

# DO I NEED A BUILDING PERMIT?

## Questions to ask before you start your project:

- Do you need a building permit?
- Do you need any other permits?
- Where do you get a permit?
- What else do you need to know?

## When do you need a building permit?

Building permits are required for most major construction projects. These projects include new buildings, additions, renovations, alterations, repairs, relocations, demolitions, or the change of use in an existing building.

**NOTE:** The *Safety Codes Act* requires that all contractors and homeowners in Alberta obtain permits prior to starting any work on buildings covered by the current edition of the Alberta Building Code.

## Responsibility for compliance

The owner of the building has full responsibility for carrying out construction or having construction carried out in accordance with the requirements of:

- the *Safety Codes Act*;
- regulations related to the *Safety Codes Act*;
- the Alberta Building Code; and
- the permit, including compliance with any special conditions required by the authority having jurisdiction.

**NOTE:** The issuance of a permit or inspections performed by the local authority do not relieve the owner from full responsibility for any of the construction.



# SAFETY TIPS

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### Other kinds of permits

Depending on the nature and scope of your project, you may also require one or more of the following permits:

- electrical
- plumbing
- gas permit
- private sewage systems
- heating and ventilation

### Where do you get a permit?

Permits are available through municipalities that administer the *Safety Codes Act* and through agencies that provide inspection services on behalf of municipalities or the province. If you don't know whether your municipality issues permits, please visit the Safety Codes Council website at [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca).

Development permits allow for a specific type of development and ensure the local zoning and development bylaws are met. Check with your municipality to see if a development permit is required for your proposed project. Where applicable, a copy of the approved development permit should be provided with your building permit application.

### Required plans information

Before starting any construction, you must submit plans with your building permit application to your municipality or permit provider. The plans may include any combination or all of the following:

- site plan
- foundation (basement) plan
- floor plans
- elevations
- cross-section

### Applying for a building permit

When applying for a building permit, you must submit the following information to your local authority:

- details of the project or occupancy to be covered by the permit.
- details of the land on which the project will be located, including a description that will easily identify and locate the building lot.
- plans, specifications and other documents showing, in detail, the proposed occupancy of all parts of the building.
- state the value of the proposed project.
- state the names, addresses and phone numbers of the project owner, designer and contractor.



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### Design Professionals

If the details are outside the scope of the Alberta Building Code, you may need the help of a professional to finish the structural design.

Professional involvement is determined based on the building size and complexity as set out in the Alberta Building Code.

If the requirement for a professional is not clear, you must contact your local authority to get clarification.

**NOTE:** The owner is responsible to ensure professionals are used where they are required by the code or by the local authority.

### Do you still have questions on whether you need a permit?

Contact your municipality if it is not clear whether a permit is required or whether a permit is already in place for a specific project.

If your municipality does not issue permits, you can contact the Alberta Safety Codes Authority (ASCA) at 1-888-413-0099.

### New Home Buyer Protection

The *New Home Buyer Protection Act* requires builders or owner/builders to provide new home warranty coverage for all new homes or large home additions built as of February 1, 2014. This warranty provides, at minimum, coverage of:

- one year labour and materials;
- two years labour and materials related to delivery and distribution;
- five years building envelope protection; and
- 10 years for major structural components.

Further information on the legislation is available at [homewarranty.alberta.ca](http://homewarranty.alberta.ca).

### Benefits of getting a permit

When you get a permit, certified safety codes officers (inspectors) will:

- give you expert advice;
- review your plans to find any potential problems;
- inspect your project; and
- make sure your project meets the Alberta Building Code.

Making changes at the planning stage can save you money rather than making costly corrections after construction. Certified safety codes officers will give you an inspection report(s) and follow-up on any ongoing problems to make sure your project is safe.



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### Contact

#### Community and Technical Support branch of Municipal Affairs:

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed statutory holidays)

Toll free: 1-866-421-6929

Email: [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)

#### Safety Codes Council:

Toll free: 1-888-413-0099 (within Alberta)

Email: [sccinfo@safetycodes.ab.ca](mailto:sccinfo@safetycodes.ab.ca)

Web: [safetycodes.ab.ca](http://safetycodes.ab.ca)

#### Alberta Safety Codes Authority:

Toll free: 1-888-413-0099 (within Alberta)

Email: [askasca@safetycodes.ab.ca](mailto:askasca@safetycodes.ab.ca)

