



**TOWN OF SEXSMITH
DEVELOPMENT PROCESSES
CHECKLIST**

Development Processes

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Development Processes

Business License Process

Business license costs are as follows:

Circus, Menagerie or Caravan	\$50.00
Hawkers & Peddlers/day/agent	\$25.00
Hawkers & Peddlers/year/agent	\$100.00
General Business License	\$50.00
Non-Resident Business License	\$100.00
Food Truck – Yearly	\$600.00 (Non-Resident) \$300.00 (Resident) \$100.00 (Current License Holder)
Food Truck - Daily	\$25.00 (TOS food premises license holder) \$50.00 (All other Vendors)

- Accept Business License Application
 - Home based businesses are required to submit a Development Permit. See below instructions for Development Permits.
 - Business licenses for commercial businesses may be approved by the Development Officer providing there is no change in occupancy at the location of the business. If there is a change in occupancy, the Development Officer has the discretion to approve the business license application or may require a Development Permit.
- Business license approved by the CAO – issue license
- Business license not approved by the CAO – may appeal to Council
- Existing businesses are sent invoices at the beginning of January and are required to renew yearly.
- Hawkers and Peddlers to provide criminal record check less than 1 year old.
- Post information about Hawkery & Peddlery on FB for resident information.
- Food truck vendors to provide a food permit, seasonal food permit or temporary food permit through Environmental Public Health.

BYLAW 1000
SCHEDULE 1
FORM A

TOWN OF SEXSMITH



TOWN OF SEXSMITH – APPLICATION FOR BUSINESS LICENCE

I, _____ of _____
 (name in full) (complete mailing address)

Address of business (if different than above)

 (occupation) (name of company or business)

 (business phone) (alternate phone)

 (fax number) (e-mail address if applicable)

Hereby apply for a licence under the Business Licence Bylaw for the purpose of carrying on the
 business of _____

o/a _____
 (if different than above)

By signing the business license, you are aware of the regulations provided in the *Consumer Protection Act* as well as the federal and provincial legislation that pertains to your business. For more information on the *Consumer Protection Act* please visit the following site: <http://www.qp.alberta.ca/documents/Acts/c26p3.pdf>

 Signature

 Date

 Title

Accepted

Rejected

 Date

 CAO

Reason for Rejection _____

Appeal to the Council of the Town of Sexsmith this _____ day of _____, 20 ____.

Allowed

Disallowed

 Date

 Mayor

Personal information on this form is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* for the purpose of operating the Town of Sexsmith's business licensing program and for the purpose of law enforcement, and is subject to *FOIP*. If you have any questions about the collection and use of this information, please contact the Town of Sexsmith at 780-568-3681.

BYLAW 1000

TOWN OF SEXSMITH

SCHEDULE 1
FORM B**Food Truck/Trailer, Hawker/Peddler Permit Application Form**

Company Name: _____

Company Address: _____

Business Phone: _____ Alternate Phone: _____

Fax: _____ E-Mail Address: _____

Applicant's Name: _____

Service(s) being hawked/peddled: _____

(i.e. home security, lawn care, food sales)**NOTES:**

1. **Details of this application and any licence granted will be made available to the public.**
2. **Mobile food or food vendors will be required to provide a food permit, seasonal food permit or temporary food permit through Environmental Public Health.**

- Copy of original food permit through Environmental Public Health attached
- Provide an original Criminal Record check Less than 1 year old. **This is not a requirement for mobile food or food vendors.**
- Copy of Criminal Record check attached

Applicant's Signature_____
Date

Development Permit Process

Cost for Development Permits is \$25.00 for residential development and \$150.00 for commercial development plus \$130.41 for advertising

- Receive Development Permit Application and collect fee.
- CAO/Development Officer reviews Development Permit and supporting documentation for completeness/compliance with Land Use Bylaw
- If CAO/Development Officer is satisfied the Development Permit application is complete, a Development Permit Completion form is sent to the applicant within 20 days of receiving the application.
- If CAO/Development Officer deems the application to be incomplete an Incomplete Development Permit Application form is sent to the applicant within 40 days of receiving the application
- Letters are sent to adjacent landowners within 150 feet of the development for home-based businesses and to adjacent land owners and relevant agencies within 150 feet of the development for any new construction. Timeline is typically 3 weeks for responses.
- Applications are heard by the Municipal Planning Commission on the 1st and 3rd Monday of the month following the Council meeting (MPC is heard on the 1st and 3rd Tuesday of the month if the Monday falls on a holiday)
- Agenda for MPC is prepared with recommended conditions (if any) and noting any concerns from adjacent landowners or agencies. MPC will add more conditions as required.
- Minutes for MPC are prepared.
- Development Permit Decision is prepared and sent to applicant stating whether application was approved, not approved or approved with conditions and what the conditions are.
- Notice of Decision of Development Officer is advertised in local paper. Residents/applicants are given 14 days to appeal the decision.
- Letters are sent to adjacent landowners and agencies of the Decision of Development Officer.
- If Development permit is for a home-based business, the applicant will apply for a business license after the 14-day appeal period.
- If Development Permit is for new construction, applicant must apply for all applicable building and service permits and submit plot plan, drawings/plans, site servicing plans and any other information required by the Development Officer

FORM A

Application No. _____

TOWN OF SEXSMITH

DEVELOPMENT PERMIT APPLICATION

I/We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application. I/We understand that this application will not be accepted without the appropriate application fee, and a dimensioned site plan including all details relevant to the proposed development.

Name of Applicant: _____

E-Mail Address: _____ Phone: _____
(by providing an e-mail address, you are authorizing the Town to contact and notify you via e-mail)

Mailing Address of Applicant: _____

Name of Registered Landowner (If Different from Above):

Landowner Address:

E-Mail Address: _____ Phone: _____
(by providing an e-mail address, you are authorizing the Town to contact and notify you via e-mail)

Legal Description of Property to be Developed: Lot _____ Block _____ Plan _____

Municipal Address of Property to be Developed: _____

DEVELOPMENT INFORMATION

Existing Use of the Property: _____

Proposed Use of the Property: _____

Current Land Use Designation in Land Use Bylaw: _____

Does the Development Permit require an amendment to the Land Use Bylaw? Yes _____ No _____

If yes, has an amendment to the Land Use Bylaw been submitted? Yes _____ No _____

IF A STRUCTURE OR BUILDING IS PROPOSED:

Lot Length _____ Lot Width _____ Lot Area _____

Percentage of Lot to be Occupied by Building: _____

Proposed Setbacks: Front Yard: _____ Rear Yard: _____

Side Yard (1): _____ Side Yard (2): _____

Building Height Above Finished Grade: _____ Number of Parking Stalls: _____

Use of adjacent properties: _____

Special Characteristics of land (agricultural, swampy, bush)

Provision of water services: Municipal _____ Private Well _____

Provision of sanitary sewer: Municipal _____ Onsite System _____

ON THE ATTACHED SHEET, PLEASE PROVIDE A SCALED PLAN INDICATING THE LOCATION AND DIMENSIONS OF EXISTING AND PROPOSED IMPROVEMENTS, INCLUDING:

- Property lines surrounding the site
- Parking, roads, sidewalks
- Above ground utilities and direction of storm water drainage off the site
- Building and structures
- Landscaping, fences and screening

Estimated Commencement Date: _____

Completion Date: _____

Estimated Cost of Project: \$ _____

Aquatera Requirements Questions? Call 780-357-5941	<input type="checkbox"/> Please contact Aquatera at connections@aquatera.ca <input type="checkbox"/> Please submit a Site Servicing Plan to Aquatera – 11X17 PDF format showing all water and wastewater infrastructure including valve and line sizes from property line to the building. Aquatera will determine if a Testing Plan is required. <input type="checkbox"/> Please submit a Service Connection Application to Aquatera, when applicable (paper format to the e-mail above or online format through the website below) Additional information is available at www.aquatera.ca/services/engineering/service-connections-disconnections2
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DECLARATION

I/ We hereby declare that the above information is, to the best of my/our knowledge, factual and correct and by signing this application you are authorizing the staff from the Town of Sexsmith as designated under Section 542 of the Municipal Government Act to enter the subject land for the purpose of conducting a site of inspection and evaluation in respect to this application.

