ABOUT ASCA

The Alberta Safety Codes Authority (ASCA) oversees the provision of permit-related services under the Safety Codes Act in unaccredited municipalities.

Partnering with accredited agencies, ASCA oversees permitting and inspection services in the Building, Electrical, Gas, Plumbing, and Private Sewage disciplines. ASCA ensures standardized permit fees, consistent turnaround times on plan reviews and permit applications, timely project inspections, and follow-ups, standardized and easy-to-follow applications, checklists, and templates.

Permit Application Package

The Safety Codes Act requires that contractors and homeowners in Alberta obtain permits before beginning work on buildings and systems covered under the Safety Codes Act. This work typically includes new constructions, installations, alterations, repairs, relocations, changes of use, demolitions, and removals.

If you are a homeowner or contractor seeking construction permits and inspection services in unaccredited municipalities of Alberta, this Safety Codes permit Application package will provide helpful information to assist you with the permit application process.

The package contains Building, Electrical, Gas, Plumbing, and Private Sewage System (PSDS) permit applications and application guidelines. The permit application guidelines will explain when safety code permits are required and guide you step by step on how to fill out each permit application.

Within this package, you will find the required documents checklists and a site plan template for building and PSDS projects.

In addition to these documents, safety tips and information sheets are included for various projects.
These educational sheets will help you understand the proper practices and designs to achieve the standards of safety as set by the code in force in our province.

Where to get a permit

To find where to purchase a permit in your area visit our website
https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/

We are here to help ensure that you have a positive experience with the permitting and inspection process. If you have questions or concerns, please contact us at **1.888.413.0099 ext. 2** or email us at **askasca@safetycodes.ab.ca.**

Safety Codes Council
Alberta Safety Codes Authority

THE VALUE OF A PERMIT

Contractors and homeowners in Alberta are required to obtain permits before beginning work on any structure or system covered under the Safety Codes Act.

Whether you're planning to construct a new building or remodel your home, you will need to get a permit, or permits, to cover the work that will be performed.

Even smaller renovations, such as building a deck, putting in a window, or updating the plumbing or electrical in your home, will require a permit.

Safety Codes Officers with extensive knowledge of safety codes and regulations will review your project plans to make sure that all relevant standards are being followed.

The safety codes officers will complete the required inspections and can give you advice on how to meet the code requirements, helping you bring your permitted work to compliance.

Getting the proper permits and inspections provides assurance that your project meets the minimum requirements under the Alberta Safety Codes Act, ensuring your safety as well as the safety of friends, family, and future owners.

Permits are an essential part of making sure that Alberta's structures and systems meet legislated requirements. When you obtain permits for your project, you are helping to uphold the safety of our built environment, giving us all peace of mind in our homes and workplaces.

Failure to obtain a permit could lead to increased costs later on. You could be asked to dismantle completed work or pay a fine if you proceed without a permit. Unpermitted work could also create unsafe conditions, impact insurance claims and affect the sale of your home down the road.

When it's time to apply for a permit, visit our website to find out where to apply for a permit.
https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/

Safety Codes Council

Suite 500 10405 Jasper Avenue Edmonton, Alberta T5J 3N4
Phone: 780.413.0099 | Toll Free: 1.888.413.0099 | Fax: 780.424.5134
www.safetycodes.ab.ca

Safety Codes Council
Alberta Safety Codes Authority

ALBERTA SAFETY CODES AUTHORITY (ASCA)

BUILDING PERMIT APPLICATION GUIDELINES

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 homeowners in Alberta obtain permits before starting any work on buildings covered by the current edition of the Alberta Building Code.

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 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.

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 progress.

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.

Safety Codes Council
Alberta Safety Codes Authority

ASCA BUILDING PERMIT APPLICATION GUIDELINES

Application Date

The date you will be submitting the application.

Development Permit Number

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.

New Home Warranty Number

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.

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 Apprenticeship and Industry Training Act.

Other Permits Required

Check all that apply to this project. If you are unsure of other required permits, consult with the permitting agency.

Builder License ID No.

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

Estimated Project Completion Date

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

Value of Work (labour and material)

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 Permit Regulation, owner information is required even when the contractor is applying for the permit. 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, providing 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.

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.

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, covering technical aspects and the scope of the work.

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.

Permit Applicant's Signature

The permit applicant is required to sign the permit application. A digital signature is acceptable.

Permit Fee – OFFICE USE ONLY

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

Safety Codes Council
Alberta Safety Codes Authority

[received date stamp]

[agency file no.]

[eSITE permit no.]

BUILDING PERMIT APPLICATION

Application Date (mmm/dd/yyyy): _____

Development Permit No. (if applicable): _____

New Home Warranty No. (if applicable): _____

Estimated Start Date (mmm/dd/yyyy): _____

Permit Applicant: ☐ Owner ☐ Contractor

Other Permits Required: ☐ Electrical ☐ Plumbing ☐ Gas ☐ Private Sewage ☐ Not Applicable
(under separate application)

Builder License ID No. (if applicable): _____

Estimated Project Completion Date (mmm/dd/yyyy): _____

Value of Work (labour and materials): $ _____

Owner Name (please print): _____

Mailing Address: _____ City/Town/Village: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____ Fax: _____

Contracting Company Name (please print): _____ Contact Name (please print): _____

Mailing Address: _____ City/Town/Village: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____ Fax: _____

Project Location
(Municipality): _____ Subdivision/Hamlet Name: _____ Tax Roll No.: _____

Street/Rural Address: _____ Unit: _____

Lot: _____ Block: _____ Plan: _____ LSD: _____ Quarter: _____ Section: _____ Township: _____ Range: _____ West of: _____

Directions: _____

Description of Work (please provide a *complete* and *detailed* description of the work to be completed including all applicable drawings/documents):

☐ Work has not started ☐ Work is in progress ☐ Work is complete

WORK MUST BE INSPECTED BEFORE COVERING

TYPE OF OCCUPANCY	TYPE OF WORK	BUILDING AREA
☐ Single Family ☐ Multi-Family ☐ Commercial ☐ Institutional ☐ Industrial ☐ Relocatable Industrial ☐ Other _____	☐ New ☐ Attached Garage ☐ Detached Garage ☐ Addition ☐ Shed ☐ Shop ☐ Renovation ☐ Secondary Suite ☐ Seasonal Cabin ☐ Basement Development ☐ Deck ☐ Demolition ☐ Swimming pool / hot tub ☐ Roof mounted solar panels ☐ Change of Occupancy / Use ☐ Solid Fuel/Pellet Stove/Fireplace ☐ Temporary Structure – removal date _____ ☐ Manufactured/ RTM Home – Foundation type _____ Indicate: ☐ new or ☐ relocation CSA/QAI# _____ AMA# _____	☐ feet² ☐ meters² Ground Floor Area _____ 2nd Floor Area (loft / mezzanine) _____ Basement Floor Area _____ Developed ☐ Yes ☐ No Garage _____ Deck _____ Other _____ Total Developed Area _____ Undeveloped Area _____ No. of Storeys _____

FOIP Notification: Personal information collected on this form is collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. It is used for processing permit applications, issuing permits, safety codes compliance monitoring, verification and program evaluation. The name of the permit holder and nature of the permit may be included on reports provided to a municipality or made available to the public as required or allowed by legislation. Questions about this collection may be directed to ASCA Coordinators at 1-888-413-0099 or at Suite 500, 10405 Jasper Avenue, Edmonton, AB T5J 3N4.

Permit Applicant's Name (please print): _____ Permit Applicant's Signature: _____

Homeowner's signature (homeowner permit only) Homeowner Declaration: By signing this application I hereby certify that I own/will own and occupy this dwelling

OFFICE USE ONLY

Permit Fee: $ _____ Travel Fee: $ _____ SCO/Permit Issuers Name (please print): _____

SCC Levy: $ _____ ($4.50 or 4% of the permit fee maximum $560.00) SCO/Permit Issuers Signature: _____

Total Cost: $ _____ Designation No.: _____

☐ Cash ☐ Cheque ☐ Debit Receipt No.: _____ Permit Issue Date: _____ (mmm/dd/yyyy)

☐ Credit Card (attach signed credit card authorization form) ☐ Invoiced

Please visit https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/ to find out where to submit your permit application.

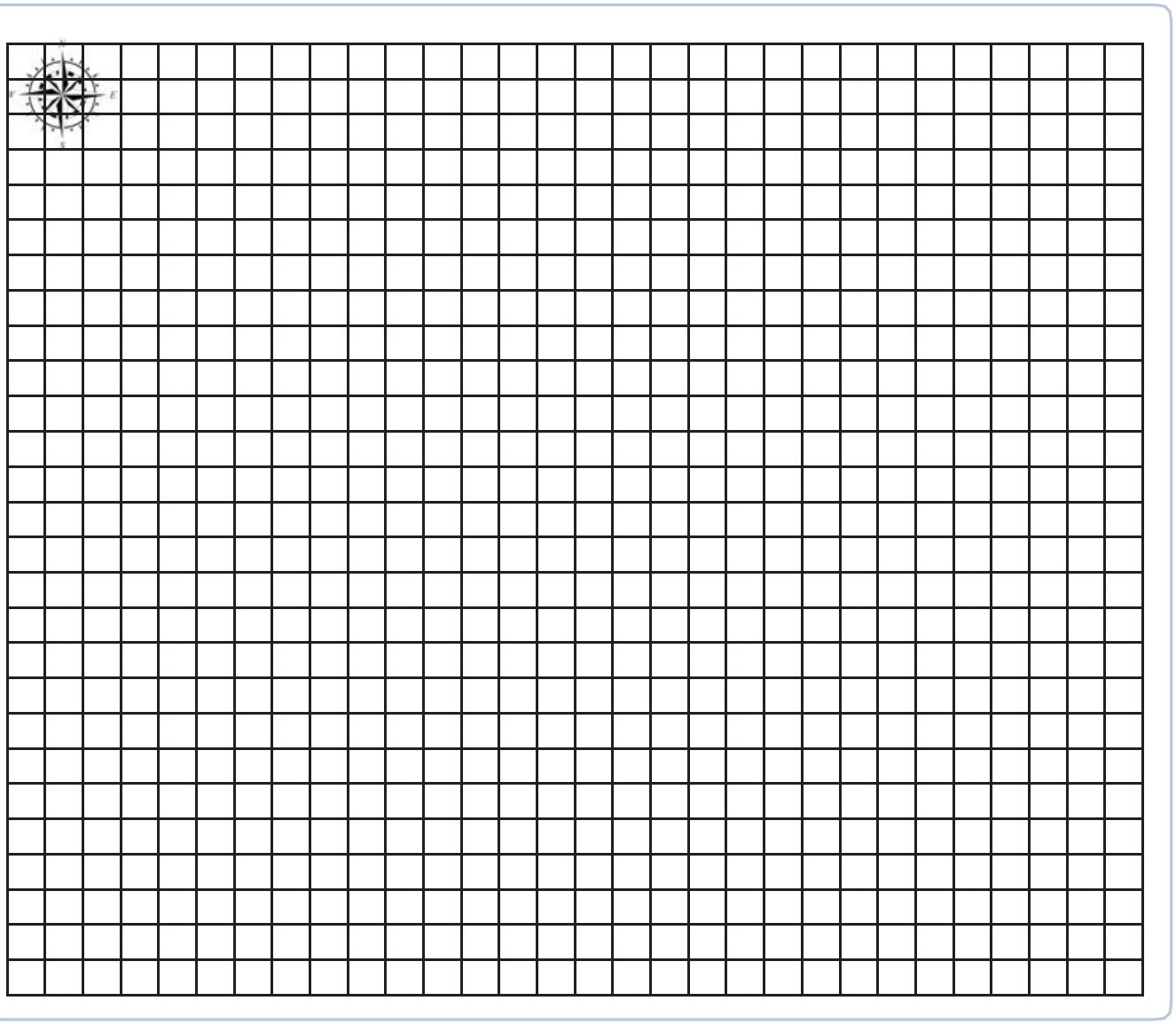
Safety Codes Council
Alberta Safety Codes Authority

BUILDING PERMIT APPLICATION SITE PLAN

THE FOLLOWING **MUST BE** INCLUDED IN YOUR SKETCH:

- ☐ Property Size in Acres or indicate length / width dimensions
- ☐ Indicate property lines, access/driveways, buildings/structures
- ☐ Show distances to property lines and between structures
- ☐ Show distances to pipelines/right-of-ways or easements
- ☐ All boundary lines including lengths in feet or meters
- ☐ Topography of the site
- ☐ Location of a permanent benchmark and its elevation

Draw your site sketch in the grid below – All setbacks from proposed buildings to property lines **MUST** be included.



