

PERMIT APPLICATION INSTRUCTION PACKAGE

The following information is designed to assist with completing the ASCA application. ASCA agencies are available throughout Alberta to further assist with this process and may be contacted for a free consultation.

In order to obtain a permit by discipline, the applicant must submit the following:

Building Permit

- ✓ The number of complete sets of construction drawings which should include elevation, floor plan, foundation, cross section and site plan
- ✓ Completed permit application
- ✓ Method of payment
- ✓ Copy of the Municipal Development Permit

Electrical Permit

- ✓ Completed permit application
- ✓ Method of payment

Please note:

For electrical installations greater than \$10,000, it will be at the discretion of the Safety Codes Officer as to whether construction documents (including plans and specifications) will be required.

For electrical installations greater than \$25,000, construction documents are required. An additional hourly rate will apply for electrical plans review.

Gas Permit

- ✓ Completed permit application
- ✓ Method of payment

Plumbing Permit

- ✓ Completed permit application
- ✓ Method of payment

Private Sewage Disposal System Permit

- ✓ Completed permit application
- ✓ Site plan
- ✓ Soil profile log form providing the results from two (2) tests pits with a copy of the soil analysis report
- ✓ Expected volume of sewage per day
- ✓ The criteria used to determine the expected volume of sewage per day
- ✓ Description and details of all sewage system treatment and effluent disposal component(s)
- ✓ Details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table from ground surface
- ✓ Method of payment

Private Sewage Disposal System Permit applications must be reviewed by a Level 2 Plumbing Safety Codes Offices prior to issuance.

SAMPLE OF PERMIT APPLICATION FORM



**Alberta
Safety Codes
Authority**

A Division of the Safety Codes Council

Agency Information

Agency file number/
eSITE PERMIT NUMBER

**GENERAL INFORMATION
PERMIT APPLICATION FORM**

Development Permit Number: _____ **New Home Warranty #** _____
Other Permits Required (under separate application): Building Electrical Gas Plumbing PSDS
Application Date: _____ **Estimated Project Completion Date:** _____
Permit Applicant: Owner Contractor **Value of Installation (Labour and Material) \$** _____

OWNER INFORMATION

Owner Name: _____ **Mailing Address:** _____
City: _____ **Province:** _____ **Postal Code:** _____ **Phone:** _____
Fax: _____ **Cell:** _____ **Email:** _____

CONTRACTOR INFORMATION

Contractor: _____ **Company Name** _____ **Mailing Address:** _____
City: _____ **Province:** _____ **Postal Code:** _____ **Phone:** _____ **Fax:** _____
Contact: _____ **Name** _____ **Cell:** _____ **Email:** _____

PROJECT INFORMATION

Project Location: **Municipality:** _____ **Tax Roll #:** _____
Street Address: _____ **Subdivision Name:** _____
Lot: _____ **Block:** _____ **Plan:** _____ **Legal Subdivision:** _____ **Part of:** _____ **Section:** _____ **Township:** _____ **Range:** _____ **West of:** _____
Directions: _____
Description of work: _____

ADDITIONAL INFORMATION

Type of Occupancy / Building Type / Building Intended Use	Type of Work	Number of Fixtures / Outlets	Installation Type	Other Information

PERMIT APPLICATION DECLARATION

OFFICE USE ONLY

Permit Fee: \$ _____ *SCC Levy: _____ Total Cost: \$ _____ Receipt #: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Interac V Chq# _____ <input type="checkbox"/> Credit Card (attach signed Authorization form)	<input type="checkbox"/> Work in progress or already completed _____ Issuing Officer's Name: _____ Issuing Officer's Signature: _____ SCO Name: _____ Designation Number: _____ Permit Issue Date: _____
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Agency's contact information: **Street Address, City, Postal Code, Phone, Toll Free Phone, Fax, Toll Free Fax**

To apply for a permit, the applicant must fill out the following sections:

GENERAL INFORMATION

- Indicate development permit number (development permits are issued by local municipalities).
- Indicate the new home warranty number (for building permits only).
- Check all permit types that apply to the project.
- Put the date of application and the estimated project completion date.
- Indicate who is applying for a permit: owner or contractor.
- Put the value of installation (dollar value for the materials and labour - the current industry value, not a discounted rate).



OWNER INFORMATION

- Fill in information about the owner: name, mailing address, phone, fax, cell, email. This section is mandatory, even if it is the contractor who is submitting the application.



CONTRACTOR INFORMATION

- Fill in information about the contractor: company name, mailing address, phone, fax; name of the contact person, their cell and email.



PROJECT INFORMATION

- Fill in the information about project location: municipality; tax roll number (land tax number, i.e. the number assigned to the owner which identifies their property for tax purposes; each municipality has its own series of numbers); street address; subdivision name; lot; block; plan; legal subdivision; directions.
- Describe the work that will be done on the project. A description of work should always be included so that the Safety Codes Officer knows what they should be inspection when they are on site.



ADDITIONAL INFORMATION

Depending on the Discipline, the Applicant checks off required items / provides specific information:

Checklist	Discipline	Building	Electrical	Gas	Plumbing	PSDS
Type of Work		✓	✓	✓		
Building / Intended Use		✓	✓			
Building Area in SQ.FT.		✓				
Type of Occupancy				✓	✓	✓
Installation				✓		✓
Treatment / Disposal Methods						✓
Number of Fixtures					✓	
Number of Outlets				✓		
Service			✓			



PERMIT APPLICATION DECLARATION

- Read and sign permit application Declaration.
Note: depending on the permit type, the Declaration might need other signatures in addition to the applicant's (e.g. journeyman's, Master Electrician's, etc.)



OFFICE USE ONLY



For more details, please refer to discipline specific Guidelines, or contact your Agency