Signature of Applicant: _____ Date: _____

Development Officer: _____ Date: _____

Development Officer Comments:

The personal information on this form is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of the Privacy Act, Section 642 of the Municipal Government Act and or the Safety Codes Act. The information will be used to process your application(s) and your name and or address of where the development is being proposed may be made available to the public upon request or at a public meeting. If you have questions on the collection and use of this information, please contact the Town Office.

Date

Name

Address

Place

Postal

Dear Insert field here (click more items and insert first field):

Re: Development Permit, (Insert type of development)
_____ (Insert legal description and municipal address here) _____

The Town of Sexsmith has received an application for a _____ at the above noted location.

Please pass on any comments on the above noted application to the town office by (Insert date comments are to be received here). Comments received may be deemed public information.

Yours sincerely,

Rachel Wueschner
Town Administrator

RW/be



Permit No. _____

DEVELOPMENT PERMIT DECISION

TOWN OF SEXSMITH

Development Permit Application No. _____ as applied for by _____ for the operation of a _____ at _____.

- Refused**
 Approved
 Approved subject to the following conditions:

Home occupation shall be a subordinate use to the principal residential use and shall be restricted to the dwelling unit and shall not:

If approved, you are hereby authorized to proceed with the specified development after 14 days of the issuance of this permit, provided that any stated conditions are complied with, and the development is in accordance with any approved plans and application. Should an appeal be made against this decision to the Intermunicipal Subdivision and Development Appeal Board, this development permit shall be null and void.

Signature of Development Officer

Date of Decision

NOTE: FAILURE TO COMPLY WITH THE CONDITIONS OF THIS PERMIT WILL RESULT IN PUNITIVE ACTION BEING TAKEN BY THE DEVELOPMENT OFFICER AS AUTHORIZED BY SECTIONS 557, 566, SNF 747 OF THE MUNICIPAL GOVERNMENT ACT.

APPEAL PROCEDURE

The Land Use Bylaw provides that any person claiming to be affected by the decision may appeal to the Secretary of the Intermunicipal Subdivision and Development Appeal Board WITHIN 14 DAYS AFTER NOTICE OF THE DECISION IS GIVEN. To appeal, contact the County of Grande Prairie, ISDAB Clerk, County Administration Building, 10001-84 Avenue, Clairmont, Alberta T8X 5B2, (780) 532-9722 or e-mail legislativeservices@countygp.ab.ca. **Appeal fee is \$500.00.**



NOTICE OF DECISION OF THE DEVELOPMENT OFFICER TOWN OF SEXSMITH

This is to notify you with respect to the following **APPROVED**
status given by the Development Authority.

Permit No.	Legal Description	Name	Proposed Use	Effective Date

You may inspect or obtain a copy of the Development Permit Application at the address noted below.

Section 685 of the Municipal Government Act provides that any person affected by a decision of the Development Authority may appeal to the Secretary of the Subdivision & Development Appeal Board. Please contact the undersigned to determine if an appeal can be lodged on the above decisions(s). Allowable appeals must be received at the Town of Sexsmith office prior to the close of business on effective date noted above and are subject to a \$500.00 appeal fee.

Rachel Wueschner, Development Officer
Town of Sexsmith
9927-100 Street, Box 420
Sexsmith, Alberta T0H 3C0
780-568-3681
E-Mail: admin@sexsmith.ca

Land Use Amendment Process

Cost for Land Use Amendment is \$200.00 + advertising costs for public hearing for two consecutive weeks.

- Receive Land Use Bylaw Amendment application
- Give 1st reading to Land Use amendment bylaw. Public hearing is scheduled.
- Advertise for public hearing for two consecutive weeks in local paper.
- Send letters to adjacent landowners within 150 feet of the proposed amendment and to relevant agencies. Timeline is typically 3 weeks for responses.
- Prepare background for Public Hearing noting any concerns from adjacent landowners/agencies.
- Hold Public Hearing. Concerns from public are noted for decision at Council meeting.
- Land Use Amendment bylaw is heard under business arising at Council meeting following public hearing.
- Council gives 2nd and 3rd reading to Land Use Amendment Bylaw if approved or accepts for information if the Land Use Amendment is not approved. If the application for amendment is not approved, the applicant may not submit another application for land use amendment until 6 months have passed from the date of the refusal.
- Notify adjacent landowners and agencies that the Land Use Amendment has been approved (if applicable).
- Prepare bylaw for signature if approved
- Upload Bylaw on website
- Update GIS map with zoning changes

****NOTE: If re-zoning is requested to accommodate new construction, the Development Permit can be applied for at the same time to shorten the process****

FORM J

Application No.: _____

APPLICATION FOR MUNICIPAL DEVELOPMENT PLAN/LAND USE BYLAW AMENDMENT

TOWN OF SEXSMITH

Name of Applicant: _____ Phone: _____

Address of Applicant: _____

Name of Registered Landowner (if different from applicant): _____

Address: _____ Phone #: _____

E-Mail Address: _____
(by providing an e-mail address, you are authorizing the Town to contact and notify you via e-mail)

Land Use Bylaw Amendment Municipal Development Plan Amendment

Legal Description of property affected by amendment (if applicable):

Lot _____ Block _____ Plan _____ or Quarter Section _____

If reclassifying land, details of proposed amendment:

From: _____ To: _____

If not reclassifying land, details of proposed amendment:

Reasons supporting the proposed amendment:

I/We enclose the required application fee of \$ _____

Signature of Applicant

Date

Signature of Registered owner (if different from above)

Date

The personal information on this form is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and or the Safety Codes Act. The information will be used to process your application(s) and your name and or address of where the development is being proposed may be made available to the public upon request or at a public meeting. If you have questions on the collection and use of this information, please contact the Town Office.

Subdivision Process

SUBDIVISION & DEVELOPMENT		
Subdivision for more than 2 lots	\$300.00	
Application fee	\$100.00 + Advertising cost	Advertising cost \$130.41
Lot created	\$55.00	
Lot registered	\$100.00	
Remaining piece of original lot	\$100.00	
Subdivision & Development-appeal fee	\$500.00	

Accept Subdivision Application. The following documents must accompany the subdivision application for it to be deemed complete:

- A Tentative Plan of the proposed subdivision prepared by a qualified land surveyor, which must show the following:
 - i. The boundaries of the land presently held in title.
 - ii. The location of the proposed lot within the titled land. If the proposal is located within a quarter section and not located in a corner, we will require the distance of the proposed lot to the nearest quarter section line.
 - iii. The measurements of the proposed lot and acreage involved.
 - iv. Location of any buildings or development within the proposed lot and on the balance.
 - v. Location of water supply and sewage disposal facilities and distances to water supply, buildings, existing and proposed property lines, or any water courses.
 - vi. Any outstanding features or constraints, such as: shelterbelts, fences, slough areas, treed areas, creeks, drainage ditches, hills, etc.
 - vii. Existing approaches or laneways from a public roadway.
 - viii. Proposed subdivision on aerial background.

PLEASE NOTE: Ensure that all the above-required information is shown on your tentative plan. If this information is not shown, your application will be returned and will result in a delay of processing your application.

- Current Certificate of Title - this may be obtained from one of the Registry Services in the region. If you do not supply a copy of the title, the Agency will obtain one for you at a charge of \$20.00 per title.
- Right of Entry form - complete and sign the Right of Entry Form. This permits a member of our staff or an authorized person acting on our behalf, the right to enter upon the land in order to carry out a site inspection. A site inspection is generally carried out to determine the existing use of the land, topographical constraints, surrounding land uses, etc.
- Water Supply and Sewage Disposal Information form - complete the information sheet respecting water supply and type of sewage disposal either existing or proposed. This is important in order that we may ensure the proposed lot is of sufficient size to meet the existing regulations.