Existing Buildings **Distances** **Overhead Power** **Pipe Line**

Safety Codes Council
Alberta Safety Codes Authority

RESIDENTIAL BUILDING PERMIT APPLICATION DOCUMENT CHECKLIST

THE FOLLOWING DOCUMENTS ARE REQUIRED TO COMPLETE YOUR RESIDENTIAL BUILDING PERMIT APPLICATION.

NEW HOME / ADDITION / MAJOR RENOVATION

- ☐ Site plan indicating property lines, access/driveways, structures, distances to property lines, distances between structures, distances to fire hydrants/overhead power, etc.
- ☐ Approved development permit (check with your municipality to determine if a development permit is required).
- ☐ New Home Warranty (NHW) or NHW exemption letter (not required for additions unless 75% of the building is being renovated).
- ☐ Foundation plan.

  An engineered foundation plan is required for:
  - Thickened slab greater than 592 square feet.
  - Screw pile foundation (torque ratings for installed piles to be provided at the time of final inspection).
  - Pile and grade beam foundation.
  - Preserved wood foundation.
- ☐ Elevation and cross-section view drawings.
- ☐ Floor plan(s) for all levels.
- ☐ Engineered drawings for tall walls (walls exceeding 3.66m [12ft] in height).
- ☐ Documents to support energy efficiency compliance.
- ☐ Proof of professional engagement where required.
- ☐ Engineered roof truss layout.
- ☐ Engineered floor joist layout.
- ☐ Hydronic heating system details.

PRE-MANUFACTURED HOMES

- ☐ Site plan indicating property lines, access/driveways, structures, distances to property lines, distances between structures, distances to fire hydrants/overhead power, etc.
- ☐ Approved development permit.
- ☐ New Home Warranty (NHW) or NHW exemption letter.
- ☐ Floor plan(s).
- ☐ Elevation plan.
- ☐ Foundation plan.

  An engineered foundation plan is required for:
  - Thickened slab greater than 592 square feet.
  - Screw pile foundation (torque ratings for installed piles to be provided at the time of final inspection).
  - Pile and grade beam foundation.
  - Preserved wood foundation.
- ☐ CSA, QAI, Intertek label number (and Alberta Municipal Affairs number if the pre-manufactured home was built before December 16, 2019).

BASEMENT DEVELOPMENT / MINOR RENOVATIONS

- ☐ Floor plan(s) showing the proposed name of the intended use of rooms.
- ☐ Bedroom window sizes.
- ☐ Location of smoke alarms, carbon monoxide alarms, and bathroom fans.
- ☐ Engineered drawings if removing a load-bearing wall.
- ☐ Elevation/plan view drawing if window wells are to be added or altered.

DETACHED ACCESSORY STRUCTURES

- ☐ Site plan indicating property lines, access/driveways, structures, distances to property lines, distances between structures, distances to fire hydrants/overhead power, etc.
- ☐ Approved development permit.
- ☐ Floor plan(s).
- ☐ Elevation and cross-section view drawings.
- ☐ Foundation plan.

  An engineered foundation plan is required for:
  - Thickened slab greater than 592 square feet.
  - Screw pile foundation (torque ratings for installed piles to be provided at the time of final inspection).
  - Pile and grade beam foundation.
  - Preserved wood foundation.
- ☐ Engineered roof truss layout.
- ☐ Floor/beam drawings if mezzanine or second floor is included in the design.
- ☐ Engineered drawings for tall walls (walls exceeding 3.66m [12ft] in height).

Engineer-stamped design that includes engineered truss design if pole building."

- ☐
- ☐ Hydronic heating system details.

DECK (COVERED/UNCOVERED)

- ☐ Site plan indicating property lines, access/driveways, structures, distances to property lines, distances between structures, distances to fire hydrants/overhead power, etc.
- ☐ Plan view drawing of the structure.
- ☐ Structural cross-section view drawing.
- ☐ Foundation type. (If screw piles are used and deck supports roof load, engineer drawing is required).

HOT TUBS/SWIMMING POOLS

- ☐ Site plan with the location and dimensions of tub/swimming pool.
- ☐ Manufacturer's installation instructions.
- ☐ Hot tub/swimming pool cover certification (conforming to ASTM F1346-91), if applicable.
- ☐ Identification of protection around the outdoor pool (e.g., fence, wall, etc.), if applicable.

SOLID FUEL BURNING APPLIANCES

- ☐ Floor plan including clearance to combustible construction and location of carbon monoxide alarm.
- ☐ Drawing showing proposed chimney installation.
- ☐ Manufacturer's installation instructions including clearances to combustible material.
- ☐ Reference to certification listing.

DEMOLITION

- ☐ Site plan indicating property lines, access/driveways, structures, distances to property lines, distances between structures, distances to fire hydrants/overhead power, topographical, wells, etc.
- ☐ Identification of building being removed on the site plan.
- ☐ Identification of services, confirmation of disconnect, and terminations.
- ☐ If applicable, confirmation of asbestos, where it was found (e.g., insulation, asbestos board, flooring, etc.), and how it will be removed.

OTHER INFORMATION

The Safety Codes Officer may require additional information in order to proceed.

Safety Codes Council
Alberta Safety Codes Authority

ALBERTA SAFETY CODES AUTHORITY (ASCA)

ELECTRICAL PERMIT APPLICATION GUIDELINES

ELECTRICAL PERMITS ARE REQUIRED TO INSTALL, ALTER, OR ADD TO AN ELECTRICAL SYSTEM.

NOTE: The *Safety Codes Act* requires that homeowners or master electricians in Alberta obtain permits before installing, altering, or adding to an electrical system.

When applying for an electrical 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 general permit conditions section of the issued permit document.

Before You Apply

Electrical work requires a lot of planning. For example, if you are installing an electrical system or circuits, you will need to make a list of all the fixtures and outlets that need to be connected to the electrical system and determine their location(s).

Solar installations require electrical permits, and those mounted on buildings require a building permit. A line drawing is required to be submitted with an electrical permit application for the solar installations.

An electrical drawing is required to be submitted with the electrical permit application for installations with services of 600 Amps or 600 Volts or greater.

Completing Your Application

The following information is intended to assist in completing ASCA's electrical 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.

After Your Permit Is Issued

Permits include site inspections, which are performed by certified safety codes officers and are critical to ensuring that your installation is safe and will not cause damage to a person, structure, 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.

Safety Codes Council
Alberta Safety Codes Authority

ASCA ELECTRICAL PERMIT APPLICATION GUIDELINES

Application Date

The date you will be submitting the application.

Development Permit Number

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.

Estimated Start Date

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

Permit Applicant

In the electrical discipline, a permit can be issued to a master electrician, a restricted master electrician for any electrical system within the scope of their certification, an owner who resides or intends to reside in a single-family residential dwelling where the electrical system serves that dwelling, or an owner of a farm building served by a single-phase electrical system.

Other Permits Required

Check all that apply to this project. If you are unsure of other required permits, consult with the permitting agency.

Building Permit No.

If the building permit is required for the scope of work, please indicate the building permit number.

Estimated Project Completion Date

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

Value of Work (labour and material)

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.

Owner Name

As per the Permit Regulation, owner information is required even when the master electrician is applying for the permit. 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, providing the owner with the outcome of the compliance monitoring process.
- A notice of a no-entry inspection, permit refusal, and/or permit expiry.

Safety Codes Council
Alberta Safety Codes Authority

Contracting Company Information

This information is required if the master electrician is applying for the permit.

Contact Name

Include the master electrician's primary contact information.

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.

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, covering technical aspects and the scope of the work.

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.

Service and Installation Area

Indicate if the service is overhead or underground, including Amps, Volts, and Phase. Provide installation area for each level covered under the scope of the permit. The total installation area is required.

Permit Applicant's Signature

The permit applicant is required to sign the permit application. A digital signature is acceptable. If the contractor is the permit applicant, a master electrician certification number and signature are required.

Permit Fee – OFFICE USE ONLY

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

Safety Codes Council
Alberta Safety Codes Authority

[received date stamp]

[agency file no.]

[eSITE permit no.]

ELECTRICAL PERMIT APPLICATION

Application Date (mmm/dd/yyyy): _____ Other Permits Required: ☐ Building ☐ Gas ☐ Plumbing ☐ Private Sewage ☐ Not Applicable (under separate application)

Development Permit No. (if applicable): _____ Building Permit No. (if applicable): _____

Estimated Start Date (mmm/dd/yyyy): _____ Estimated Project Completion Date (mmm/dd/yyyy): _____

Permit Applicant: ☐ Owner ☐ Contractor Value of Work (labour and materials): $ _____

Owner Name (please print): _____

Mailing Address: _____ City/Town/Village: _____ Province: _____ Postal Code: _____

Email: _____ Owner's Phone #: _____ Fax: _____

Contracting Company Name (please print): _____ Contact Name (please print): _____

Mailing Address: _____ City/Town/Village: _____ Province: _____ Postal Code: _____

Email: _____ Contact's Phone #: _____ Fax: _____

Project Location

(Municipality): _____ Subdivision/Hamlet Name: _____ Tax Roll No.: _____

Street/Rural Address: _____ Unit: _____

Lot: _____ Block: _____ Plan: _____ LSD: _____ Quarter: _____ Section: _____ Township: _____ Range: _____ West of: _____

Directions: _____

Description of Work (please provide a *complete* and *detailed* description of the work to be completed including all applicable drawings/documents):

☐ Work has not started ☐ Work is in progress ☐ Work is complete

WORK MUST BE INSPECTED BEFORE COVERING

TYPE OF OCCUPANCY	TYPE OF WORK	SERVICE AND INSTALLATION AREA
☐ Single Family ☐ Multi-family ☐ Farm/Ranch ☐ Commercial ☐ Industrial ☐ Institutional ☐ Manufactured/Mobile Home ☐ Irrigation Pivots ☐ Pump Jacks ☐ Skid Units ☐ Other _____	☐ New ☐ Addition ☐ Renovation (Interior) ☐ Connection Only ☐ Service ☐ Temporary Service ☐ Annual Permit ☐ Alternate Energy Supply ☐ Solar ☐ Wind ☐ Other _____ ☐ Other _____	☐ Overhead ☐ Underground ☐ feet² ☐ meters² Ground Floor: _____ Amps: _____ 2nd Floor (loft / mezzanine): _____ Volts: _____ Developed Basement: _____ Phase: _____ Garage/Shop: _____ ☐attached ☐ detached Other: _____ Total Installation Area: _____

FOIP Notification: Personal information collected on this form is collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. It is used for processing permit applications, issuing permits, safety codes compliance monitoring, verification and program evaluation. The name of the permit holder and nature of the permit may be included on reports provided to a municipality or made available to the public as required or allowed by legislation. Questions about this collection may be directed to ASCA Coordinators at 1-888-413-0099 or at Suite 500, 10405 Jasper Avenue, Edmonton, AB T5J 3N4.

