
**Verification is required at project completion, prior to final inspection.**

**Performance Path**

Uses energy simulation modeling of all building systems.

-Allows full trade-off between Parts. See Part 8.

**Submission Requirements:** Part 8 Performance Model Energy: Model Compliance Summary Calculations required by NECB Division C, 2.2.2.8.

Verification is required at project completion, prior to final inspection.

Select Compliance for each Part (only one selection is allowed per part):

**Part 3: Building Envelope**

<input type="radio"/> *Detailed Trade-off (NECB Part 8)
<input type="radio"/> Trade Off
<input type="radio"/> Prescriptive

\*Mix of prescriptive and &/or trade-off paths for parts 4, 5, 6, & 7 and Part 3 Envelope Energy Model

**Part 4: Lighting**

<input type="radio"/> Trade-off
<input type="radio"/> Prescriptive

**Part 5: HVAC**

<input type="radio"/> Trade-off
<input type="radio"/> Prescriptive

**Part 6: Service Water Heating**

<input type="radio"/> Trade-off
<input type="radio"/> Prescriptive

**Part 7: Electrical Power Systems and motors**

<input type="radio"/> Trade-off
<input type="radio"/> Prescriptive

**OR**

<input type="radio"/> Part 8: Performance Energy Model
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\_\_\_\_\_  
Permit Applicant Name (Please print)

\_\_\_\_\_  
Permit Applicant Signature

\_\_\_\_\_  
Homeowner's Signature (SEE HOMEOWNER'S DECLARATION FORM)

**Permit Validation Section to be completed by the Building Safety Codes Officer:**

Special Conditions: \_\_\_\_\_

\_\_\_\_\_  
SCO's Name (print or type)

\_\_\_\_\_  
SCO's Signature

\_\_\_\_\_  
SCO's Designation Number

\_\_\_\_\_  
Date of Issue (M/D/Y):



# NATIONAL ENERGY CODE

## 9.36. COMPLIANCE REPORT

### HOUSES & SMALL BUILDINGS

(New Construction Including Additions)

Effective November 1, 2016 the Government of Alberta introduced energy efficiency regulations to be included with building permit applications. This requires the building permit applicant to include a declaration be made that the calculations have been completed in compliance with new Alberta Building Code requirements (9.36.5).

The following is a guide to be used to assist in the submission of the newly required information and must be complete, legible and accurate. Incomplete submissions will be rejected and delays the building permit review process.

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<b>Building Permit Number (Internal Use):</b>
<b>File Number (Internal Use):</b>

Date:

Project Name	
Project Address	
Applicant Name	
Applicant Email	

Compliance Path <i>(Choose only one)</i>	<input type="radio"/> Prescriptive <small>(ABC 9.36.2-9.36.4)</small>	<input type="radio"/> Trade-off	<input type="radio"/> Performance
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\*Trade-off or performance paths require additional documentation (computer software modeling calculations)

Climate Zone	
Heating Degree-days (HDD)	
Building area in <b>square meters</b>	

Is there a Heat Recovery Ventilator (HRV): Yes No	If yes state type:	If yes state efficiency:
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Effective Rsi Values <small>(Can be submitted as attachment)</small>	Above Ground	Below Ground
<b>Walls</b>		
<b>Floors</b>		
<b>Roofs</b>		
<b>Windows</b>		
<b>Doors</b>		

<input type="radio"/> Computer Software Calculations Submitted	<input type="radio"/> Hand Written Calculations Submitted
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Proposed Air Barrier System:	
Proposed Insulation System:	

HVAC System Components	Type	Efficiency
Additional Info:		

Service Hot Water System Components:	Type	Efficiency
Additional Info:		

***\*Architectural details on drawings to include continuity of insulation & air barrier systems at footing/slab junction, windows, outlet boxes, wall/floor junctions, wall/roof junctions, cantilevers, attic hatches etc.***

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Permit Applicant Name (Please print)
Permit Applicant Signature
Homeowner's Signature (SEE HOMEOWNER'S DECLARATION FORM)

**Permit Validation Section to be completed by the Building Safety Codes Officer:**

Special Conditions: \_\_\_\_\_

SCO's Name (print or type)
SCO's Signature

SCO's Designation Number
Date of Issue (M/D/Y):