- Abandoned Oil/Gas Wells form - identify the location or confirm the absence of any abandoned oil/gas wells within the boundaries of the land which is the subject of the application for subdivision. This requirement is in accordance with the AER Directive 079 Surface Development in Proximity to Abandoned Well/bores. You may request the assistance of your surveyor to obtain this information or follow the process on the information sheet.
- Subdivision Authority must review the Application for Subdivision within 20 days after receipt determine whether the application is complete. The application is deemed complete if the application contains all of the documents and all information necessary to review the application.
 - If the Subdivision Authority deems the application to be complete, send the applicant a Subdivision Completion form.
 - The time period for a subdivision application may be extended past the 20 days in writing between the Subdivision Authority and the Applicant by issuing a Subdivision Application time extension.
 - If the Subdivision Authority deems the application to be incomplete, the Subdivision Authority must issue to the applicant an Incomplete Subdivision Application form stating the application is incomplete and that any outstanding documents or information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the Subdivision Authority in order for the application to be deemed complete. Once the conditions which have been set out in the Incomplete Subdivision Application form have been met, the Subdivision Authority may issue the Subdivision completion form.
 - If the applicant fails to provide all of the outstanding information or documents required, the application is deemed to be refused. If the application is deemed to be refused, the Subdivision Authority must issue to the applicant a notice that the application has been refused and the reason for the refusal.
 - Letters are sent to adjacent land owners within 150 feet of the proposed subdivision and relevant agencies. A decision on the subdivision application must be given within 21 days of the date the application was deemed to be complete.
 - Agenda for MPC is prepared with recommended conditions (if any) and noting any concerns from adjacent landowners or agencies. MPC will add more conditions as required.
 - Minutes for MPC are prepared.
 - Subdivision Decision form is prepared and sent to applicant stating whether application was approved, not approved or approved with conditions and what the conditions are.
 - Notice of Decision of Development Officer is advertised in local paper. Residents/applicants are given 14 days to appeal the decision.



**Schedule
Form 1
APPLICATION FOR SUBDIVISION**

DATE of receipt of completed form _____ File No. _____

FEE SUBMITTED: \$ _____

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF.

1. Name of the registered owner of land to be subdivided: _____
2. Name of agent (person authorized to act on behalf of registered owner), if any: _____
Phone: _____
3. **LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED**
All/Part of the _____ ¼ Section _____ Twp. _____ Range _____ W6M
Being all/parts of Lot _____ Block _____ Reg. Plan No. _____
C.O.T. No. _____
Area of the above parcel of land to be subdivided: _____
_____ hectares
Municipal address (if applicable): _____
4. **LOCATION OF LAND TO BE SUBDIVIDED**
 - a. The land is situated in the municipality of _____ Town of Sexsmith
 - b. Is the land situated adjacent to the municipal boundary? Yes No
If "yes", the adjoining municipality is _____
 - c. Is the land situated within 0.8 kilometers of the right of way of a highway? Yes No
 - d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes No
 - e. Is the land situated within 1.5 kilometers of a sour gas facility? Yes No
5. **EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED**
Describe:
 - a. Existing use of the land _____
 - b. Proposed use of the land _____
 - c. The designated use of the land as classified under the Land Use Bylaw _____
6. **PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)**
 - a. Describe the nature of the topography of the land (flat, rolling, steep, mixed): _____
 - b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, wood lots, etc. – slough, creeks, etc.) _____
 - c. Describe the kind of soil on the land (sand, loam, clay, etc.) _____
7. **EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED**
Describe any buildings and any structures on the land and whether they are to be demolished or moved _____
8. **WATER AND SEWER SERVICES**
If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal _____
9. **REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF**
I, _____ hereby certify that:
 - I am the registered owner, or
 - I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Address _____ **Signed** _____

Phone No. _____ **Date** _____

FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THE REVERSE OF THIS FORM.

Right of Entry Form



As a site inspection of land that is the subject of a subdivision application may be required, we request that you complete the following authorization and submit it with your application for subdivision approval.

Section 653 (2) of the Municipal Government Act indicates that if consent is given by this form, a notice of inspection is not required to be given under Section 542 (1).

I, _____ do grant consent for an authorized person of the town of Sexsmith to enter upon the subject land for the purpose of a site inspection.

(Legal Land Description)

(Signature)

(Date)

Water Supply and Sewage Disposal Form



Please indicate the type of sewage disposal and water supply to be used on the newly created lot(s).

TYPE OF WATER SUPPLY

- Dugout
 Well
 Cistern & Hauling
 Municipal Service
 Other (Please Specify): _____

Please indicate if the above is: Existing
 Proposed

TYPE OF SEWAGE DISPOSAL

- Open Discharge/Septic Tank
 Sub-Surface Disposauseptic Tank
 Above Ground/Septic Tank
 Sewage Lagoon
 Outdoor Privy
 Municipal Service
 Other (Please Specify): _____

Please indicate if the above is: Existing
 Proposed

(If unsure, please check with a licensed Permitting Agency)



Abandoned Oil Well Confirmation Form

TO BE COMPLETED BY THE SUBDIVISION APPLICANT

A subdivision application is being made for:

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:

All/part of the _____ ¼ Section _____ Township _____ Range _____ West of _____
Meridian

Being all/parts of Lot _____ Block _____ Registered Plan No. _____ C.O.T. No. _____

Area of the above parcel of land to be subdivided: Hectares _____ (acres)

Municipal Address if applicable _____

Abandoned Oil Well Number _____ has been identified on the subject property.

TO BE COMPLETED BY THE ABANDONED WELL LICENSEE

Subject to the Alberta Energy Regulator Directive 079 the subdivision applicant is required to obtain confirmation of the exact location of the abandoned well and required setbacks from well from the Well Licensee. Please confirm the exact location of the abandoned well and required setbacks from well.

Please return this form to:

Name of Applicant: _____

Address: _____

Phone No. _____ E-Mail: _____

FORM K

Permit No.: _____

SUBDIVISION COMPLETION FORM

TOWN OF SEXSMITH

The Municipal Government Act, SA 2000 Section 653.1 (1) states: "A development authority must, within 20 days after the receipt of an application for a subdivision approval, determine whether the application under Section 653 (1) is complete.

In accordance with Section 653 (5) of the Municipal Government Act, SA 2000 as amended, the Town of Sexsmith has hereby determined that the subdivision application

has been deemed complete.

Development Officer of the Town of Sexsmith

Signed this _____ day of _____, 20_____.

Development Officer of the Town of Sexsmith

Signed: _____

DAY MONTH YEAR

The personal information on this form is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and or the Safety Codes Act. The information will be used to process your application(s) and your name and or address of where the development is being proposed may be made available to the public upon request or at a public meeting. If you have questions on the collection and use of this information, please contact the Town Office.

FORM L

Application No.: _____

INCOMPLETE SUBDIVISION APPLICATION

TOWN OF SEXSMITH

The Municipal Government Act, SA 2000, Section 653(1) states: "The subdivision authority, within 20 days after the receipt of an application for subdivision approval under Section 653(1) determine whether the application is complete.

In accordance with Section 653(3) of the Municipal Government Act, SA 2000 as amended, the time period referred to in subsection (1) may be extended by agreement in writing between the applicant and the subdivision authority has determined the application for subdivision _____ is incomplete for the following reasons:

Further the Subdivision Authority requests that you provide the following information for the Subdivision Authority to consider the application complete:

Please complete the following consent form agreeing to extend the 40 day period within which the Subdivision Authority of the Town of Sexsmith has to make a decision.

I, the applicant, agree that the application is incomplete and to provide to the Subdivision Authority the information identified above and to provide said information within the time period agreed on this form.

Email Address: _____
(by providing an email address you are authorizing the Town to contact and notify you via email)

INFORMATION REQUESTED TO BE SUBMITTED BY:

DAY

MONTH

YEAR

APPLICANT'S SIGNATURE: _____ DATE SIGNED: _____

SUBDIVISION AUTHORITY: _____ DATE SIGNED: _____

FORM M

Application No.: _____

SUBDIVISION APPLICATION TIME EXTENSION

TOWN OF SEXSMITH

The Municipal Government Act, SA 2000, Section 681 (1)(b) allows for the subdivision authority to enter into an agreement to extend the time period prescribed in the subdivision and development regulations for making a decision on an application for subdivision.