_____ Master Electrician's Name (please print)

_____ Certification No.

_____ Master Electrician's Signature

_____ Homeowner's Signature (homeowner permit only) Homeowner Declaration: By signing this application I hereby certify that I own/will own and occupy this dwelling.

OFFICE USE ONLY

Permit Fee: $ _____ Travel Fee: $ _____ SCO/Permit Issuers Name (please print): _____

SCC Levy: $ _____ ($4.50 or 4% of the permit fee maximum $560.00) SCO/Permit Issuers Signature: _____

Total Cost: $ _____ Designation No.: _____

☐ Cash ☐ Cheque ☐ Debit Receipt No.: _____ Permit Issue Date: _____

☐ Credit Card (attach signed credit card authorization form) ☐ Invoiced (mmm/dd/yyyy)

Please visit https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/ to find out where to submit your permit application.

ALBERTA SAFETY CODES AUTHORITY (ASCA)

GAS PERMIT APPLICATION GUIDELINES

GAS PERMITS ARE REQUIRED TO INSTALL, ALTER, OR ADD TO A GAS SYSTEM.

NOTE: The *Safety Codes Act* requires that homeowners or certified gasfitters in Alberta obtain permits before installing, altering, or adding to a gas system.

When applying for a gas 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 general permit conditions section of the issued permit document.

Before You Apply

Installing gas outlets requires a lot of planning. For example, if you are installing gas outlets, you will need to make a list of all of the outlets, and determine their location(s) and expected BTUs. Outlets include boiler, BBQ connection, dryer, gas fireplace, furnace, range, unit heater, water heater, etc.

Completing Your Application

The following information is intended to assist in completing ASCA's gas 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.

After Your Permit Is Issued

Permits include site inspections performed by certified safety codes officers and are critical to ensuring that the installation is safe 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.

Safety Codes Council
Alberta Safety Codes Authority

ASCA GAS PERMIT APPLICATION GUIDELINES

Application Date

The date you will be submitting the application.

Development Permit Number

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.

Estimated Start Date

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

Permit Applicant

In the gas discipline, a permit can be issued to a certified gasfitter, an owner who resides or intends to reside in a single-family residential dwelling where the gas system serves that dwelling, or an owner of a farm building if the gas system serves the farm building.

Other Permits Required

Check all that apply to this project. If you are unsure of other required permits, consult with the permitting agency.

Building Permit No.

If the building permit is required for the scope of work, please indicate the building permit number.

Estimated Project Completion Date

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

Value of Work (labour and material)

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.

Owner Name

As per the Permit Regulation, owner information is required even when the contractor is applying for the permit. 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, providing the owner with the outcome of the compliance monitoring process.
- A notice of a no-entry inspection, permit refusal, and/or permit expiry.

Safety Codes Council
Alberta Safety Codes Authority

Contracting Company Information

This information is required if the certified gasfitter is applying for the permit.

Contact Name

Include the contractor's primary contact information.

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.

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 covering technical aspects and the scope of the work.

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 and Fuel Type

Select the option that best describes the work to be completed.
Indicate if the fuel type is natural gas or propane.

Number of Outlets

Indicate the number of each type of outlet being installed. Indicate the project BTUs.

Permit Applicant's Signature

The permit applicant is required to sign the permit application. A digital signature is acceptable. If the contractor is the permit applicant, the journeyman's certification number and signature are required.

Permit Fee – OFFICE USE ONLY

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

Safety Codes Council
Alberta Safety Codes Authority

[agency file no.]

[received date stamp]

[eSITE permit no.]

GAS PERMIT APPLICATION

Application Date (mmm/dd/yyyy): _____ Other Permits Required: ☐ Building ☐ Electrical ☐ Plumbing ☐ Private Sewage ☐ Not Applicable (under separate application)

Development Permit No. (only if applicable): _____ Building Permit No. (only if applicable): _____

Estimated Start Date (mmm/dd/yyyy): _____ Estimated Project Completion Date (mmm/dd/yyyy): _____

Permit Applicant: ☐ Owner ☐ Contractor Value of Work (labour and materials): $ _____

Owner Name (please print): _____

Mailing Address: _____ City/Town/Village: _____ Province: _____ Postal Code: _____

Email: _____ Owner's Phone #: _____ Fax: _____

Contracting Company Name (please print): _____ Contact Name (please print): _____

Mailing Address: _____ City/Town/Village: _____ Province: _____ Postal Code: _____

Email: _____ Contact's Phone #: _____ Fax: _____

Project Location

(Municipality): _____ Subdivision/Hamlet Name: _____ Tax Roll No.: _____

Street/Rural Address: _____ Unit: _____

Lot: _____ Block: _____ Plan: _____ LSD: _____ Quarter: _____ Section: _____ Township: _____ Range: _____ West of: _____

Directions: _____

Description of Work (please provide a *complete* and *detailed* description of the work to be completed including all applicable drawings/documents):

☐ Work has not started ☐ Work is in progress ☐ Work is complete

WORK MUST BE INSPECTED BEFORE COVERING

TYPE OF OCCUPANCY	TYPE OF WORK	NUMBER OF OUTLETS / FUEL TYPE
☐ Single Family ☐ Multi-Family ☐ Farm/Ranch ☐ Commercial ☐ Institutional ☐ Industrial ☐ Relocatable Industrial ☐ Other _____	☐ New ☐ Addition ☐ Renovation ☐ Accessory Building ☐ Manufactured/RTM Home - foundation Type _____ ☐ Propane Tank Size: _____ ☐ Portable Grain Dryer ☐ Refill Centre ☐ Service Connection ☐ Annual Permit ☐ Temporary Services / Heat # Units: _____ ☐ Other _____ ☐ Propane Tank Set - # Manifolded _____ FUEL TYPE: ☐ Natural Gas ☐ Propane	Furnaces: _____ Unit Heaters: _____ Water Heaters: _____ Boilers: _____ Fireplaces: _____ BBQs: _____ Dryers: _____ Ranges: _____ Other _____ Secondary Gas Line _____ Total No. of Oulets: _____ Project Total BTU: _____

FOIP Notification: Personal information collected on this form is collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. It is used for processing permit applications, issuing permits, safety codes compliance monitoring, verification and program evaluation. The name of the permit holder and nature of the permit may be included on reports provided to a municipality or made available to the public as required or allowed by legislation. Questions about this collection may be directed to ASCA Coordinators at 1-888-413-0099 or at Suite 500, 10405 Jasper Avenue, Edmonton, AB T5J 3N4.

Journeyman's Name (please print) _____ Certification No. _____ Journeyman's Signature _____

Homeowner's Signature (homeowner permit only) _____ Homeowner Declaration: By signing this application I hereby certify that I own/will own and occupy this dwelling.

OFFICE USE ONLY

Permit Fee: $ _____ Travel Fee: $ _____ SCO/Permit Issuers Name (please print): _____

SCC Levy: $ _____ ($4.50 or 4% of the permit fee maximum $560.00) SCO/Permit Issuers Signature: _____

Total Cost: $ _____ Designation No.: _____

☐ Cash ☐ Cheque ☐ Debit Receipt No.: _____ Permit Issue Date: _____ (mmm/dd/yyyy)

☐ Credit Card (attach signed credit card authorization form) ☐ Invoiced

Please visit https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/ to find out where to submit your permit application.

Safety Codes Council
Alberta Safety Codes Authority

ALBERTA SAFETY CODES AUTHORITY (ASCA)

PLUMBING PERMIT APPLICATION GUIDELINES

PLUMBING PERMITS ARE REQUIRED TO INSTALL, ALTER, OR ADD TO A PLUMBING SYSTEM.

NOTE: The *Safety Codes Act* requires that homeowners or a certified plumber in Alberta obtain permits before installing, altering, or adding to a plumbing system.

When applying for a plumbing 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 general permit conditions section of the issued permit document.

Before You Apply

Installing a plumbing system requires a lot of planning. You will need to make a list of all the fixtures and determine their location(s). Fixtures include kitchen sinks, lavatories, showers, bathtubs, toilets and bidets, laundry tubs, clothes washers, roof drains, floor drains, water fountains, and exterior collections if used.

Completing Your Application

The following information is intended to assist in completing ASCA's plumbing 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.

After Your Permit Is Issued

Permits include site inspections performed by certified safety codes officers and are critical to ensuring that your installation is safe 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.

Safety Codes Council
Alberta Safety Codes Authority

ASCA PLUMBING PERMIT APPLICATION GUIDELINES

Application Date

The date you will be submitting the application.

Development Permit Number

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.

Estimated Start Date

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

Permit Applicant

In the plumbing discipline, a permit can be issued to a certified plumber, an owner who resides or intends to reside in a single-family residential dwelling where the plumbing system serves that dwelling, or an owner of a farm building if the plumbing system serves the farm building.

Other Permits Required

Check all that apply to this project. If you are unsure of other required permits, consult with the permitting agency.

Building Permit No.

If the building permit is required for the scope of work, please indicate the building permit number.

Estimated Project Completion Date

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

Value of Work (labour and material)

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.

Owner Name

As per the Permit Regulation, owner information is required even when a certified plumber is applying for the permit. 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, providing the owner with the outcome of the compliance monitoring process.
- A notice of a no-entry inspection, permit refusal, and/or permit expiry.

Safety Codes Council
Alberta Safety Codes Authority

Contracting Company Information

This information is required if the certified plumber is applying for the permit.

Contact Name

Include the contractor's primary contact information.

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.

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, covering technical aspects and the scope of the work.

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.

Number of Fixtures

Indicate the number of each type of fixture being installed.

Permit Applicant's Signature

The permit applicant is required to sign the permit application. A digital signature is acceptable. If the certified plumber is the permit applicant, a certification number and signature are required.

Permit Fee – OFFICE USE ONLY

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

Safety Codes Council
Alberta Safety Codes Authority

[agency file no.]

[received date stamp]

[eSITE permit no.]

PLUMBING PERMIT APPLICATION

Application Date (mmm/dd/yyyy): _____

Other Permits Required: ☐ Building ☐ Electrical ☐ Gas ☐ Private Sewage ☐ Not Applicable (under separate application)

Development Permit No. (only if applicable): _____

Building Permit No. (only if applicable): _____

Estimated Start Date (mmm/dd/yyyy): _____

Estimated Project Completion Date (mmm/dd/yyyy): _____

Permit Applicant: ☐ Owner ☐ Contractor

Value of Work (labour and materials): $ _____

Owner Name (please print): _____

Mailing Address: _____ City/Town/Village: _____ Province: _____ Postal Code: _____

Email: _____ Owner's Phone #: _____ Fax: _____

Contracting Company Name (please print): _____ Contact Name (please print): _____

Mailing Address: _____ City/Town/Village: _____ Province: _____ Postal Code: _____

Email: _____ Contact's Phone #: _____ Fax: _____

Project Location

(Municipality): _____ Subdivision/Hamlet Name: _____ Tax Roll No.: _____

Street/Rural Address: _____ Unit: _____

Lot: _____ Block: _____ Plan: _____ LSD: _____ Quarter: _____ Section: _____ Township: _____ Range: _____ West of: _____

Directions: _____

Description of Work (please provide a *complete* and *detailed* description of the work to be completed including all applicable drawings/documents):

☐ Work has not started ☐ Work is in progress ☐ Work is complete

WORK MUST BE INSPECTED BEFORE COVERING

TYPE OF OCCUPANCY	TYPE OF WORK	NUMBER OF FIXTURES
☐ Single Family ☐ Multi-family ☐ Farm/Ranch ☐ Commercial ☐ Industrial ☐ Institutional ☐ Relocatable Industrial # of drops _____ ☐ Other _____	☐ New ☐ Addition ☐ Renovation (Interior) ☐ Accessory Building ☐ Basement Development ☐ Service Connection ☐ Annual Permit ☐ Manufactured Homes/RTM # of drops _____ Foundation Type _____ ☐ Other _____	Kitchen Sinks: _____ Lavatory Sinks: _____ Showers: _____ Bathtubs: _____ Toilets/Bidets: _____ Urinals: _____ Janitor Sink: _____ Total # of Fixtures _____ Laundry Tubs: _____ Clothes Washer: _____ Roof Drains: _____ Floor Drains: _____ Grease Traps: _____ Water Fountains: _____ Other Fixtures: _____

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_____ Journeyman's Name (please print)

_____ Certification No.

_____ Journeyman's Signature

_____ Homeowner's Signature (homeowner permit only) Homeowner Declaration: By signing this application I hereby certify that I own/will own and occupy this dwelling.

