



TOWN OF HIGH RIVER BUILDING PERMIT REQUIREMENTS AND GENERAL INFORMATION

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

- Development Permit (if applicable).
- Sub Contractors List.
- Two (2) sets of building drawings including the following:
 - Elevations (front, rear, left, & right sides)
 - Foundation (outline of dwelling including cantilevers, decks, & other projections)
 - Floor plans shall be drawn to scale and shall indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy with conform to the building code.
 - Plans and specifications shall include, so far as is applicable: a) floor plans on a scale of not less than 1:100, b) dimensions of all rooms, c) a description of the purpose of all rooms, d) the location of all walls, partitions, doorways, windows and other openings, e) the finish of all floors, walls and ceilings, f) the location and description of all fixed equipment, and g) building sections, elevations and details sufficient to determine the proposed construction meets the requirement of the building code.
 - All assembly details and building specifications to be on drawings
- Two (2) sets of a dimensioned site plan including the following:
 - North arrow
 - Municipal address
 - Property lines
 - Site area and coverage
 - Front, side and rear yard dimensions
 - Right-of-way setbacks, easements, and utility right-of-way, if any
 - Foundation (outline of dwelling including cantilevers, decks, & other projections)
 - Outline of accessory buildings, if applicable
- Two (2) copies of the building Grade Slip. Original grade slip together with all signatures.
- Fire Rated Wall System drawings as all requirements of the 2009 HIRF (High-Intensity Residential Fire requirements shall be met in its entirety. **NEW**)
- Project specific details for tall wall construction **must** appear on drawings submitted for the building permit. **NEW**
- If Engineered Floor/Joist System is to be installed, an approved set of drawings by the manufacturer showing joist layout and specifications are required. **To be submitted at time of application. NEW**
- If Engineered Roof System is to be installed, an approved set of drawings by manufacturer showing truss layout and required specifications are required. **To be submitted at time of application. NEW**
- If a Preserved Wood Foundation is to be installed, an Engineer's approval is required on the Foundation.
- If Building is to be built in the 1/100 Flood Plain, you are required to have an Engineer provide us with a Flood Mitigation Plan and approval.
- Full payment. Should you have any questions, please contact Building Services.

We will require a minimum ten (10) working days to process a completed building permit application. We will double the permit fees should construction start prior to obtaining a building permit. **In case of emergency**, a temporary building permit (footings and foundation only) **may** be issued at the discretion of the Authority having Jurisdiction.

Inspection Requests

Inspections are scheduled on Tuesday and Thursday of every week, therefore we would ask that you plan accordingly. Please provide your name, telephone number, and the civic address and type of inspection required.

Business Licenses

It is the responsibility of the owner to ensure that all contractors and sub-trades working on his project are licensed to work in the Town of High River. If any of the said contractors or sub-trades do not pay the license fee, the owner will be billed in that amount (which may be taken off the Damage Deposit) and a Stop Work Order may be placed on the building site until payment has been received. A list of all principal and sub-contractors is to be attached to the building permit application by the owner/applicant.

Nuisance Bylaw

Please be advised that under the provisions of the Town of High River Nuisance Bylaw, you are required to take all necessary precautions to see that all construction sites are free of excel building materials such as building paper, cardboard, plastic sheeting, etc. and to see that same is secured or disposed of in a proper manner to prevent debris from blowing into adjacent properties. Failure to comply with this provision could result in a summary conviction and fine.

Gas/Plumbing/Electrical Permits

All permits for electrical, plumbing, gas & air test installations are to be acquired before work commences.



BUILDING PERMIT APPLICATION

NOTE: THIS FORM MUST BE COMPLETED AND PERMIT OBTAINED PRIOR TO COMMENCING CONSTRUCTION

Bldg Permit # _____ File # _____ Dev Permit # _____

Permit to: _____ Construct _____ Renovate Roll Number: _____

Municipal Address: _____ Land Use: _____

Plan _____ Block _____ Lot(s) _____ Type of Development: _____

Existing Use: _____ Estimated Commencement Date: _____

1) Applicant: _____ Phone #: _____ Cell #: _____

Mailing Address: _____ Town / Postal Code: _____

2) Registered Owner of Land (if different from above):

Name: _____ Phone #: _____ Cell #: _____

Mailing Address: _____ Town / Postal Code: _____

3) General Contractor: _____ Cell #: _____

Company Name: _____ Phone#: _____ Fax #: _____

Mailing Address: _____ Town / Postal Code: _____

Estimated Value Of Construction: _____

Building Developed Areas: All measurements required in square feet.