In accordance with Section 681 (1) (b) of the Municipal Government Act, SA 2000 as amended, please complete the following consent form agreeing to extend the 60 day period within which the Subdivision Authority of the Town of Sexsmith has to make a decision.

I, the applicant, agree to extend the period of time within which the Subdivision Authority of the Town of Sexsmith has to make a decision.

TIME EXTENDED TO: _____
DAY MONTH YEAR

APPLICANT'S SIGNATURE: _____ DATE SIGNED: _____

SUBDIVISION AUTHORITY: _____ DATE SIGNED: _____

ADDITIONAL TIME EXTENSION AGREEMENT

TIME EXTENDED TO: _____
DAY MONTH YEAR

APPLICANT'S SIGNATURE: _____ DATE SIGNED: _____

The personal information on this form is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and or the Safety Codes Act. The information will be used to process your application(s) and your name and or address of where the development is being proposed may be made available to the public upon request or at a public meeting. If you have questions on the collection and use of this information, please contact the Town Office.

Building Permit Process

Residential/Non-Residential Building Permit Application is received. The following information must be submitted with the application:

- Plot plan
- 2 sets of prints
- Aquatera site servicing plan (for new construction only if lot is not serviced)
- A & B Schedules for commercial construction
- Development Permit

Development Officer reviews application and signs off if satisfied it meets the requirements of the Land Use Bylaw

Open building permit file

Prepare fee calculation for the permit and invoice the applicant

Send building permit and all related documents (noted above) to the County of Grande Prairie for processing (plans examination, issuance of building permit, inspections)

File reports/inspections from the County in Town's building permit file or in land file for electrical, gas, plumbing or PSDS permits where there is no associated building permit

Diarize for 2 years to ensure the permit(s) is complete. The file is complete with the issuance of a Permit Services Report.

Service permit (electrical/gas/plumbing/PSDS) applications are received

Prepare fee calculation for the permit and invoice the applicant

Send service permit to the County of Grande Prairie for issuance of permit

File reports/inspections from County in Town's land file or associated building permit file

Diarize for 2 years to ensure the permit is complete. The file is complete with the issuance of a Permit Services Report

Demolition Permits

Cost for a residential demolition permit is \$104.50. Cost for a commercial demolition is based on square meters

Demolition Permits are only a supplement to the building permit but the supplement must be completed prior to the building permit because the applicant must contact agencies and have them sign off on the demolition (see Demolition of a Structure Permit Requirements below).

Applicant must certify that the property has no asbestos or if it does, the applicant must have the asbestos removed prior to demolition and certify this has been done (See below Asbestos Abatement)

Once ALL signatures have been obtained and asbestos abatement is complete, applicant must pull a building permit

Send building permit and all related documents (noted above) to the County of Grande Prairie for processing (plans examination, issuance of building permit, inspections)

Open building permit file

File reports/inspections from the County in Town's building permit file or in land file for electrical, gas, plumbing or PSDS permits where there is no associated building permit

Diarize for 2 years to ensure the permit(s) is complete. The file is complete with the issuance of a Permit Services Report.

- Send building permit and all related documents (Demolition supplement & asbestos abatement) to the County of Grande Prairie for processing (issuance of building permit, inspections)
- File reports/inspections from the County in Town's building permit file
- Diarize for 2 years to ensure the permit(s) is complete. The file is complete with the issuance of a Permit Services Report.

www.sexsmith.ca/reception@sexsmith.ca

Permit Number: **PRBDR**

Roll Number: _____

Application Date: _____ Development Permit Number: _____
 Permit Type: Owner Contractor
 Other Permits/Applications Required: Development Electrical Gas Plumbing PSDS

Landowner: _____
 Mailing Address: _____
 City: _____ Province: _____
 Postal Code: _____ Phone: _____
 Fax: _____ E-mail: _____

Contractor Name: _____
 Mailing Address: _____
 City: _____ Province: _____
 Postal Code: _____ Phone: _____
 Fax: _____ E-mail: _____

Legal: _____ Lot: _____ Block _____ Plan: _____
 Part of: _____ ¼ Sec: _____ Twp: _____ Range: _____ W6M
 Civic/Rural Address: _____
 Subdivision Name: _____

Estimated Start Date: _____ Estimated Completion Date: _____
 Project Value: _____

Project/Building: Dwelling Unit Detached Garage Accessory Buidling Foundation
 Classification: Basement Development Deck Solid Fuel Burning Appliance____(# of)
 Tile Roof Hydronic Heat Other _____

**Please check all that apply*

Type of Work: New Construction Manufactured Home Modular Home Addition
 Relocation Renovation Other _____

**Please check all that apply*

Intended Use: Agricultural Residential Other _____

Project Details: Building height (ft or # of storeys):
 Area: Main Area _____ sqft/sqm
 2nd Floor Area: _____ sqft/sqm
 Basement Area: _____ sqft/sqm
 Garage Area: _____ sqft/sqm
Total Area: _____ sqft/sqm
 Bonus Room: _____ sqft/sqm
 Additions: _____ sqft/sqm
 Hydronic Heating: _____ sqft/sqm
 Decks: _____ sqft/sqm
 Solid Wood Burning Appliance _____ Quantity (#)

Is basement being developed at time of construction? Yes No

Project Description: _____

Permit Applicant Declaration: The permit applicant hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations, all applicable Codes, and Municipal Bylaws. Work shall commence within 90 days from the date of the issuance of the permit and expires in accordance with the Town of Sexsmith's Uniform Quality Management Plan (QMP) without extension request. If the work authorized by the permit is suspended or abandoned for a period of 120 days at any time after the work has commenced, the permit will expire.

The personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and /or the Safety Codes Act. The information will be used to process the application(s) and the names &/or address of where the development /use is being proposed may be made available to the public upon request or at a Public Council Meeting. If you have any questions on the collection and use of the information; please contact the FOIP Representative at 780-568-3681.

Notes To The Applicant

1. A building permit must be issued by a Safety Codes Officer prior to the commencement of construction. Violation will result in voluntary penalty of a minimum of \$100 and up to double the cost of the building permit.
2. All sewage lines must have a back water valve installed in the drain line to all fixtures below street level. All weeping tile must be plumbed to floor sump and pumped to outside ground surface.
3. All wooden basements must be inspected by an engineer and a report submitted to the Building Inspector.
4. **Construction must be complete prior to occupancy.** Occupancy permit is issued by the Safety Codes Officer.
5. Construction must be completed within one year of the date of approval of this permit. Soil must be levelled to back of curb prior to issuance of occupancy permit. Landscaping of lot must be completed within 12 months of date of occupancy permit. Town road right-of-way may extend 12 – 16 feet between curb and owner's property line. Only grass may be planted in this area and no permanent fixtures.
6. All residential parking lots must be constructed of concrete, asphalt or paving stones within one year of occupancy. All other parking lots will be part of Development Permit application.
7. Three inspections will be carried out on residential construction:
 - prior to backfilling
 - framing
 - when completed and prior to occupancy

CALL SAFETY CODES OFFICER, COUNTY OF GRANDE PRAIRIE, AT (780) 532-9722, TO ARRANGE FOR INSPECTIONS.