OFFICE USE ONLY

Permit Fee: $ _____ Travel Fee: $ _____ SCO/Permit Issuers Name (please print): _____

SCC Levy: $ _____ ($4.50 or 4% of the permit fee maximum $560.00) SCO/Permit Issuers Signature: _____

Total Cost: $ _____ Designation No.: _____

☐ Cash ☐ Cheque ☐ Debit Receipt No.: _____ Permit Issue Date: _____

☐ Credit Card (attach signed credit card authorization form) ☐ Invoiced (mmm/dd/yyyy)

Please visit https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/ to find out where to submit your permit application.

Safety Codes Council
Alberta Safety Codes Authority

ALBERTA SAFETY CODES AUTHORITY (ASCA)

PRIVATE SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION GUIDELINES

PRIVATE SEWAGE DISPOSAL SYSTEM (PSDS) PERMITS ARE REQUIRED TO INSTALL, ALTER, OR ADD TO A PRIVATE SEWAGE DISPOSAL SYSTEM.

NOTE: The *Safety Codes Act* requires that homeowners or certified private sewage installers in Alberta obtain permits before installing, altering, or adding to a private sewage disposal system.

When applying for a private sewage disposal system permit, remember that:

- The permit must be issued prior to starting the work. Please provide time for the safety codes officer to review the application and provide feedback prior to starting the installation.
- The permitted work must comply with all applicable codes and regulations.
- Permits have expiry dates. Most private sewage disposal system permits expire within 90 days.

Before You Apply

Installing a private sewage disposal system requires a lot of planning. A site evaluation must be completed to assess and quantify the capability of the site to properly treat and safely disperse the wastewater effluent. The site's "capability" to treat wastewater is a combination of the site's soil characteristics and ability to accept the quantity of wastewater, meet separation distances to other features, and contain the depth of suitable soil needed to achieve treatment.

For all soil-based treatment systems, you are required to include a completed site evaluation and system design report as per the current Alberta Private Sewage Systems Standard of Practice. A site and soil evaluation is a key component affecting the selection, design, and long-term performance of a private sewage disposal system.

Completing Your Application

The information listed below is intended to assist in completing ASCA's private sewage disposal system 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.

After Your Permit Is Issued

Permits include site inspections, which are performed by certified safety codes officers and are critical to ensuring that your installation will result in a private sewage disposal system that reduces the risk to public health and the natural environment to a level that is deemed acceptable.

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.

Safety Codes Council
Alberta Safety Codes Authority

ALBERTA SAFETY CODES AUTHORITY (ASCA)

PRIVATE SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION GUIDELINES

Application Date

The date you will be submitting the application.

Development Permit Number

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.

Estimated Start Date

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

Permit Applicant

In the private sewage discipline, a permit can be issued to a certified private sewage installer, an owner who resides or intends to reside in a single-family residential dwelling where the private sewage system serves that dwelling, or an owner of a farm building where the private sewage system serves the farm building.

Other Permits Required

Check all that apply to this project. If you are unsure of other required permits, consult with the permitting agency.

Estimated Project Completion Date

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

Value of Work (labour and material)

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.

Owner Name

As per the Permit Regulation, owner information is required even when the certified private swage installer is applying for the permit. 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, providing the owner with the outcome of the compliance monitoring process.
- A notice of a no-entry inspection, permit refusal, and/or permit expiry.

Safety Codes Council
Alberta Safety Codes Authority

Contracting Company Information

This information is required if the certified private sewage installer is applying for the permit.

Contact Name

Include the contractor's primary contact information.

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.

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 work-site, technical aspects and the scope of the work. Select the check box indicating the status of the project.

Type of Work

Select the type that best describes the work to be completed and include the applicable details on the project.

Initial Component

Indicate only the component(s) being installed for the work being completed. Include the model number, working capacity, and CSA certificate number.

Soil Based Treatment Summary

Select the type of soil-based treatment system to be installed as per the system design and complete the remaining soil-based treatment summary.

NOTE: Only one treatment system should be selected.

Permit Applicant's Signature

The permit applicant is required to sign the permit application. A digital signature is acceptable. If the certified private sewage installer is the permit applicant, their certification number and signature are required.

Permit Fee – OFFICE USE ONLY

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

Safety Codes Council
Alberta Safety Codes Authority

[received date stamp]

[agency file no.]

[eSITE permit no.]

PRIVATE SEWAGE SYSTEM PERMIT APPLICATION

Application Date (mmm/dd/yyyy): _____

Other Permits Required: ☐ Building ☐ Electrical ☐ Gas ☐ Plumbing ☐ Not Applicable (under separate application)

Development Permit No. (only if applicable): _____

Estimated Start Date (mmm/dd/yyyy): _____

Estimated Project Completion Date (mmm/dd/yyyy): _____

Permit Applicant: ☐ Owner ☐ Contractor

Value of Work (labour and materials): $ _____

Owner Name (please print): _____

Mailing Address: _____ City/Town/Village: _____ Province: ____ Postal Code: _____

Email: _____ Owner's Phone #: _____ Fax: _____

Contracting Company Name (please print): _____ Contact Name (please print): _____

Mailing Address: _____ City/Town/Village: _____ Province: ____ Postal Code: _____

Email: _____ Contact's Phone #: _____ Fax: _____

Project Location

(Municipality): _____ Subdivision/Hamlet Name: _____ Tax Roll No.: _____

Street/Rural Address: _____ Unit: _____

Lot: _____ Block: _____ Plan: _____ LSD: _____ Quarter: _____ Section: _____ Township: _____ Range: _____ West of: _____

Directions: _____

Description of Work (please provide a *complete* and *detailed* description of the work to be completed including all applicable drawings/documents):

☐ Work has not started ☐ Work is in progress ☐ Work is complete

Submit with Application: ☐ Completed Site Evaluation and System Design Report as per the current Alberta Private Sewage Sytems Standard of Practice

WORK MUST BE INSPECTED BEFORE COVERING

TYPE OF WORK	INITIAL COMPONENT	SOIL BASED TREATMENT SUMMARY
Please only select applicable item(s)	Please only select applicable item(s)	Please only select applicable item(s)
☐ New Installation ☐ Alteration of Existing System	☐ Holding Tank: Model # _____ Capacity: _____ CSA Cert No.: _____	☐ Treatment Field ☐ LFH At-Grade ☐ Chamber System Treatment Field ☐ Open Discharge ☐ Treatment Mound ☐ Lagoon ☐ Sub-surface Drip Dispersal ☐ Privy (with holding tank) ☐ Enhanced Surface Discharge
☐ Residential/No. of Bedrooms: _____	☐ Septic Tank Model #: _____ Working Capacity: _____ CSA Cert No.: _____	Depth to Restrictive Layer: _____ ☐ Meters ☐ Feet ☐ Inches Depth to most limiting condition: _____ ☐ Meters ☐ Feet ☐ Inches
☐ Commercial/No. of Seats/Employees: _____ ☐ Industrial ☐ Work Camps/No. of Beds: _____ Variance No.: _____ Variance Exp. Date: _____ Expected Peak Volume: _____ ☐ L/day ☐ Imp. Gal/day ☐ Meters³/day (not to exceed 25 m³/day)	☐ Packaged Sewage Treatment Plant ☐ Sand Filter ☐ Effluent Tank ☐ Settling Tank ☐ Lift Station	Limiting Soil Texture: _____ Structure: _____ Grade: _____ Soil Effluent Loading Rate: _____ ☐ L/day ☐ Imp. Gal/day Linear Loading Rate: _____ ☐ L/day ☐ Imp. Gal/day Soil Infiltration Area Required: _____ ☐ meters² ☐ feet²

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_____ _____ _____

Certified Installer's Name (please print) Certification No. Certified Installer's Signature

_____

Homeowner's Signature (homeowner permit only) Homeowner Declaration: By signing this application I hereby certify that I own/will own and occupy this dwelling. I take full responsibility for the installation of the on-site wastewater treatment system.

OFFICE USE ONLY

Permit Fee: $ _____ Travel Fee: $ _____ SCO/Permit Issuers Name (please print): _____

SCC Levy: $ _____ ($4.50 or 4% of the permit fee maximum $560.00) SCO/Permit Issuers Signature: _____

Total Cost: $ _____ Designation No.: _____

☐ Cash ☐ Cheque ☐ Debit Receipt No.: _____ Permit Issue Date: _____ (mmm/dd/yyyy)

☐ Credit Card (attach signed credit card authorization form) ☐ Invoiced

Please visit https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/ to find out where to submit your permit application.

Alberta Safety Codes Authority

A Division of the Safety Codes Council

PRIVATE SEWAGE PERMIT APPLICATION
SITE PLAN

THE FOLLOWING **MUST BE** INCLUDED IN YOUR SKETCH:

- ☐ Property Size in Acres
- ☐ Buildings, roads, driveways, other land improvements
- ☐ Surface waters/wetland, rock outcrops, drainage features
- ☐ Soil test pit locations with surface elevations**
- ☐ Location of proposed private sewage system
- ☐ Outline of available treatment areas**
- ☐ Distances of private sewage system to other identified items
- ☐ All boundary lines including lengths in feet or meters
- ☐ Wells, cisterns, proposed water source locations
- ☐ Topography of the proposed treatment site**
- ☐ Location of a permanent benchmark and its elevation**

(** - not required for installation of a sewage holding tank)

Draw your site sketch in the grid below – All setbacks from proposed buildings to property lines **MUST** be included. Please include a legend.

Drainage Course

Slope Direction

Test Pit 1 1

Test Pit 2 2

Safety Codes Council

Alberta Safety Codes Authority

PRIVATE SEWAGE DISPOSAL SYSTEM
PERMIT APPLICATION
DOCUMENT CHECKLIST

A COMPLETE SITE EVALUATION REPORT, AS PER THE 2015 ALBERTA PRIVATE SEWAGE SYSTEMS STANDARD OF PRACTICE (SOP) PART 7 SITE EVALUATION, IS REQUIRED WITH THE PERMIT APPLICATION. THE FOLLOWING DOCUMENTS ARE TO BE INCLUDED WITH YOUR COMPLETE SITE EVALUATION REPORT.

