



### DETACHED GARAGES

- 1 Building Permit application, no faxes or photocopies.
- 1 Contractors list, all sub-trades to be listed.
- 2 Site Plans including all buildings and setbacks. An actual Real Property Report may be requested by the Safety Codes Officer.
- Elevation drawing.
- Electrical, Gas & Plumbing permits required if applicable.

### DECKS & SHEDS

- 1 Building Permit application, no faxes or photocopies.
- 1 Contractors list, all sub-trades to be listed.
- 2 Site plans including all buildings and setbacks. An actual Real Property Report may be requested by the Safety Codes Officer.
- 2 sets of construction plans.

Drawings and Site Plans are used for the plan examination, one set will be returned to you and must be left on site throughout construction.

Additional information for any of these permits may be requested.

All Building Permits must be posted on construction site.

### FEES

- a) **\$85.00 Minimum Fee** for construction up to \$11,333 of estimated construction value.
- b) **\$7.50/\$1000.00** of estimated value of construction, or part thereof.
- c) **Water & Sewer Inspection Fee** shall be charged, if applicable.



d) **Damage Performance Deposits** are as follows: base of \$1000.00 for 1) new residential construction for 1 single family dwelling or 2 unit dwelling plus additional \$100 per unit calculated on 3rd & subsequent units, 2) residential or commercial renovations over \$50,000 and 3) new commercial construction plus 0.40/sq.m. calculated on the TOTAL area shall be charged within the Town of High River upon submission of Building Permit application. This fee will be reimbursed to the builder/owner once the building has had a final inspection. **This fee covers damage that may occur to public property (sidewalks, curbs, main water shutoff valve, etc.), and any performance issues.**

e) **Temporary Building Permit Fee \$200.00**

A Temporary Permit may be issued at the discretion of the Safety Codes Officer. This Temporary Permit must be paid for and picked up before any construction can begin, and shall then be available on site.

Applications for Building Permits take time to issue and once a completed application and all required information has been submitted, we will require ten (10) working days to review and process your Building Permit.



**Town of High River**

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These pamphlets have no legal status and cannot be used as an official interpretation of the various by-laws, codes and regulations in effect. Users are advised to contact the Planning and Development Department for assistance as the Town of High River accepts no responsibility to persons relying solely on this information.

Updated: January 2010

# BUILDING PERMIT PROCESS



Planning & Development





### **WHAT IS A BUILDING PERMIT?**

A Building Permit is used to regulate how buildings are:

- Constructed
- Repaired
- Altered
- Demolished
- Relocated

The Alberta Building Code and Fire Code guide decisions in the Building Permit process.

### **BUILDING PERMITS ARE REQUIRED FOR:**

- All new construction.
- Manufactured homes which are to be moved, renovated or added on to.
- Major home or building repairs, renovations, additions, demolitions and relocations which may impact electrical, mechanical, or structural components of buildings.
- Temporary buildings.
- Installation of wood stove.
- Accessory buildings such as detached garages and sheds (if shed over 10' x 10').

### **BUILDING PERMITS MAY BE REQUIRED FOR:**

- Decks over 2' above grade due to certain structural requirements as per current Alberta Safety Code.
- General maintenance.
- Minor repairs.

### **BUILDING PERMITS ARE NOT REQUIRED FOR:**

- Fences. The Town does have separate guidelines. See our fence pamphlet.

### **NOT SURE IF YOU NEED A BUILDING PERMIT? ASK US.**

The Planning Department can assist you with your questions and concerns.

### **WHO CAN APPLY FOR A BUILDING PERMIT?**

Anyone can apply for a Building Permit whether or not they own the property concerned, provided they have a letter of authorization from the property owner.

### **BUILDING PERMIT REQUIREMENTS:**

Applications for Building Permits are acquired at the Town Office.

In order to assist us in processing your Building Permit application promptly, the following is required at the time of application:

#### **FOR NEW RESIDENTIAL CONSTRUCTION**

- 1 Building Permit application, no faxes or photocopies.
- 1 Sub-Contractors list, all sub-trades to be listed.
- 2 sets of construction blue prints: (including)
  - a) 4 elevations, b) foundation drawings, c) floor plans, d) all assembly details.
- Floor plans on a scale of not less than 1:100.
- 2 Site Plans—showing location of building on lot including major projections such as cantilevers, bay windows, chases and all accessory buildings with front, side and rear yard setbacks included. An actual Real Property Report may be requested by the Safety Codes Officer.
- Engineered drawings, as applicable.
- Plumbing, Electrical & Gas Permits.

#### **FOR COMMERCIAL CONSTRUCTION**

- 1 Building Permit application, no faxes or photocopies.

- 1 Sub-Contractors list, all sub-trades to be listed.
- 2 sets of construction blue prints: (including)
  - a) 4 elevations, b) foundation drawings, c) floor plans, d) all assembly details.
- Floor plans on a scale of not less than 1:100.
- 2 Site Plans—showing location of building on lot including major projections such as cantilevers, bay windows, chases and all accessory buildings with front, side and rear yard setbacks included. An actual Real Property Report may be requested by the Safety Codes Officer.
- Engineered drawings, as applicable.
- Engineer/Architect schedules, as applicable.
- Plumbing, Electrical & Gas Permits.

#### **FOR BUILDING ADDITIONS**

- 1 Building Permit application, no faxes or photocopies.
- 1 Sub-Contractors list, all sub-trades to be listed.
- 2 sets of drawings depicting building sections, foundation, elevation, rooms, windows and measurements and details sufficient to determine the proposed construction meets the requirements of the Alberta Building Code.
- Floor plans on a scale of not less than 1:100.
- 2 Site Plans including all buildings and setbacks. An actual Real Property Report may be requested by Safety Codes Officer.
- Plumbing, Electrical & Gas Permits, if applicable).

#### **BUILDING RENOVATIONS**

- 1 Building Permit application, no faxes or photocopies.
- 1 Sub-Contractors list. All sub-trades to be listed.
- 2 drawings depicting room(s), windows and measurements.
- Plumbing, Electrical & Gas Permits, if applicable.