8. One or more inspections will be carried out on auxiliary construction. The Safety Codes Officer will advise of the number and interval upon issuance of the permit.
9. Additional fees will be charged for additional inspections required due to code infractions.
10. Water meters must be applied for from Aquatera, and installed by the contractor before water is turned on.
11. The issuance of a permit, and the examination of plans and specifications, shall not be construed to be authority to violate any of the provisions of the Alberta Safety Codes Act or pursuant regulations
12. A safety Codes Officer is prohibited from issuing a permit to an applicant, if the appropriate architects and/or professional engineer's seals or stamps are not on the plans and specifications.
13. The owner of the building is fully responsible for carrying out the work or having the work carried out in accordance with the requirements of the Alberta Safety Codes Act and pursuant regulations.
14. Permits must be applied for Building, Gas, Plumbing, or Electrical work.
15. Before any excavation or construction is started, the following should be checked:
 - a) Utilities-location, height, or depth, and protection from damage of all utilities i.e., sewer, water, power, gas, telephone, etc.
 - b) Levels-respecting proposed elevations of finished lanes, streets, or avenues, sanitary or from sewer connections
 - c) Curbs & Roads-contact Public Works for inspection of curbs and roads. Any damages are the responsibility of landowner.
16. Reviewed drawings and specifications shall be kept on the building site at all times during which the work authorized by the permit is in progress, and shall be available for inspection BY a Safety Codes Officer.
17. A Safety Codes Officer may suspend or revoke a permit issued in error or issued on the basis of incorrect information or if there is a contravention of any conditions under which the permit was issued or the permit fees have not been paid.
18. Issuance of a permit based upon plans and specifications shall not prevent a Safety Codes Officer from issuing orders under the Safety Codes Act.

- 19. Issuance of a permit shall not prevent the Safety Codes Officer from stopping construction operations which are in violation of the Safety Codes Act.
- 20. Every permit shall automatically expire by limitation and become null and void if the work authorized by the permit is not commenced within 90 days from the issue or if the building authorized by the permits is suspended or abandoned for a period of 120 days at any time after the work is commenced. Before work can start again, a new permit shall be obtained. Exceptions may be made, at the discretion of the Safety Codes Officer in cases of summer or recreational homes or under unavoidable circumstances.
- 21. The applicant grants permission for the necessary inspections to be conducted with the signing of this application.
- 22. Documents required to accompany building permit:
 - a) Set of blueprints for construction;
 - b) Plot plan by a qualified ALS showing elevation (2% minimum grade from curb to front of building).

In the event that this permit is taken out to complete works started under a cancelled permit for the specific project, the applicant assumes responsibility that any previous work started for the project is completed in accordance with Safety Codes Standards by time of project completion.

I hereby certify that I am the owner or owner's agent of the property for this application. I have read and understood the statements printed on this form. I agree to all applicable laws in this jurisdiction.

_____ Applicant Name (Please Print) _____ Applicant's Signature

_____ Development Officer Signature _____ Date

Application Fee:	SEXSMITH Porti on of Permit Fee: _____
	COUNTY Portion of Permit Fee: _____ SSRV
	Penalty: _____
	Permit Fee Subtotal: _____
	Safety Codes Council Levy: _____ CR95
	Other Fee: _____
	Total Fee: _____
Payment Method:	<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Invoice

TOWN OF SEXSMITH

Non-Residential Building Permit Application

9927-100 Street, Box 420, Sexsmith T0H 3C0

Ph: 780-568-3681 Fax: 780-568-2200

www.sexsmith.ca/reception@sexsmith.ca



Permit Number: PRBDC

Roll Number: _____

Application Date: _____ Development Permit Number: _____

Permit Type: Owner Contractor

Other Permits/Applications Required: Development Electrical Gas Plumbing PSDS

Landowner: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Fax: _____ E-mail: _____

Applicant: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Fax: _____ E-mail: _____

Contractor Name: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Fax: _____ E-mail: _____

Legal

Lot: _____ Block: _____ Plan: _____

Part of: _____ ¼ Sec: _____ Twp: _____ Rng: _____ W6M

Civic/Rural Address: _____

Subdivision Name: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Project Value: _____

Project/Building Concrete Masonry Wood Steel Coverall Pole Shed
 Basement Parkade Above Ground Parkade Relocatable Structure
 Other _____

*Please check all that apply

Type of Work: New Construction Renovation Relocation Addition
 Other _____

*Please check all that apply

Intended Use: Commercial Industrial Institutional
 Other _____

TOWN OF SEXSMITH

Non-Residential Building Permit Application



Permit Number: PRBDC

Roll Number:

Project Details:	<u>Building Height (ft. or # of storeys):</u>	
	<u>Area: Building Area</u>	sq. ft./sq. m.
	<u>Finishing:</u>	sq. ft./sq. m.
	<u>Basement Parkade Area:</u>	sq. ft./sq. m.
	<u>Above Ground Parkade Area:</u>	sq. ft./sq. m.

Project Descriptions: _____

Permit Applicant Declaration: The permit applicant hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations, all applicable Codes, and Municipal Bylaws. Work shall commence within 90 days from the date of the issuance of the permit and expires in accordance with the Town of Sexsmith’s Uniform Quality Management Plan (QMP) without extension request. If the work authorized by the permit is suspended or abandoned for a period of 120 days at any time after the work has commenced, the permit will expire.

The personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and /or the Safety Codes Act. The information will be used to process the application(s) and the names &/or address of where the development /use is being proposed may be made available to the public upon request or at a Public Council Meeting. If you have any questions on the collection and use of the information; please contact the FOIP Representative at 780-568-3681.

I hereby certify that I am the owner or owner's agent of the property for this application. I have read and understood the statements printed on this form. I agree to all applicable laws in this jurisdiction.

 Applicant Name (Please Print) _____
 Applicant Signature

 Development Officer Signature _____
 Date

Application Fee:	<u>Sexsmith Portion of Permit Fee:</u>	
	<u>County Portion of Permit Fee:</u>	SSRV
	<u>Penalty:</u>	
	<u>Permit Fee Subtotal:</u>	
	<u>Safety Codes Council Levy:</u>	CR95
	<u>Other Fee:</u>	
	<u>Total Fee:</u>	
Payment Method:	<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Invoice	



Electrical Permit Application

9927-100 Street, Box 420 Sexsmith T0H 3C0
 Ph: 780-568-3681 Fax: 780-568-2200
 www.sexsmith.ca /reception@sexsmith.ca

Permit Number: **PREL** Roll Number: _____

Application Date: _____ Development Permit Number: _____
 Permit Type: Owner Contractor Building Permit No.: _____
 Other Permits/Applications Required: Development Building Gas Plumbing PSDS

Landowner: _____
 Mailing Address: _____
 City: _____ Province: _____
 Postal Code: _____ Phone: _____
 Fax: _____ E-mail: _____

Applicant: _____
 Mailing Address: _____
 City: _____ Province: _____
 Postal Code: _____ Phone: _____
 Fax: _____ E-mail: _____

Contractor Name: _____
 Mailing Address: _____
 City: _____ Province: _____
 Postal Code: _____ Phone: _____
 Fax: _____ E-mail: _____
 Master Electrician's Name: _____
 Master Certification Number: _____

Legal: Lot: _____ Block: _____ Plan: _____
 Part of: _____ 1/4 Sec: _____ Twp: _____ Rng: _____ W6M _____
 Civic/Rural Address: _____
 Subdivision Name: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Type of Work: New Construction Basement Development Connection
 Garage Accessory Building Renovation Alteration
 Addition Temporary Other _____

**Please check all that apply*

Intended Use: Agricultural Residential Commercial Industrial
 Institutional Other _____



Electrical Permit Application

Permit Number: **PREL**

Roll Number:

Installation Details: Supply Service Required: Yes No

Type of Supply Service:

Overhead Underground Temporary Pad Transformer

Cost of Installation (Labour and Materials):

Total Developed Area: _____ sqft/sqm

Wiring Details:

Voltage: _____

Amperes: _____

Phase: _____

Description of Work:

Permit Applicant Declaration: The permit applicant hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations, all applicable Codes, and Municipal Bylaws. Work shall commence within 90 days from the date of the issuance of the permit and expires in accordance with the County of Grande Prairie No.1's Uniform Quality Management Plan (QMP) without extension request. If the work authorized by the permit is suspended or abandoned for a period of 120 days at any time after the work has commenced, the permit will expire.

The personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and /or the Safety Codes Act. The information will be used to process the application(s) and the names &/or address of where the development /use is being proposed may be made available to the public upon request or at a Public Council Meeting. If you have any questions on the collection and use of the information; please contact the FOIP Representative at 780-532-9722.

I hereby certify that I am the owner or owner's agent of the property for this application. I have read and understood the statements printed on this form. I agree to all applicable laws in this jurisdiction.

Applicant Name (Please Print)

Applicant Signature

Application Fee:	SEXSMITH Portion of Permit Fee: _____
	COUNTY Portion of Permit Fee: _____ SSRV
	Penalty: _____
	Permit Fee Subtotal: _____
	Safety Codes Council Levy: _____ CR95
	Other Fee: _____
	Total Fee: _____
Payment Method:	<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Invoice



Gas Permit Application

9927-100 Street, Box 420 Sexsmith TOH 3C0
 Ph: 780-568-3681 Fax: 780-568-2200
 www.sexsmith.ca /reception@sexsmith.ca

Permit Number: **PRGAS** Roll Number: _____

Application Date: _____ Development Permit Number: _____
 Permit Type: Owner Contractor Building Permit No.: _____
 Other Permits/Applications Required: Development Building Electrical Plumbing PSDS

Landowner: _____
 Mailing Address: _____
 City: _____ Province: _____
 Postal Code: _____ Phone: _____
 Fax: _____ E-mail: _____

Applicant: _____
 Mailing Address: _____
 City: _____ Province: _____
 Postal Code: _____ Phone: _____
 Fax: _____ E-mail: _____

Contractor Name: _____
 Mailing Address: _____
 City: _____ Province: _____
 Postal Code: _____ Phone: _____
 Fax: _____ E-mail: _____
 Journeyman's Name: _____
 Journeyman Class and Number: _____

Legal: Lot: _____ Block: _____ Plan: _____
 Part of: _____ 1/4 Sec: _____ Twp: _____ Rng: _____ W6M _____
 Civic/Rural Address: _____
 Subdivision Name: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Type of Work: New Construction Basement Development Connection
 Garage Accessory Building Renovation Alteration
 Addition Temporary Other _____

**Please check all that apply*

Intended Use: Agricultural Residential Commercial Industrial
 Institutional Other _____

Installation Details: Cost of Installation (Labour and Materials): _____
 Total Developed Area: _____ sqft/sqm
 Resource Used: Natural Gas Propane Other _____



Gas Permit Application

Permit Number: **PRGAS**

Roll Number: _____

Number of Outlets:

Furnaces:		Barbeques:	
Water Heaters:		Space Heaters:	
Fireplaces:		Roof Top Units:	
Unit Heaters:		Ranges:	
Boilers:		Secondary Risers:	
Automatic Dryers:		Other Outlets:	
		Total Number of Outlets:	

Total BTU's: _____

Propane:

Number of Tanks: _____

Tank Size: _____

Serial #(s): _____

Vaporizer Refill Centre Temporary Heat

**Please check all that apply* Service Line from Tank to Building

Description of Work:

Permit Applicant Declaration: The permit applicant hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations, all applicable Codes, and Municipal Bylaws. Work shall commence within 90 days from the date of the issuance of the permit and expires in accordance with the Town of Sexsmith's Uniform Quality Management Plan (QMP) without extension request. If the work authorized by the permit is suspended or abandoned for a period of 120 days at any time after the work has commenced, the permit will expire.

The personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and /or the Safety Codes Act. The information will be used to process the application(s) and the names &/or address of where the development /use is being proposed may be made available to the public upon request or at a Public Council Meeting. If you have any questions on the collection and use of the information; please contact the FOIP Representative at 780-532-9722.

I hereby certify that I am the owner or owner's agent of the property for this application. I have read and understood the statements printed on this form. I agree to all applicable laws in this jurisdiction.

Applicant Name (Please Print)

Applicant Signature

Application Fee:	SEXSMITH Portion of Permit Fee: _____
	COUNTY Portion of Permit Fee: _____ SSRV
	Penalty: _____
	Permit Fee Subtotal: _____
	Safety Codes Council Levy: _____ CR95
	Other Fee: _____
	Total Fee: _____
Payment Method:	<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Invoice



Plumbing Permit Application

9927-100 Street, Box 420 Sexsmith T0H 3C0
 Ph: 780-568-3681 Fax: 780-568-2200
 www.sexsmith.ca /reception@sexsmith.ca

Permit Number: **PRPB** Roll Number: _____

Application Date: _____ Development Permit Number: _____
 Permit Type: Owner Contractor Building Permit No.: _____
 Other Permits/Applications Required: Development Building Electrical Gas PSDS

Landowner: _____
 Mailing Address: _____
 City: Sexsmith Province: Alberta
 Postal Code: T0H 3C0 Phone: _____
 Fax: _____ E-mail: _____

Applicant: _____
 Mailing Address: S.A.A. _____
 City: _____ Province: _____
 Postal Code: _____ Phone: _____
 Fax: _____ E-mail: _____

Contractor Name: _____
 Mailing Address: _____
 City: _____ Province: _____
 Postal Code: _____ Phone: _____
 Fax: _____ E-mail: _____
 Journeyman's Name: _____
 Journeyman Class and Number: _____

Legal: Lot: _____ Block: _____ Plan: _____
 Part of: _____ 1/4 Sec: _____ Twp: _____ Rng: _____ W6M

Civic/Rural Address: _____
 Subdivision Name: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Type of Work: New Construction Basement Development Connection
 Garage Accessory Building Renovation Alteration
 Addition Temporary Other _____

**Please check all that apply*

Intended Use: Agricultural Residential Commercial Industrial
 Institutional Other Municipal Government



Plumbing Permit Application

Permit Number: **PRPB**

Roll Number: 95000596

Installation Details: Cost of Installation (Labour and Materials):

Total Developed Area: _____ sqft/sqm

Number of Fixtures:

Kitchen sinks:	1	Sprinkler Heads:	
Wash basins:	1	Backwater Valve:	
Bathtubs:		Sump Pump:	
Showers:		Bar Sinks:	
Toilets/Water Closets:	1	Hose Bibs:	
Floor Drains:		Dishwasher:	
Auto Washers:		Laundry Standpipe:	
Water Sewer Connection:		Other:	
Total Number of Fixtures:			3

Description of Work:

Renovations to existing kitchen to allow for wheelchair accessibility. install wheelchair accessible washroom

Permit Applicant Declaration: The permit applicant hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations, all applicable Codes, and Municipal Bylaws. Work shall commence within 90 days from the date of the issuance of the permit and expires in accordance with the Town of Sexsmith's Uniform Quality Management Plan (QMP) without extension request. If the work authorized by the permit is suspended or abandoned for a period of 120 days at any time after the work has commenced, the permit will expire.

The personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and /or the Safety Codes Act. The information will be used to process the application(s) and the names &/or address of where the development /use is being proposed may be made available to the public upon request or at a Public Council Meeting. If you have any questions on the collection and use of the information; please contact the FOIP Representative at 780-532-9722.

I hereby certify that I am the owner or owner's agent of the property for this application. I have read and understood the statements printed on this form. I agree to all applicable laws in this jurisdiction.