TREATMENT FIELD, MOUND, OR LFH AT-GRADE SYSTEMS

- ☐ Wastewater strength projected for the development.
- ☐ Peak flow volume calculations for the development including confirmation plumbing fixture unit total is not exceeded.
- ☐ Site plan – as per current SOP Section 7.1 Site Characteristics and Evaluation Procedures including placement of system with setbacks noted for property lines, buildings, water sources/courses, description of surface features including slope and landscape, location of at least two (2) soil profile investigation locations in the area of the soil-based treatment system, etc.
- ☐ The characteristics of each soil profile investigated shall be described using Canadian System of Soil Classification nomenclature and includes complete site specific soil profile logs for at least two (2) locations, soil sample results of the most limiting condition, GPS coordinates of each soil profile with permanent benchmark, depth of each horizon identified, soil colour, soil texture, structure and grade, depth to most limiting condition, restrictive layer (if applicable), etc.
- ☐ Description of treatment system including a system diagram, piping to tank details, initial treatment (septic tank/ treatment plant), piping to and throughout final soil treatment component.
- ☐ Soil based treatment system design calculations, including pressure distribution system – if applicable.
- ☐ Tank certification information – CAN/CSA-B66 certificate (confirmed by or on final inspection).
- ☐ Package sewage treatment plant – treatment capacity, equipment structural requirements and certification (if applicable).
- ☐ Pump, if required by design. Manufacturer and pump curve to ensure flow capacity (confirmed by or on final inspection)
- ☐ High level alarm (reference made in design and confirmed by or on final inspection).
- ☐ Filter (reference made in design and confirmed by or on final inspection).

HOLDING TANK

- ☐ Expected wastewater volume/day including tank storage capacity, bedroom count – current and proposed.
- ☐ Site plan showing placement of system with setbacks noted for property, buildings and water source.
- ☐ Tank certification information – CAN/CSA-B66 certificate (confirmed by or on final inspection).
- ☐ High level alarm (reference made in design and confirmed by or on final inspection).

OPEN DISCHARGE SYSTEM

- ☐ Peak flow volume calculations for the development including confirmation plumbing fixture unit total is not exceeded.
- ☐ Site plan – as per current SOP Section 7.1 Site Characteristics and Evaluation Procedures including placement of system with setbacks noted for property lines, buildings, water sources/courses, description of surface features including slope and landscape, location of at least one (1) soil profile investigation location in the area of the soil-based treatment system, etc.
- ☐ The characteristics of each soil profile investigated shall be described using Canadian System of Soil Classification nomenclature and includes complete site specific soil profile logs for at least one (1) location, soil sample results of the most limiting condition, GPS coordinates of each soil profile with permanent benchmark, depth of each horizon identified, soil colour, soil texture, structure and grade, depth to most limiting condition, restrictive layer (if applicable), etc.
- ☐ Description of treatment system including a system diagram, piping to tank details, initial treatment (septic tank/treatment plant), piping to and throughout final soil treatment component.
- ☐ Tank certification information – CAN/CSA CSA-B66 certificate (confirmed by or on final inspection).
- ☐ Pump, if required by design. Manufacturer and pump curve to ensure flow capacity (confirmed by or on final inspection).
- ☐ High level alarm (reference made in design and confirmed by or on final inspection).
- ☐ Filter (reference made in design and confirmed by or on final inspection).

Safety Codes Council

DO I NEED A BUILDING PERMIT?

SAFETY TIPS

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

DO I NEED A BUILDING PERMIT?

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.

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.

Safety Codes Council

SAFETY TIPS

DO I NEED A BUILDING PERMIT?

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.

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

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

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.

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.

Safety Codes Council

SAFETY TIPS

DO I NEED A BUILDING PERMIT?

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

Safety Codes Council:
Toll free: 1-888-413-0099 (within Alberta)
Email: sccinfo@safetycodes.ab.ca
Web: safetycodes.ab.ca

Alberta Safety Codes Authority:
Toll free: 1-888-413-0099 (within Alberta)
Email: askasca@safetycodes.ab.ca

Safety Codes Council

Updated October 2019

Safety Codes Council

CARBON MONOXIDE ALARM

HOME INSTALLATION

Carbon monoxide alarms, when properly installed, tested and maintained, are a valuable safety tool that can provide you and your family with warning to the presence of dangerous levels of carbon monoxide in your home. Treat the alarm signal as a real emergency each time.

If the alarm sounds and you are not experiencing any symptoms of carbon monoxide (CO) poisoning, press the reset button. If the alarm continues to sound, call the fire department immediately and leave your home until a professional checks to find the reason why the alarm sounded and any problems are fixed.

What is Carbon Monoxide (CO)?

Carbon monoxide is an invisible, odourless, colourless, tasteless and poisonous gas created when any carbon-based fuel is burned.

Symptoms of CO Poisoning

Common symptoms of CO poisoning include nausea, dizziness, muscle aches, vomiting, general weakness, loss of co-ordination, impaired judgment, confusion, drowsiness, headaches, or even death.

Carbon Monoxide in Homes

In the home, heating and cooking equipment are possible sources of carbon monoxide. Vehicles idling in an attached garage can produce dangerous levels of carbon monoxide. Back drafting chimneys and flues (common when ventilation fans are used in tightly sealed homes) may also allow combustion gases, including carbon monoxide, to enter the home.

Carbon Monoxide Home Alarms

The Alberta Building Code recognizes that the only means we have of warning occupants to the presence of carbon monoxide in the home is by installing carbon monoxide alarms in every new building that contains a residential occupancy and a fuel-burning appliance or an attached storage garage.

SAFETY TIPS

SAFETY TIPS

CARBON MONOXIDE ALARM HOME INSTALLATION

To safeguard against the presence of CO gases that may place your life and the lives of your family at risk, the installation of CO alarms are also highly recommended for all existing homes.

Dual CO/Smoke Alarms

Carbon monoxide alarms do not serve as smoke alarms . However, it is important to note that dual CO/smoke alarms conforming to CAN/CSA-6.19, “Residential Carbon Monoxide Alarming Devices” and CAN/ULC-S531, “Smoke Alarms,” are acceptable.

Spillage of Combustion Products

The Alberta Building Code addresses the potential for spillage from combustion appliances with requirements for makeup air and carbon monoxide alarms.

Depressurization caused by the principal ventilation system itself is not an issue in houses with balanced systems. However, appliances can malfunction and venting systems can fail.

Depressurization of the house by the ventilation system or other exhaust devices can cause the spillage of combustion products from certain types of combustion appliances. The types of appliances that are susceptible to pressure- induced spillage can generally be identified by the fact that they are vented through a natural draft chimney rather than through an arrange- ment of exterior venting that uses a fan to draw the products of combustion out of the house.

The likelihood of entry of CO is also increased if your house is depressurized in relation to the garage. This can readily occur due to the operation of exhaust equipment or simply due to the stack effect created by heating your home and when the temperature difference between outside and inside is the greatest.

Even at a relatively low level of depressurization, almost all fireplaces are spillage-susceptible. This also includes the ones with so called “airtight” glass doors and outside combustion air intakes, since most “airtight” doors are not really airtight. Even closed-type solid-fuel-burning appliances whose stoking doors are left open, can spill products of combustion into the house when operating in their “die down” or smoldering stages.

IMPORTANT: CO alarms provide a relatively low-cost means to warn occupants when depressurization is causing spillage of toxic combustion gases into a home.

Safety Codes Council

SAFETY TIPS

CARBON MONOXIDE ALARM HOME INSTALLATION

Carbon Monoxide Alarm Requirements

The Alberta Building Code states that certified carbon monoxide alarms are required in every building which contains a residential occupancy and also contains:

- a fuel-burning appliance; and/or
- an attached storage garage.

Labels found on certified carbon monoxide (CO) alarms are your assurance that the alarm was tested and that it conforms to established safety standards.

Carbon monoxide (CO) alarms must conform to requirements of the Canadian Standards Association CAN/CSA Standard 6.19 “Residential Carbon Monoxide Alarming Devices” as follows:

- Carbon monoxide (CO) alarms must be equipped with an integral alarm that satisfies the audibility requirements of CAN/CSA Standard 6.19 “Residential Carbon Monoxide Alarming Devices.”
- Carbon monoxide (CO) alarms must be mechanically fixed to a surface at a height recommended by the manufacturer.
- Carbon monoxide (CO) alarms must have no disconnect switch between the overcurrent device and the carbon monoxide alarm where the CO alarm is powered by the dwelling unit’s electrical system.

Both battery-operated (CO) alarms and (CO) alarms that are connected to the dwelling unit’s electrical system are acceptable.

There are several models on the market with different features such as power supply back up and indicators to let the user know when it needs to be replaced. Check your model type to ensure it has the features that you need.

Required Carbon Monoxide Alarm Locations

1. Where a room contains a solid fuel-burning appliance, a CO alarm conforming to CAN/CSA - 6.19-01, “Residential Carbon Monoxide Alarming Devices,” shall be mechanically fixed:
   - at the manufacturer’s recommended height where these instructions specifically mention solid-fuel-burning appliances; or
   - in the absence of specific instructions related to solid-fuel-burning appliances, on or near the ceiling.
2. Where a fuel-burning appliance is installed in a suite of residential occupancy, a CO alarm shall be installed:
   - inside each bedroom; or if outside the bedroom, within 5 m of each bedroom door, measured following corridors and doorways.

Safety Codes Council

SAFETY TIPS

CARBON MONOXIDE ALARM HOME INSTALLATION

3. Where a fuel-burning appliance is installed in a service room that is not in a suite of residential occupancy, a CO alarm shall be installed:
   - either inside each bedroom, or if outside the bedroom, within 5 m of each bedroom door, measured following corridors and doorways, in every suite of residential occupancy that shares a wall or floor/ceiling assembly with the service room; and
   - in the service room.
4. For each suite of residential occupancy that shares a wall or floor/ceiling assembly with a storage garage or that is adjacent to an attic or crawl space to which the storage garage is also adjacent, a CO alarm shall be installed:
   - inside each bedroom; or if outside the bedroom, within 5 m of each bedroom door, measured following corridors and doorways.

Homes containing a secondary suite must have carbon monoxide alarms in both the main dwelling and the secondary suite. These must be hard-wired and inter-connected so they will operate in unison.

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

Please contact your local Fire Department for any questions regarding this Safety Tip.

Safety Codes Council

Updated January 2020

Safety Codes Council

SOLID-FUEL-BURNING APPLIANCES

Learn more about installation and construction requirements for solid-fuel-burning appliances.

Overview

The correct installation and maintenance ensures safe and effective use of a fireplace or space heater. Installing any solid-fuel-burning factory-built fireplace or space heater system may require the services of a qualified technician.
To achieve high-quality and safe performance of these appliances, you should strongly consider having it professionally installed.
A safety codes officer will perform an inspection to check the installation for compliance with the current edition of the National Building Code – Alberta Edition and applicable standards.

Certification labels on factory-built fireplaces and space heaters is your assurance that a product has been tested in conformance to recognized safety standards.

If you are planning to install a solid-fuel-burning factory-built fireplace or space heater and still have questions, please contact us.

When you need a permit

If you are planning to install a solid-fuel-burning appliance, you will need a permit. As the homeowner, you are responsible for getting all required permits.

Check with your municipality to find out what permits you need. Some restrictions may apply. Make sure you get your permit(s) before starting your project.

Professional installation

It is highly recommended that any type of solid-fuel-burning appliance be installed by a certified professional. Look for professional installers who are Wood Energy Technical Transfer (WETT) certified when installing a wood or other biomass-fuel-burning appliance. For additional service and safety information, contact Wood Energy Technical Transfer Inc.

SAFETY TIPS

SAFETY TIPS

SOLID-FUEL-BURNING APPLIANCES

TYPES OF FIREPLACES

Solid-fuel-burning factory-built fireplaces

These are also fireplaces commonly known as “zero-clearance”. This term is sometimes misleading because it implies the fireplace does not need clearances to combustible material.

Manufacturers’ instructions will refer to “framing spacers,” designed to ensure combustible material used in construction is a safe distance from the fireplace.

Never substitute a component that has not been specifically designed for the unit you are installing. You may create a fire hazard that place lives at risk.

All components, including chimneys and fans, must carry labels indicating they were tested to be compatible with the particular installation.

Fireplaces must be installed and used as required in the certified manufacturer’s instructions.

FIREPLACE CHIMNEYS

Chimneys

The chimney for a factory-built fireplace or space heater must be specifically designed, tested and labeled for the particular installation.

