

Alberta Safety Codes Authority (ASCA)
BUILDING PERMIT APPLICATION GUIDELINES

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BUILDING PERMITS ARE REQUIRED FOR MOST MAJOR PROJECTS. THESE PROJECTS INCLUDE NEW BUILDINGS, ADDITIONS, RENOVATIONS, ALTERATIONS, REPAIRS, RELOCATION, DEMOLITION, OR THE CHANGE OF USE IN AN EXISTING BUILDING.

NOTE: The *Safety Codes Act* requires that all contractors or owners in Alberta obtain permits before starting any work on buildings covered by the current edition of the *National Building Code - Alberta Edition*.

When applying for a building permit, remember that:

- The permitted work must comply with all applicable codes and regulations.
- Permits have expiry dates. Permit expiry dates can be located under the general permit conditions section of the issued permit document.

Before You Apply

Supporting project-specific documents and/or drawings will be required to be submitted with a building permit application. For a complete list of required documents and/or drawings, please review ASCA's *Building Permit Application Document Checklist*.

Completing Your Application

The following information is intended to assist in completing ASCA's building permit application. ASCA contracted agencies are available throughout Alberta to assist with the application process. To obtain information on ASCA contracted agencies available in your municipality, visit our website at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/>

The *Alberta Permit Regulation* governs matters related to the safety codes permits. This Regulation sets specific requirements for information that **must** be included on a permit application. A permit cannot be issued if you do not provide this mandatory information.

How can I sign my permit application?

1. **Fill out the form digitally** through the open browser.
2. Once completed, **save it to your device**.
3. **Close the permit application** that is open in your browser.
4. **Reopen the permit application** through your choice of e-Signature / Digital Signature software to sign the permit application electronically.

*Please note that providing an email address is required for completing the permit application. This is necessary to ensure effective communication and timely updates regarding your permit application and project compliance monitoring. Additionally, your email address will serve as a primary means of contact for all notifications and correspondence related to the permit application, permitting, inspections, and compliance monitoring progress.

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After Your Permit Is Issued

You will receive a plan review report with the plans stamped, signed, and dated by the safety codes officer (SCO). It is important that you read through the plan review report issued by the permitting agency. The plan review will cover important details regarding your permitted work, any required actions, additional drawings, and/or documents that may need to be submitted as your construction progresses.

Permits include site inspections performed by certified safety codes officers and are critical to ensuring that your project is safe for occupancy and will not cause harm to persons or property.

The permitting agency will communicate the minimum number of required inspections to the permit applicant as part of the issued permit and/or plan review document. **It is the permit applicant's responsibility to call the permitting agency to arrange for the required inspections.** To ensure that your inspection takes place on schedule, we recommend contacting the permitting agency 2 to 5 days in advance of the anticipated inspection date.

Completing Application Fields

Permit Applicant

In the building discipline, an owner, an owner's agent, or a contractor can apply for a permit. Contractors can apply for a building permit when they are qualified to complete the work associated with the permit under the *Skilled Trades and Apprenticeship Education Act*.

Section 1(1)(v) of the *Safety Codes Act* defines "owner" includes a lessee, a person in charge, a person who has care and control and a person who holds out that the person has the powers and authority of ownership or who for the time being exercises the powers and authority of ownership.

Application Date

The date you will be submitting the application.

Development Permit Number (if applicable)

Municipalities require a development permit for new construction, renovation, and change of use of buildings. For more information, contact your municipality's planning and development department.

Builder License ID No. (if applicable)

All residential builders are required to have a Builder License to obtain a permit for the construction of new homes.

New Home Warranty Number (if applicable)

Homes built, moved, or substantially changed after February 1, 2014, are required to have new home warranty coverage. Builders/Owners are responsible for making sure the home is enrolled with a warranty provider.

Estimated Start Date

The date you expect to begin the work associated with this permit.

Estimated Completion Date

The approximate date you expect to complete the work associated with this permit.

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Value of Work (*labour and materials*)

The combined dollar value of the materials used for the work being completed and the labour cost to complete the work. The value expressed should be the current industry value, not a discounted rate. Do not include the cost of the land or landscaping.

Owner Name

As per the *Alberta Permit Regulation*, owner information is required even when the contractor is applying for the permit. Owner email address is required. The owner is ultimately responsible for ensuring that the work complies with the *Safety Codes Act*. Certain communications and documents will always be issued to the owner, including:

- A non-compliant final inspection report, providing information on the condition of the work at the time of the inspection.
- A permit services report, issued when the permit is closed, provides the owner with the outcome of the compliance monitoring process.
- A notice of a no-entry inspection, permit refusal, and/or permit expiry.

Contracting Company Information

This information is required if the contractor is applying for the permit.

Contact Name

Include the builder, site supervisor, or primary contact information. Contact email address is required.

Project Location

A permit application must include the address of the location where the work will take place. Ensure an accurate and full address is provided and indicate the municipality name.

*Legal land description is required (e.g. lot/block/plan; municipal address, long legal).

Directions

Directions will help the safety codes officer find the project location for inspection(s).

Description of Work

A permit application must describe, in full, the work governed by the permit. This description should give the safety codes officer an idea of what to expect at the worksite, technical aspects and the scope of the work. Select the check box indicating the status of the project.

Type of Occupancy

Select the option that best describes how the building will be used after the work associated with this permit is completed.

Type of Work

Select the option that best describes the work to be completed.

Building Area

Enter the measured floor space for each area directly involved in the work covered by the permit. The total developed area and the number of storeys is required.

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Permit Applicant's Signature

The permit applicant is required to sign the permit application. A convenient and preferred signing method is e-Signature or Digital Signature.

Permit Fee – OFFICE USE ONLY

Fees for a permit will be calculated by the permit-issuing agency.