Applicant Name (Please Print)

Applicant Signature

Application Fee:	SEXSMITH Portion of Permit Fee: _____
	COUNTY Portion of Permit Fee: _____ SSRV
	Penalty: _____
	Permit Fee Subtotal: _____
	Safety Codes Council Levy: _____ CR95
	Other Fee: _____
	Total Fee: _____
Payment Method:	<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Invoice



Private Sewage Disposal Permit Application

9927-100 Street, Box 420, Sexsmith, AB T0H 3C0

Phone: 780.568-3681 Fax: 780.568-2200

www.sexsmith.ca/reception@sexsmith.ca

Permit Number: **PRPSW**

Roll Number: _____

Application Date: _____ Development Permit Number: _____

Permit Type: Owner Contractor Building Permit No.: _____

Other Permits/Applications Required: Development Building Electrical Plumbing Gas

Landowner: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Fax: _____ E-mail: _____

Applicant: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Fax: _____ E-mail: _____

Contractor Name: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Fax: _____ E-mail: _____

Certified Installer/Journeyman's Name: _____

Certified Installer/Journeyman Number: _____

Legal: Lot: _____ Block: _____ Plan: _____

Part of: _____ 1/4 Sec: _____ Twp: _____ Rng: _____ W6M

Civic/Rural Address: _____

Subdivision Name: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Type of Work: New Work Renovation Connection Temporary

Camp Other _____

**Please check all that apply*

Intended Use: Agricultural Residential Commercial Industrial

Institutional Other _____



Demolition of a Structure Permit Requirements

9927-100th Avenue, Sexsmith, AB T0H 3C0
Phone: 780.568-3681 Fax: 780.568-2200
reception@sexsmith.ca

Permit Number: **PRBD**

Roll Number: _____

The following information is to **accompany** the **Building Permit Application**. This form is to be used for demolition of a structure. A Demolition Permit is required to demolish all buildings in accordance with Part 8 of the Alberta Building Code and the Safety Codes Act. It is the responsibility of the owner/contractor to have all utilities disconnected prior to demolition.

Name of Applicant: _____

Phone Number: _____ Email: _____

Location of Project: Lot: _____ Block: _____ Plan: _____

Part of: _____ 1/4 Sec: _____ Twp: _____ Rng: _____ W6M

Municipal / Civic Address: _____

Future Project Description: _____

Prior to the processing of this application, you must provide the signatures of the person(s) responsible for the approval of the disconnection of their respective services. Below is a list of phone numbers and/or emails for the corresponding signatures required.

Signature Required Here:

ATCO Gas Foreman 780-539-2422 OR ATCO Gas Reception 780-539-2400	
ATCO Electric 780-538-7028 9602 123 ST – Contact grandeprairieservice@atco.com	
TELUS 780-832-8317	
Eastlink 780-533-3003	
Aquatera Billing 780-538-0348 Connections@aquatera.ca	
Aquatera Engineering 780-538-0348 Connections@aquatera.ca	
Town of Sexsmith – Fire Services Nolan Jespersen - 780-933-1792	
Town of Sexsmith – Chief Administrative Officer Rachel Wueschner 780-568-3681	

For the protection of the public and yourself, we have drawn up guidelines to follow when demolishing a building.

During the demolition of the structure the following requirements must be adhered to

- The site must be fenced;
- The site must be free of all debris and be leveled;
- All debris loads must be tarped and secured during transportation;
- You must contact the Building Safety Codes Officer after completion of the demolition;
- On other than single family dwellings or accessory buildings, an inspection shall be completed prior to any work being done.

The following is additional information for the permit holder:

In addition to the Owner or Contractor requiring a Demolition Permit, all trucks and machinery must be registered with **Enforcement Services**.

Construction debris dumped in other than approved landfill sites will require approval of **Alberta Environment**.

If there is a danger of a fire occurring because of demolition you must inform the **Fire Department** at the time of sign off. They may request the debris to be watered down during the demolition operation.

Prior to any demolition work, the contractor or owner is to inspect the structure for the **presence of asbestos**. Should asbestos be present, the contractor or owner shall have the asbestos removed by a qualified abatement specialist and provide documentation to confirm completion of abatement. New regulations regarding asbestos in a building to be demolished requires the owner to declare that "All asbestos in the building has been removed and disposed of in accordance with regulations made pursuant to the Occupational Health and Safety Act." Asbestos siding on a residence is sometimes the case in an older home. Please complete the "**Asbestos Abatement**" form.

When demolition is to be undertaken manually, demolition of this nature should be completed in three (3) months.

THE DEMOLITION OF ANY STRUCTURE BY MEANS OF BLASTING IS NOT PERMITTED. DEMOLITION MUST NOT PROCEED PRIOR TO PERMIT ISSUANCE BY THE BUILDING SAFETY CODES OFFICER.

Please allow a minimum of two days' notice when requesting an inspection

Please Note: Removing a meter or shutting off the service at the lane, or from another location, does not mean that the services have been disconnected properly.

For example: The water meter may have been removed and the water shut off, but this does not mean the service lines have been properly disconnected. In demolition, the water service line could be snagged and pulled from the water main causing a leak. This would result in disruption to services for other consumers and fire protection.



Asbestos Abatement Information Form

9927-100 Street, Box 420, Sexsmith, AB T0H 3C0

Phone: 780-568-3681 Fax: 780-568-2200

www.sexsmith.ca/reception@sexsmith.ca

Permit Number: **PRBD**

Roll Number: _____

The following information is to **accompany** the **Building Permit Application**. This form is to be used for demolition or renovation of a structure.

In buildings to be renovated or demolished, materials having the potential for releasing asbestos fibres shall be removed prior to renovation or demolition. Refer to Standata 06-BCB-006. This form must be completed and submitted to the **Building Safety Codes Officer** prior to Building Permit or Demolition Permit release.

Asbestos abatement requirements are located in the Occupational Health and Safety (OHS) Code administered by Workplace Health and Safety (Alberta Employment and Immigration). Occupation Health and Safety legislation requires anyone beginning an asbestos project to notify **Workplace Health and Safety** at least 72 hours before work.

The following Additional Information is Required:

Project Name: _____

Date: _____

Please Check Applicable:

- I hereby give assurance that all materials having the potential for releasing asbestos fibres have been removed from the project area to be renovated or demolished. I confirm that waste materials have been disposed of in an approved landfill site as required by **Alberta Environment**.

or

- I hereby give assurance that there are no materials having the potential for releasing asbestos fibres in the project area to be renovated or demolished.

Representing (Firm):

Name: _____

Address: _____

Phone: _____

Signature: _____



Detached Garages and Accessory Buildings Information Supplement

9927-100 Street, Box 420, Sexsmith, AB T0H 3C0

Phone: 780-568-3681 Fax: 780-568-2200

www.sexsmith.ca/reception@sexsmith.ca

Permit Number: **PRBD**

Roll Number: _____

The following information is to **accompany** the **Building Permit Application**. This information is the minimum that is required for a garage permit application. This form may be used in lieu of providing a detailed package of drawings provided the building is a typical single storey storage garage or accessory building.

Is the building a "package"? Yes or No

If **yes**, the supplier is _____

Construction Details:

The Roof:

Roofing Material: _____

Roof Sheathing: _____

Rafters ____ x ____ or Engineered Trusses

Spacing: _____

Insulation (min. R-34 required if heated): _____

Vapour Barrier (6 mil poly required if heated): _____

Ceiling Material (1/2" CD or SR gyproc if insulated): _____

Ceiling Joists: _____

Spacing: _____

The Walls:

Exterior Finish: _____

Note: Exterior to be weatherproof complete with flashing over all changes in material.

Sheathing Paper Sheathing: _____

Double Top Plate/Single Bottom Plate

Studs: _____ Spacing: _____

Anchoring: _____

Insulation (min. R-12 required if heated): _____

Vapour Barrier (6 mil poly required if heated): _____

Interior Finish (1/2" drywall if insulated): _____

Note: If wall height exceeds 3.0m (10') engineering is required.

Overhead Door Size: _____

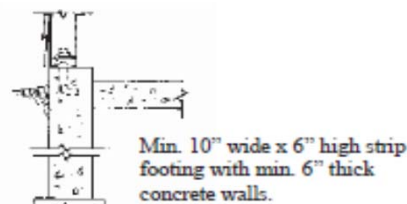
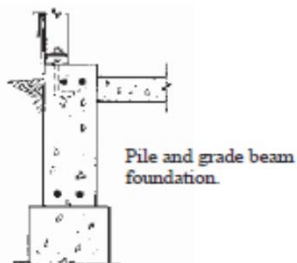
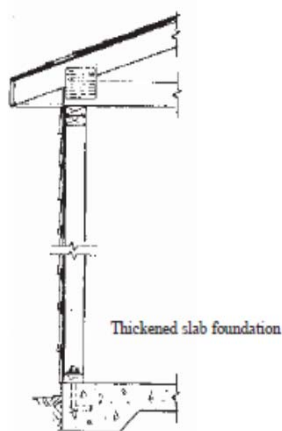
Header Size: _____

Note: A swinging walk-in door is required.