Factory-built chimneys serving solid-fuel-burning appliances and their installation must conform to CAN/ULC-S629, “650 C Factory-Built Chimneys.”

Masonry and concrete chimneys must conform to the NBC(AE)

Combustion air

Where combustion air is provided to the fire chamber of a site-built fireplace, the installation shall comply with the “Outdoor Air Supply” requirements provided in CAN/CSA-A405-M, “Design and Construction of Masonry Chimneys and Fireplaces.” Combustion air for factory-built fireplaces shall conform to the manufacturers certified instructions.

Carbon Monoxide Alarm

A room containing a solid-fuel burning fireplace or space heater requires a carbon monoxide alarm conforming to CAN/CSA-6.19, “Residential Carbon Monoxide Alarming Devices”. The carbon monoxide alarm must be mechanically fixed at the manufacturer’s recommended height where the instructions mention solid-fuel burning appliances, or where the instructions do not mention this, on or near the ceiling.

Safety Codes Council

SAFETY TIPS

SOLID-FUEL-BURNING APPLIANCES

Contact

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Toll free: 1-866-421-6929
Email: safety.services@gov.ab.ca

Please contact your local Fire Department for any questions regarding this Safety Tip.

Safety Codes Council

Updated January 2020

Safety Codes Council

PRIVATE SEWAGE TREATMENT SYSTEMS

SAFETY TIPS

Your Private Sewage Treatment System (PSTS) does more than make sewage soak into the ground. Having a properly designed and installed PSTS will reduce the chance of system failures, protecting your family, neighbours, and the environment. It is important to understand the type of system that is best for the conditions of your site.

Planning to install your own system?

Not sure where you to begin? Here are some questions you should ask yourself before you install your PSTS.

What are my legal responsibilities as a homeowner installing my own system?

The owner of any thing, process or activity to which the Safety Codes Act applies shall ensure that it meets the requirements of the Act. This makes you, the owner, responsible to ensure compliance with the Private Sewage Standard of Practice.

How do I evaluate my property to determine what system I need?

Site evaluation requirements are set out in Part 7 of the Alberta Private Sewage Systems Standard of Practice (SOP). The site and soils evaluation will determine what type of system will work on your property. To order a copy of the Alberta Private Sewage Systems Standard of Practice visit www.qp.alberta.ca/Laws_Online.cfm

SAFETY TIPS

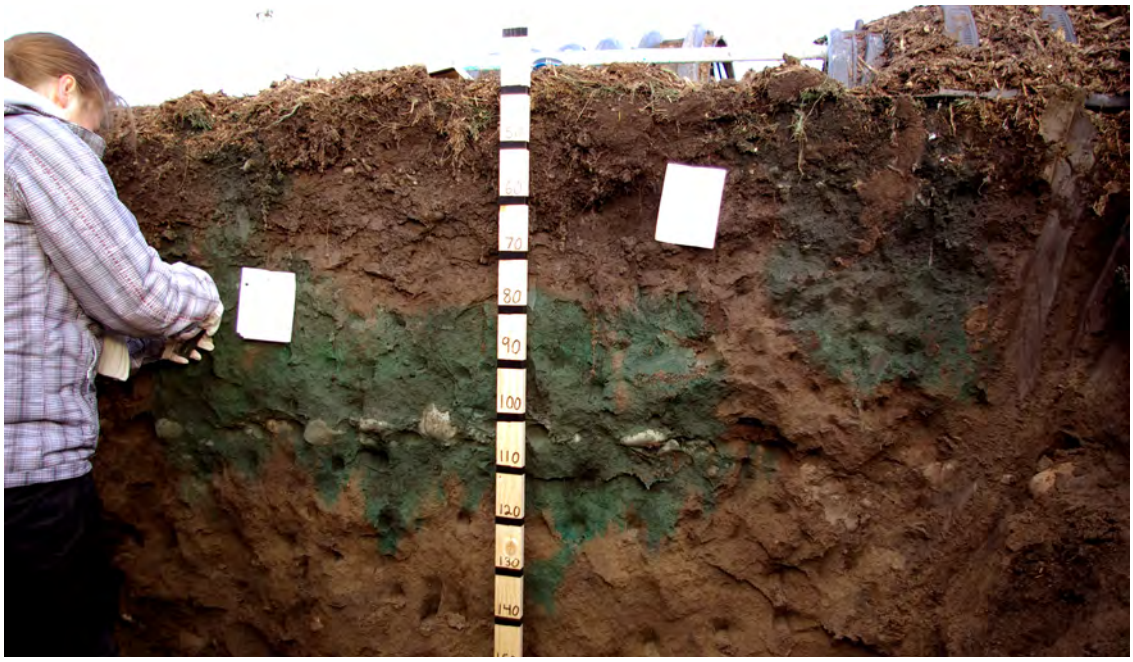
PRIVATE SEWAGE TREATMENT SYSTEMS

Should I check with my local municipality prior to planning my PSTS?

Some municipalities have established special requirements to address specific environment issues for sensitive areas. Your municipality can advise you of any bylaws that your PSTS installation must follow.

Does it matter what type of soil my PSTS is on?

Soil conditions and site topography are critical in effective sewage treatment. This may limit the options where you can install a PSTS on your property. Plan your PSTS around future projects you may be considering.



Do I need a permit?

You or your contractor must obtain a private sewage permit before installing your PSTS. This is a different permit from the plumbing permit required to install the plumbing system inside your home. To find out where to purchase a permit, contact your municipality or visit www.municipalaffairs.alberta.ca/cp_permit_information.cfm.

The permit process will engage a safety codes officer (SCO) who will work with you to ensure your installation and plans comply with the SOP. This will allow for adjustments in the planning stages and avoid costly corrections after construction. Owners are entitled to copies of the permit and inspection reports. These items are valuable in making payment as per the agreement with your contractor or when you sell your property.

Failure to have a permit before beginning your project can result in substantial penalties under the Safety Codes Act.

Safety Codes Council

SAFETY TIPS

PRIVATE SEWAGE TREATMENT SYSTEMS

Do I have the proper information to submit with my permit application?

After the property evaluation, the permit applicant must provide the permit issuing authority with detailed information on the design of the system in support of the permit application. A safety codes officer will review the design and issue the PSTS Permit before work can start. The application requires a System Design Support Document that includes the following:

- **Site plan:** A proper site plan showing distances to all features of the development including separation distances to property lines, water sources, water wells, water courses, septic tanks, lift station tanks, packaged sewage treatment plants, final treatment components, buildings, basements, crawl spaces, cellars, and dwellings. Site evaluation: A site evaluation shall be done in accordance to the requirements of Article 7.1.1.2. of the SOP.

- **Soil profile:** The characteristics of each soil profile investigated shall be described using Canadian System of Soil Classification system and include soil profile descriptions as set out in Article 7.1.1.2. 3) of the SOP.

- **Lab reports on soil classification:** A soil sample of the most limiting condition affecting the design shall be collected and analyzed at a laboratory using a recognized grain or particle size analysis method to determine the texture of the soil as set out in Article 7.1.1.2. 3) c) ii) of the SOP.

- **Design Work Sheets:** Work sheets showing calculations for treatment components. Examples of design documents can be viewed at www.alberta.ca/private-sewage-systems-design-tools-and-forms.aspx

If you are still unclear on how to properly install your PSTS, call a certified contractor, your municipality, or Municipal Affairs for advice.

ASK BEFORE YOU START

Hiring a contractor

Designing and installing a PSTS is a complex process, it's recommended homeowners hire a certified contractor to install their PSTS. The system designer and system installer are responsible to ensure that the site has been sufficiently investigated so the most appropriate system is installed. Contractors also test and commission the system to ensure it complies with the Standard of Practice.

A list of certified contractors can be found at:
www.alberta.ca/private-sewage-certified-contractors-list.aspx

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SAFETY TIPS

PRIVATE SEWAGE TREATMENT SYSTEMS

The contractor you hire must hold a current Private Sewage Certification to be able to obtain a PSTS installation permit. When you hire a contractor, make sure your contractor does the following as minimum in investigating your site and preparing your quote:

- Estimate the volume of sewage per day from your household
- Determine the size of your septic tank and the best location for your septic system
- Explore other suitable/alternative PSTS
- Identify any signs of seasonal saturation /high water tables that may affect your system design
- Confirm the separation distances from water sources, water wells, water courses, property lines, dwellings, and buildings.

Maintenance

Observe the installation process of your sewage treatment system so you can learn more about how the system works. Ensure your contractor provides you with a copy of all inspection reports and the Operation and Maintenance Manual. The Operation and Maintenance Manual will include details and information on the system design and equipment and is required by Article 2.1.2.8 of the SOP.

Safety Codes Council

SAFETY TIPS

PRIVATE SEWAGE TREATMENT SYSTEMS

Importance of permits

The Safety Codes Act requires that permits in Alberta be obtained prior to commencing work on any buildings covered by the Alberta Building and Fire Codes, the Canadian Electrical Code, the Gas Code, the National Plumbing Code, or the Alberta Private Sewage Systems Standard of Practice.

Permits are part of a process to access compliance to a minimum standard of construction safety for the benefit of all Albertans. If construction projects are undertaken without required permits, the owner may be subject to penalties and extra costs incurred to bring a project into compliance.

As the property owner, you are responsible to obtain all necessary permits. A contractor can look after this on your behalf; however, you should specify in writing, who will get the required permits. Some jurisdictions may require a letter of authorization before a contractor can apply for permit(s) on your behalf.

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 applicable provincial 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 deficiencies to make sure your project is safe and in compliance.

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, contact the Alberta Safety Codes Authority (ASCA) at 1-888-413-0099 or visit safetycodes.ab.ca.

Applying for a private sewage 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 site.
- plans, specifications and other documents as required by the permit issuer.

SAFETY TIPS

PRIVATE SEWAGE TREATMENT SYSTEMS

Hire qualified tradespeople

Specific trades such as electricians, plumbers and gasfitters must be certified to work in Alberta. To find out if the tradespeople you are hiring need to be certified in Alberta or to verify an individual's status, you may contact The Apprenticeship and Industry Training office by calling 310-0000.

Call (or click) before you dig!

Alberta One Call will locate utility lines on your property. Call or click before you start any project that involves digging in your yard. Alberta One Call will locate gas, water, electricity, drainage, telephone and cable TV lines. Allow at least two full working days for Alberta One Call to locate your utility lines.

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

Safety Codes Council:
Toll free: 1-888-413-0099 (within Alberta)
Email: sccinfo@safetycodes.ab.ca
Web: safetycodes.ab.ca

Alberta Safety Codes Authority:
Toll free: 1-888-413-0099 (within Alberta)
Email: askasca@safetycodes.ab.ca

Updated July 2019

Safety Codes Council

SECONDARY SUITE STANDARDS

A secondary suite is a self-contained dwelling unit that is part of a house containing not more than two dwelling units (including the secondary suite) and any common spaces such as common storage, common service rooms, common laundry facilities or common areas used for exit.

Secondary suites are typically created within an existing single dwelling unit, (house) either constructed as an addition to an existing house or incorporated during the construction of a new house. A secondary suite may have more than one storey and may be on the same level as the principal dwelling unit of the house or be above or below it.

Examples of buildings where secondary suites are permitted include individual detached houses, semi-detached houses (half of a double) and freehold row houses. Secondary suites are also permitted where the secondary suite is located in a portion of a building.

Where a building has multiple occupancies, the secondary suite can only be created in a portion of the building that is of residential occupancy.
Apartment buildings have more than two dwelling units and are therefore not permitted to have secondary suites.

A secondary suite is only permitted where approved by the local authority, in accordance with municipal land use bylaws.

