

Planning and Development Services, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7

Phone 780-464-8080 Fax 780-464-8142

Check all applicable permit type(s) being applied for:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Single detached | <input type="checkbox"/> Detached garage | <input type="checkbox"/> Basement Development | <input type="checkbox"/> Manufactured/Mobile home move on |
| <input type="checkbox"/> Semi-detached/duplex | <input type="checkbox"/> Attached garage | <input type="checkbox"/> Secondary suite | <input type="checkbox"/> Wood-burning fireplace or stove |
| <input type="checkbox"/> Row house (include # of units) _____ | <input type="checkbox"/> Garden suite | <input type="checkbox"/> Deck | |
| <input type="checkbox"/> Other (describe proposed building/work) _____ | | | |

Estimated construction value \$ _____

 Will your proposed development qualify for any Strathcona County building rebates? ☐ yes ☐ no

<https://www.strathcona.ca/agriculture-environment/environment-and-conservation/environmental-initiatives/green-building-rebate-program/>

 Is the wastewater from this building proposed to be treated or disposed of on-site? ☐ yes ☐ no

(i.e., septic tank, mound, low-pressure main)

Property address _____ **Subdivision** _____

Legal description Lot _____ or Condo unit _____ Block _____ Plan _____

 (if applicable) Quarter _____ Section _____ Township _____ Range _____ Meridian 4
Applicant Name(s) _____ **Contact Name** _____

(If different than the applicant)

Applicant Address _____

City _____ Province _____ Postal code _____

Phone number _____ Alternate phone number _____ email _____

Builder License # _____ License Type(Developer, Contractor, Owner Builder) _____ License Expiry Date _____

Landowner name _____ **Contact name** _____

(If different than the applicant)

(If different than the landowner)

Landowner Address _____

City _____ Province _____ Postal code _____

Phone number _____ Alternate Phone number _____ email _____

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

Signature of the authorized applicant

 When the permit is ready: ☐ call for pickup ☐ email it _____

Email (if different than the applicant's email)

Collection and use of personal information

 Personal information is collected under the authority of s. 4(c) of the *Protection of Privacy Act* and will be used in the management and administration of Strathcona County's planning and permitting processes. Information related to your permit application and/or any permit(s) issued may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of your personal information, contact the Manager, Permitting Approvals and Inspections, Strathcona County at 780-464-8080.

Payment Information

 Cheques should be made payable to **Strathcona County**. Post-dated cheques will not be accepted. If paying by credit card, a County Representative will contact you for payment.

For office use only
Building area

 Main _____ (ft²) 2nd & Add _____ (ft²) Basement _____ (ft²) Secondary Suite _____ (ft²) Garage _____ (ft²) Total _____ (ft²)

Fees

Building	Date received	Roll #
SCC	Received by	Application #
Lot grading	Entered by	<input type="checkbox"/> DP applied for <input type="checkbox"/> DP issued
Lot grading GST	Date entered	
Total		DP #
Receipt number	Fees paid by <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash	
Comments		

Terms and Conditions

1. Act

The issuance of a permit does not prevent a Safety Codes Officer from issuing a correction notice if building construction operations are found not to be in accordance with the Safety Codes Act, pursuant regulations, or bylaws.

2. Deviation

No deviation from plans, specifications, or information contained in this permit application shall be allowed without written authorization from the Safety Codes Officer.

3. Expiry

This permit expires one year from the date of issue.

4. Location of Utilities

Before any on-site work or excavation is initiated, all utilities on the property must be located and marked. Visit www.albertaonecall.com to submit a locate request.

5. Inspection

The person authorized to perform the installations governed by this permit shall contact the Safety Codes Officer to arrange for the required inspection(s) as noted on the issued permit and shall notify the Safety Codes Officer before concealment of any portion of the installation. If any part of the work is concealed prior to being approved by a Safety Codes Officer, all work may be required to be uncovered for inspection.

6. Admission

The Safety Codes Officer shall not be refused admission during any reasonable hours of the day for the purposes of conducting an inspection.

7. Reinspection

Any required reinspection may be subject to a reinspection fee, as outlined in the Fees, Rates and Charges Bylaw. This fee is required to be paid before the reinspection can be scheduled.

8. Offence

Any person who breaches 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.

9. Approval

Neither the examination of plans and specifications nor the issuance of a permit shall be construed to be an approval of any installation made or done in contravention of any provision(s) of a bylaw, an agreement, or the Safety Codes Act or regulations. Satisfactory inspections are required for final approval.

10. Refunds

A refund on a building permit application will only be considered if the refund request is submitted within 120 days of the date on which the application was received.

- Refund request submitted prior to review of permit application – Full refund less administrative fee of \$100.
- Refund request submitted prior to inspection – Original fee less 25% (minimum \$100 administrative fee retained).
- Refund request submitted after an inspection has taken place or work has commenced – No refund.

Refunds for an application taken in error or an error in fee calculation will be considered on a case-by-case basis. The Permitting Approvals & Inspections Manager can make exceptions to the application of holdbacks on refunds prior to permit issuance.

Please note that the County collects, on behalf of the Safety Codes Council, levies in accordance with the rates established by the Safety Codes Council. Refunds of Safety Codes Council levies will only be considered when an application is taken in error or an error in fee calculation occurs.