Main Floor _____ 2nd Floor _____ Basement Development _____

Attached Garage _____ Detached Garage _____ # of Fireplaces: Wood _____ Gas _____

Front Porch _____ Rear Deck _____ Other _____

OFFICE USE ONLY

Permit Value: _____

Permit Fee: _____

Water & Sewer: _____

Damage Deposit: _____

SCC Fee: _____

Total Permit Fee: _____

This permit is issued subject to the conditions on the second page.

Safety Codes Officer

D.O.P. #

Date

RESPONSIBILITY OF THE APPLICANT

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all By-laws and / or Provincial laws regulating buildings.

The owner further agrees that it is his responsibility that all contractors and sub-trades working on the building shall be licensed to work in High River, and that if any of the said contractors or sub-trades do not pay the license fee the Applicant will be billed in that amount and a Stop Work Order may be placed on the Building Site until payment has been made to the Town of High River. A list of all principal and sub-contractors is to be attached to this application by the Applicant.

This information is being collected under the authority of FOIPP. You should be aware that this application can and may be disclosed to members of the public in accordance with FOIPP. However, it is protected by the privacy provisions of the Freedom of Information & Protection of Privacy Act (FOIPP). Your signature on this application will authorize the release of all information related to this application, unless otherwise specified.

I hereby authorize the release in accordance with the Safety Codes Act, Section 59(1), of all information related to this permit application.

Application Date: _____

Printed Name: _____

Applicant Signature: _____

ADDITIONAL BUILDING PERMIT INFORMATION

1. Neither the issuance or granting of a permit nor the examination of plans and specifications shall be construed to be a permit for, or an approval of, any violation of any of the provisions of the Safety Codes Act, the Alberta Building Code, or the Land Use By-Law.
2. The issuance of a permit based upon plans and specifications shall not prevent the Safety Codes Officer from thereafter requiring the correction of errors in such plans and specifications.
3. The issuance of a permit based upon plans and specifications shall not prevent the Safety Codes Officer from stopping building construction operations which are in violation of the Safety Codes Act, the Alberta Building Code, or the Land Use ByLaw. Building Permit approvals are subject to Development Permit approval if applicable.
4. Every permit shall automatically lapse either if active work is not commenced within ninety (90) days from date of issue or if the building authorized by this permit is suspended or abandoned for a period of 120 days at any time after the work is commenced. Before work can be started again a new permit shall be obtained.
5. A set of examined drawings and specifications shall be kept on the building site at all times during which the work authorized by this permit is in progress, and shall be available for inspection by the Safety Codes Officer.
6. Before any excavation or construction is started the owner or contractor should check the following:
 - (a) Utilities – location, height or depth, and protection from damage of all utilities, i.e. sewers, water, power, gas, telephone, etc. Call Alberta First Call 1-800-242-3447
 - (b) Grades – respecting proposed elevations of finished lanes, streets or avenues, sanitary or storm sewer connections and ensure compliance to grade slip.
7. This permit does not include the installation of, gas, plumbing or electrical work. Permits for this work must be obtained from the Town of High River.
8. Neither the granting of this permit nor the examination of plans and specifications nor any inspections carried out shall in any way relieve the owner of the building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of the current Alberta Building Code.
9. **NO BUILDING SHALL BE USED OR OCCUPIED AND NO CHANGE IN THE EXISTING OCCUPANCY CLASSIFICATION OF ANY BUILDING OR ANY PART THEREOF SHALL BE MADE UNTIL AN OCCUPANCY PERMIT HAS BEEN ISSUED, OR PERMISSION HAS BEEN RECEIVED IN WRITING TO USE OR OCCUPY THE BUILDING FROM THE AUTHORITY HAVING JURISDICTION.**
10. Building must be clearly addressed for identification purposes.

I understand that this application and accompanying information is public record that is accessible by the public. This application will be made available for viewing on request in the Town office. This personal information is being collected under the authority of the Municipal Government Act and will be used only for the purposes for which it is being collected.