Planning

The costs to develop a secondary suite will vary depending on the conditions of the home, the size and extent of the development and type of changes required to comply with minimum code requirements. Secondary suites are permitted only in specific single-family homes in accordance with municipal zoning bylaws.

IMPORTANT: Check with your municipality on the zoning and development bylaws in your area to determine which areas are zoned to permit secondary suites.

SAFETY TIPS

SAFETY TIPS

SECONDARY SUITE STANDARDS

Before homeowners decide to proceed with renovating their homes to incorporate a new or upgraded secondary suite, they should approach their local municipal administration office. They should discuss their plan with a Development Officer and Building Safety Codes Officer and obtain the necessary information regarding permit requirements (e.g., building, gas and electrical work), zoning and other construction considerations.

BASIC REQUIREMENTS

The following is an outline of the applicable building code requirements that need to be considered when developing a new or upgraded secondary suite.

If you need information on specific upgrades for an existing suite, please contact your local municipality.

1. **The minimum ceiling height for living spaces in a secondary suite is 1.95 m (78”).**
   This requirement is in line with current acceptable practice for unfinished basements. This height makes it feasible for most existing homes to be adapted for secondary suites. For existing secondary suites, the minimum ceiling height may be less than 1.95 m (78”), subject to evaluation by a safety codes officer.

2. **Provide smoke-tight walls, ceiling, and exits by the use of ½-inch drywall.**
   This requirement is intended to provide smoke- tight barriers between suites to allow occupants of either unit time to evacuate before fire spreads between units. When the exit from a basement suite goes through a main floor vestibule to the outdoors, adequate smoke/fire protection to the exit walls and ceiling is necessary for occupants to evacuate safely.

3. **A secondary suite must have a direct exit to the outdoors.**
   This requirement is an essential safety feature to provide a primary means of evacuating occupants from the secondary suite in the event of fire or other emergency. It is acceptable to have an exit from a basement suite with stairs leading from the basement to a main floor vestibule with a doorway leading directly to the outside. However, the walls and ceiling for such exits must be provided with protection by 12.7 mm (½-inch) gypsum board from the effects of fire to allow occupants adequate time to evacuate.

4. **Each bedroom in a secondary suite must have at least one window for emergency escape during a fire.**
   Windows in bedrooms are intended to provide an alternate means for escape during a fire emergency. A secondary suite may contain a number of bedrooms, and each bedroom must have at least one window with an unobstructed opening size of not less than 0.35 m^2 (543 in^2) and no dimension less than 380 mm (15”). If a window opens into a window-well, a clearance of at least 760 mm (30”) between the window

Safety Codes Council

and the wall of the window-well is required. The bedroom window must be able to be opened from the inside without the use of tools or technical knowledge and maintain the required opening during an emergency without the need for additional support.

(Please also see Bedroom Windows brochure.)

5. **Homes containing a secondary suite must have interconnected smoke alarms and carbon monoxide alarms installed to cover both dwellings.**
   Smoke alarms conforming to CAN/ULC-S531 "Smoke-Alarms" must be located in both the main dwelling and the secondary suite and be installed in conformance of CAN/ULC-S553 "Installation of Smoke-Alarms" and the National Building Code-Alberta Edition.

   Smoke alarms in a house with a secondary suite shall be interconnected so that the activation of any one smoke alarm causes all smoke alarms within the house with a secondary suite to sound. **Smoke alarms are required in each bedroom and hallway.**

   Carbon monoxide (CO) alarms conforming to CAN/CSA-6.19 "Residential Carbon Monoxide Alarming Devices" must be installed in a house with a secondary suite including their common spaces and shall be interconnected so that the activation of any one CO alarm causes all CO alarms within the house with a secondary suite including their common spaces to sound. CO alarms are required inside each bedroom or outside each bedroom (within 5 m of each bedroom door) and measured following corridors and doorways.

   (Please also see Smoke-Alarms for your Home Brochure.)

6. **Gas-fired furnaces and water heaters need to be enclosed in a room with fire-protected walls and ceiling by the use of ½-inch drywall.**
   Allowing the location of the above appliances in an open living area is a dangerous due to possible fire (equipment malfunction) and health (carbon monoxide poisoning from the escape of flue-gas) hazards associated with such equipment. A furnace room needs to be provided with12.7 mm (½-inch) drywall applied to both sides of the walls and the ceiling to produce a smoke-tight barrier between it and the dwelling units or common spaces.

7. **Secondary suites shall be served by an independent heating and ventilation system.**
   In secondary suite construction, independent ventilation systems are required. Previous fire studies have demonstrated smoke migration between a secondary suite and the main dwelling can occur quickly when a common ductwork system serves both areas.

Safety Codes Council

SAFETY TIPS

SECONDARY SUITE STANDARDS

Undesirable air contaminants (e.g., cigarette smoke or cooking fumes) are also transmitted more quickly if free air exchange between the suites is permitted through common ductwork.

Homeowners are encouraged to investigate heating and ventilation options with local heating services companies to minimize costs.

8. **Doors in smoke-tight barriers shall be at least a solid core wood 45 mm (1-3/4”) thick and have a self-closing device.**

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

Safety Codes Council:
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Email: sccinfo@safetycodes.ab.ca
Web: safetycodes.ab.ca

Alberta Safety Codes Authority:
Toll free: 1-888-413-0099 (within Alberta)
Email: askasca@safetycodes.ab.ca

Safety Codes Council

Updated April 2021

Safety Codes Council

SMOKE ALARMS
FOR YOUR HOME

Find out why you need smoke alarms in your home, what kind you need, and where to put them.

Smoke alarms save lives

Your chances of surviving a home fire may be significantly increased if you have working smoke alarms.

Fires can spread quickly. In as little as three minutes, a small fire can erupt into a big fire called a flashover – when a room gets so hot everything suddenly bursts into flames.

Smoke alarms give an early warning of smoke and fire danger, which can increase your chance of escape.

Smoke alarms should be properly installed, tested and maintained.

OVERVIEW

Standards and locations

Smoke alarms must conform to CAN/ULC-S531, "Smoke Alarms," and must be provided in:

- each home
- each bedroom or sleeping room ancillary spaces
- common spaces in a house with a secondary suite

If power supply to the smoke alarm is cut, the smoke alarm should have a battery to provide power to the smoke alarm for up to seven days in the normal condition, followed by four minutes of alarm.

Installation of smoke alarms

Smoke alarms must:

- be installed in conformance with CAN/ULC-S553, "Installation of Smoke Alarms"
- be installed with permanent connections to an electrical circuit
- have no disconnect switch between the overcurrent device and the smoke alarm

SAFETY TIPS

SAFETY TIPS

SMOKE ALARMS FOR YOUR HOME

LOCATION OF SMOKE ALARMS

Smoke alarms within homes must be installed on or near the ceiling. Refer to the manufacturer's installation instructions.

Sufficient smoke alarms must be installed so that there is at least one smoke alarm on each story, including basements.

A smoke alarm must be installed on any story of a home in either every sleeping room or in a location between the sleeping rooms and the remainder of the storey. If the sleeping rooms are served by a hallway, the smoke alarm must be located in the hallway.

Where a choice arises about where to locate the required smoke alarm or alarms, one should be located as close as possible to a living area, provided the requirements to bedrooms are also satisfied.

INSTALLATION OF SMOKE ALARMS

Interconnection of smoke alarms

If more than one smoke alarm is required in a home, it should be wired so if one alarm sounds, others will be activated, too.

Smoke alarms in a house with a secondary suite should be wired so that activation of one alarm causes all alarms in the house with a secondary suite to sound.

Two-story split-level home

A smoke alarm is not required on each level in a split-level home because each level does not count as a separate story. Determine the number of storys in a split-level home and which levels are part of which story:

- establish grade, which is the lowest of the average levels of finished ground adjoining each exterior wall of the house
- identify the first story, which is the uppermost story, having its floor level not more than two m above grade
- identify the basement, which is the story or storys located below the first story
- identify the second story and, where applicable, the third story

As a minimum, one smoke alarm must be installed in each story, preferably on the upper level of each one. However, when the home contains more than one sleeping area, an alarm must be installed to serve each area.

Where the sleeping areas are on two levels of a single story in a split-level home, an additional smoke alarm must be installed so that both areas are protected.

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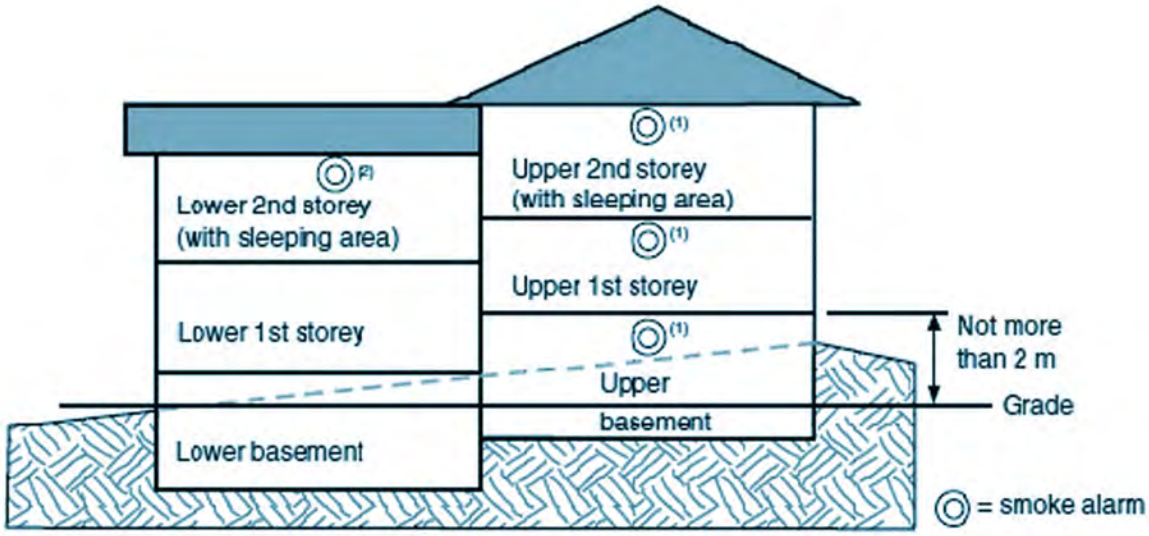
SAFETY TIPS

SMOKE ALARMS FOR YOUR HOME



Existing homes

Redevelopment of your home may require the installation of additional smoke alarms that may have to be permanently wired to the home electrical system.

Homes that have existing smoke alarms hardwired to an electrical circuit, as required above, cannot be replaced with a battery-powered alarm. Any replacement must be comparable to the original or better.

Smoke alarms installed in addition to hardwired alarms may to be battery operated.

Contact your local municipality development office or building safety codes officer for more information related to redevelopment requirements for the installation of smoke alarms in any existing dwelling unit. Permits may be required.

MAINTENANCE AND NUISANCE ALARMS

Where instructions are necessary to describe the maintenance and care required for smoke alarms, instructions shall be posted in a location where they will be readily available to the occupants for reference.

Sometimes a smoke alarm may sound if there is no smoke for a few reasons:

- Improper location – installing an alarm in the kitchen or other high-smoke or steam-area will lead the alarm to sound.
- Wear and tear – a smoke alarm may wear out. Smoke alarms should be replaced every 10 years or as per the manufacturer's recommendations.
- Low battery power – a warning may sound if batteries run low in an alarm. The manufacturer's specifications should be reviewed for the required maintenance and replacement of batteries.

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SAFETY TIPS

SMOKE ALARMS FOR YOUR HOME

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

Please contact your local Fire Department for any questions regarding this Safety Tip.

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Updated January 2020

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BUILDING A WOOD DECK

Do you need a permit?

Yes, in most cases building a deck will require a permit. As the home owner, you are responsible for getting all necessary permit(s). Check with your municipality to find out what permits you need or contact Municipal Affairs to find the permit provider in your area. Make sure you get your permit(s) before starting your project.

How do I get a permit?

If you are not sure where to get the required permits for projects in your area, please contact Municipal Affairs using the contact information in this brochure.

What are the 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.

Safety measures

If handrails and/or guardrails are required by the Alberta Building Code, doors opening onto a residential wood deck must be mechanically secured to prevent access until handrails and guards are installed.

SAFETY TIPS

SAFETY TIPS

BUILDING A WOOD DECK

REQUIRED PLANS

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

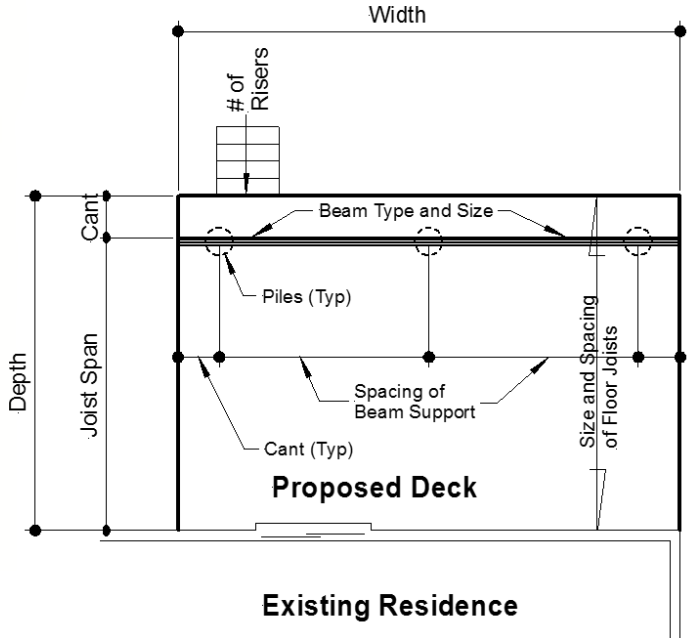
- Site plan
- Cross-section
- Deck floor plan

Site plan (required information)

- Show north with an arrow and indicate the size of the property using proper dimensions.
- Indicate distances from the deck to property lines and to any existing buildings on site.
- Show location of deck steps (if any).

Deck floor plan (required information)

- Indicate deck size (length, width and height) using proper dimensions.
- Provide deck layout, indicating the joist direction on the plan as well as size, spacing of joists and span between joist supports.
- Show size, location and height of columns.
- Specify beam size.
- Show the type of foundation and depth below grade.
- Describe the location, size and depth of piles (if any).
- Provide details of the stairs (if any). For example, the width, height, rise, run, handrails, etc.



Deck floor plan illustration
Guardrail protection

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SAFETY TIPS

BUILDING A WOOD DECK

Open sides of a deck must be protected by a guardrail on each side not protected by a wall:

- for every length where the elevation is more than 600 mm (24”) between the deck and ground; or
- if the adjacent ground, within 1.2 m (48”) of the deck, has a severe slope.

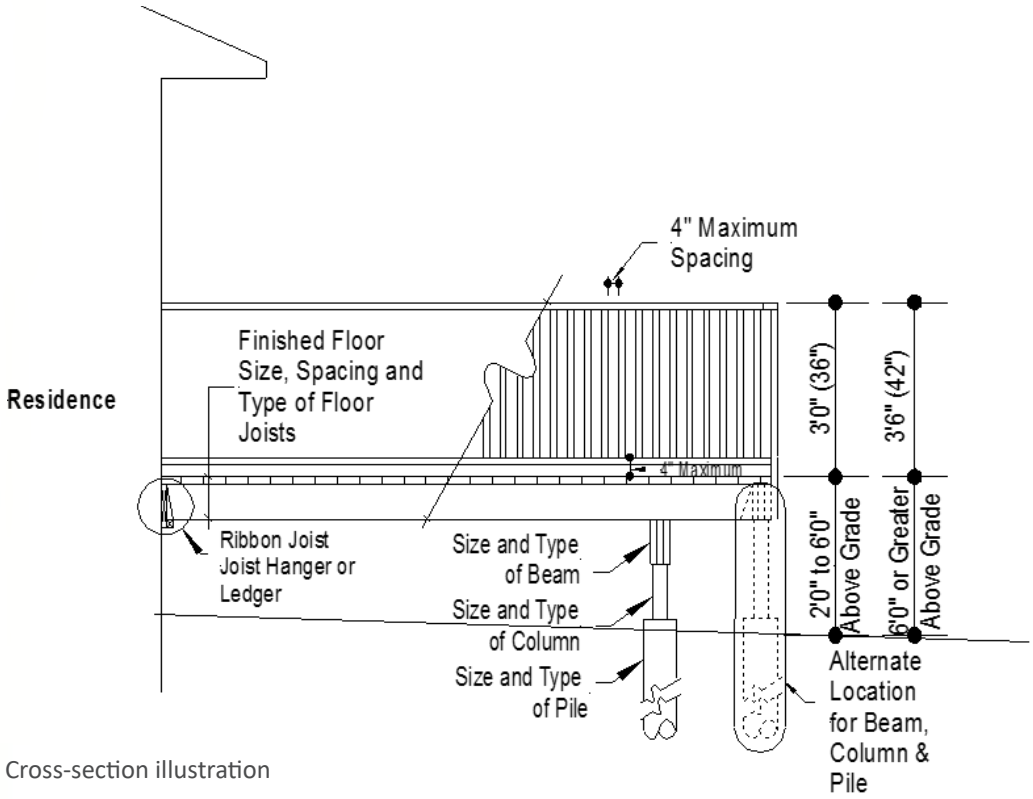
Openings in guards in all non-industrial buildings shall be small enough to not permit the passage of a 100 mm (4”) diameter sphere.

Guardrails must be designed so no part, including ornamental fixtures, will allow for climbing. Guardrails must be at least 1.07m (42”) high, from the deck surface to the top of the guardrail . Guardrai ls serving a single home can be 0.9 m (3’) high if the deck surface is not more than 1.8 m (6’) above the ground.

Surface foundations

If your deck is built on a foundation that is supported on a surface other than rock or coarse-grained soil with good drainage, access to the foundation for re- leveling shall be provided:

- by passageways with a clear height under the deck of at least 600 mm (24”) and a width of at least 600 mm (24”); or
- by installing the deck surface in a way that allows easy removal.



Cross-section illustration

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SAFETY TIPS

BUILDING A WOOD DECK

Clearances to Overhead Power Lines

Wood decks beneath overhead power lines must maintain a minimum vertical clearance of 3.5 m (11’ 6”) Consult with your Electrical Utility provider regarding distances between metering and deck surfaces.

Subsurface foundation requirements

- The foundation system must be at least 1.2 m (4’) below grade and extend at least 150 mm (6”) above grade.
- Footings are not required under piles if the safe load-bearing capacity of the soil is not exceeded. Your safety codes officer may require additional verification.

NOTE: Concrete pile design is not included in the scope of the Alberta Building Code and may require the seal and signature of a Professional Engineer.

If you want to use a concrete pile, the municipality or permit provider in your area will decide if a professional is needed to complete the structural design.

Call (or click) before you dig!

Alberta One Call will locate utility lines on your property. Call or click before you start any project that involves digging in your yard. Alberta One Call will locate gas, water, electricity, drainage, telephone and cable TV lines. Allow at least two full working days for Alberta One Call to locate your utility lines.

No Fees are required for this service.
1-800-242-3447 | albertaonecall.com.

Contact

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Safety Codes Council:
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Email: sccinfo@safetycodes.ab.ca
Web: safetycodes.ab.ca

Alberta Safety Codes Authority:
Toll free: 1-888-413-0099 (within Alberta)
Email: askasca@safetycodes.ab.ca

Updated July 2019

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EXTERIOR STAIRS TO YOUR HOME

If you plan to build new stairs up to your front door, rear door or deck, there are rules regarding construction, railings, landings, and more.

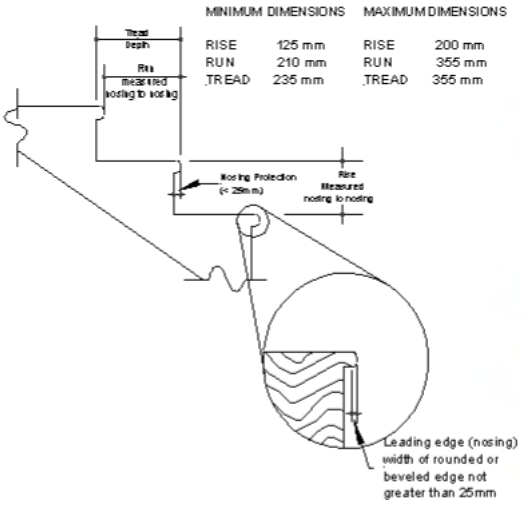
When you need a permit

If you are building or replacing stairs on the exterior of your home, you may need a permit. As the homeowner, you are responsible for getting all required permits.

Check with your municipality on the zoning and development bylaws in your area; as well as to find out what permits you need. Some restrictions may apply. Make sure you get permit(s) before starting your project.

Exterior stair construction

The rise of steps must be between 125 mm and 200 mm (4 ⅞ to 7 ⅞ inches) and uniform.
Riser height is measured vertically from the surface of one tread to the surface of an adjacent tread or landing.



The run of steps must be between 255 mm and 355 mm (10 to 14 inches) and uniform. A step's run is measured from the face of one riser to the face of an adjacent riser.

The tread of a step is the step's run plus the nosing (if one is provided) that extends beyond the face of the riser below. The depth of a rectangular tread cannot be not less than the step's run and not more than its run plus 25 mm (one inch).

Exterior wood steps must not be in direct contact with the ground unless suitably treated with a wood preservative.

Exterior landings

Landings make stairs safer to use. They break up tall flights of stairs to allow the user to rest safely. They also provide an adequate surface for users to change direction when entering or exiting a flight of stairs.

SAFETY TIPS

SAFETY TIPS

EXTERIOR STAIRS TO YOUR HOME

A landing must be provided:

- at the top and bottom of each flight of interior and exterior stairs, including stairs in garages
- at the top and bottom of every ramp with a slope greater than 1 in 50
- where a doorway opens onto a stair or ramp
- where a ramp opens onto a stair
- where a stair opens onto a ramp

A landing is not required at the top of an exterior flight of stairs serving a secondary entrance to a single home, provided:

- the stair does not contain more than three risers
- the principal door is a sliding door or swings away from the stair, and
- only a storm or screen door, if any, swings over the stair and is equipped with hardware to hold it open

Handrails

Handrails provide assistance with normal balance on stairs and they offer a continuous handhold to support persons who may stumble. The guidance and support provided by handrails is especially important at the beginning and end of ramps and flights of stairs, and at changes in direction at landings and winders.

Handrails must be constructed to be continually graspable along their entire length. Where an exterior stair has more than three risers, a handrail is required on one side of the stair.

Guards

Railings, as they are commonly referred to) provide a protective barrier around openings in floors and at the open sides of stairs, landings, balconies, mezzanines, galleries or raised walkways to prevent accidental falls.

Where no wall is present and there is a difference in elevation of 600 mm (24 inches) or more between two floor/ground surfaces, the risk of injury in a fall is sufficient to warrant the installation of guards to reduce the likelihood of a fall.

Where a guard protects a level more than 4.2 m above an adjacent surface, guards must be designed so that no member, attachment or opening located between 140 mm and 900 mm above the level protected by the guard facilitates climbing.

Openings through guards shall be of a size that prevents the passage of a spherical object having a diameter of 100 mm (4 inches).

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SAFETY TIPS

EXTERIOR STAIRS TO YOUR HOME

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