The Foundation: Compacted granular fill

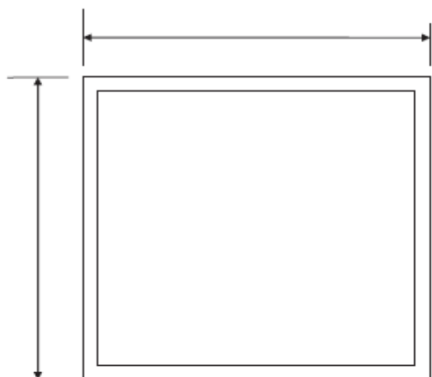
Please select **one** of the following:

- 4" Concrete Slab - thickened on edges (**Maximum 592 sqft without engineering**)
- Pile and Grade Beam (**Engineering Required**)
- Strip Footing & 4' Pony Wall



Floor Plan / Elevations:

This section may be completed if your garage is a typical garage resembling these drawings. If the building does not resemble these drawings, please submit detailed drawings. Note: Floor plan should be at a minimum scale of 1:100.

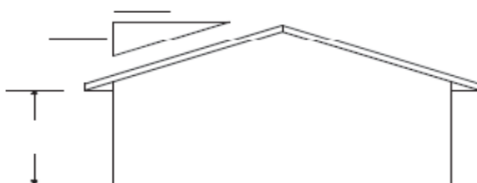


Left, please complete the following information:

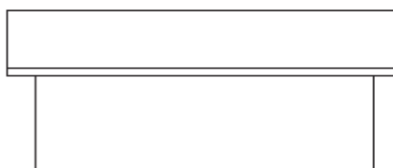
- Provide outside dimensions of building.
- Show all doors and windows.
- Show orientation of trusses.
- Show any interior partitioning, together with a description of the rooms.

Below, please complete the following information:

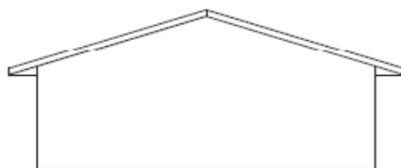
- Label each elevation (North, South, East, West).
- Show doors and window sizes on all elevations.
- Indicate height of walls.
- Indicate slope of roof (ie. 1 in 3).



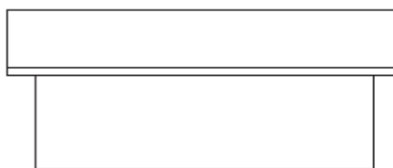
_____ Elevation



_____ Elevation



_____ Elevation



_____ Elevation



Hydronic Heating System Information Supplement

9927-100 Street, Box 420, Sexsmith, AB T0H 3C0

Phone: 780-568-3681 Fax: 780-568-2200

www.sexsmith.ca/reception@sexsmith.ca

Permit Number: **PRBD**

Roll Number:

The following information is to **accompany** the **Building Permit Application**. This form is to be used for radiant hydronic heating system installations.

Specifications:

Pipe Type (must be acceptable for Hydronic Heating):

Pipe Size:

Pipe Spacing:

Insulation Type (minimum R4):

Maximum Loop Length:

Is the Hydronic Heat System:

- A component of primary heat supply for the building?
- A secondary or comfort heat supply (no change was made to the primary heat supply based on a heat loss calculation for the building)?

The following Additional Information is Required:

Primary Heat:

- Heat loss calculations for each room.
- Heat supply provided from (Total of 1 must be less than or equal to total of 2):
 1. _____ BTUH from _____
 2. _____ BTU supplies to the Hydronic Heat system.
- Schematic arrangement of the system and equipment specifications.
- Boiler room layout, venting, and combustion air provisions for all gas appliances.

Secondary/Comfort Heat:

- If **secondary or comfort heat**, submit a sketch showing general location of the zones.

Both Primary & Secondary Heating:

- System instructions including maintenance and operating instructions left on site for owner.

*This hydronic heating system has been designed by a Professional Engineer **OR** a certified Hydronics Designer (Canadian Hydronics Council **OR** a Residential Design Technician) and installed in accordance with the Alberta Building Code & Standata 06-BCI-012 and the Canadian Plumbing Code & Standata P/G-08-02PLBG/GAS.*



Modular/Manufactured Home/RTM/Relocatable Structures: Relocation Information Supplement

9927-100 Street, Box 420, Sexsmith, AB T0H 3C0

Phone: 780-568-3681 Fax: 780-568-2200

www.sexsmith.ca/reception@sexsmith.ca

Permit Number: **PRBD**

Roll Number: _____

The following information is to **accompany** the **Building Permit Application**. This form is to be filled out for all Modular, Manufactured Home, and RTM relocations.

- Information/drawing regarding foundation details have been submitted (attach to this page).
- Information/drawing regarding skirting details have been submitted (attach to this page).

Unit Information: Type of Unit: Z-240 (steel frame) A-277 (wood frame)

Make of Unit: _____

Serial Number: _____

Year of Manufacture: _____

C.S.A. Z-240 Label # (if available): _____

Alberta Labour Label # (if available): _____

Foundation:

Proposed Type:

- Treated wood blocking (**as per manufacturer's specifications**).
- Concrete piles (**if not deformation resistant building, engineered drawings are to be attached to permit application**).
- Footing and foundation wall
- Driven steel piles (**engineered drawings are to be attached to permit application**).
- Screw piles (**engineered drawings are to be attached to permit application**).
- Other (please provide details): _____

Information regarding Manufactured Homes and Steel Piles is addressed in Standatas 97-IB-003R2, and 97-IB-024. Refer to www.municipalaffairs.gov.ab.ca/ss_ss-standata.htm.



Solid Fuel Burning Appliance Information Supplement

9927-100 Street, Box 420, Sexsmith, AB T0H 3C0

Phone: 780-568-3681 Fax: 780-568-2200

www.sexsmith.ca/reception@sexsmith.ca

Permit Number: **PRBD**

Roll Number: _____

The following information is to **accompany** the **Building Permit Application**. This form is to be used for all solid fuel burning appliances, including wood and coal.

Type of Appliance: Wood Stove Airtight Wood Stove Fireplace Pellet Stove
 Fireplace Insert Other _____

Chimney: New or Used - **Application cannot be accepted.**

Appliance

Specifications: Make: _____ Model: _____

- The appliance is New or Used
- If **used**, is there a certification label listing clearances?
 - Yes or No - **Application cannot be accepted.**
- Are manufacturer's instructions available?
 - Yes - **Please submit a copy with permit application or ensure that a copy is available for the inspector upon completion.**
 - No
- Is the appliance **ULC** or **Warnock-Hershey** Approved? Yes or No
- How will combustion air be supplied?
 - Ducted to the unit directly
 - Other (please explain) _____
- Appliance will be installed:
 - In a home
 - In a mobile home
 - Other _____
- If installed in a **mobile home** - is the appliance certified for installation in a mobile home?
 - Yes
 - No



Deck Information Supplement

9927-100 Street, Box 420, Sexsmith, Alberta
 Phone: 780-568-3681 Fax: 780-568-2200
 www.sexsmith.ca/reception@sexsmith.ca

Permit Number: **PRBD**

Roll Number: _____

The following information is to **accompany** the **Building Permit Application**. This information is the minimum that is required for a garage permit application. This form may be used in lieu of providing a detailed package of drawings provided the building is a typical single storey storage garage or accessory building.

Is the deck a "package"? Yes or No

If **yes**, the supplier is _____

Construction Details:

General: Deck Size & Area (sqft): _____

Guardrail Height: _____

Ground to Deck Distance: _____

Structural: Joist Size & Spacing: _____

Maximum Joist Span: _____

Joist Cantilever: _____

Beam Size: _____

Beam Span: _____

Post Size: _____

Distance Apart: _____

Foundation Type (**PILES SHALL BE ENGINEERED**): _____

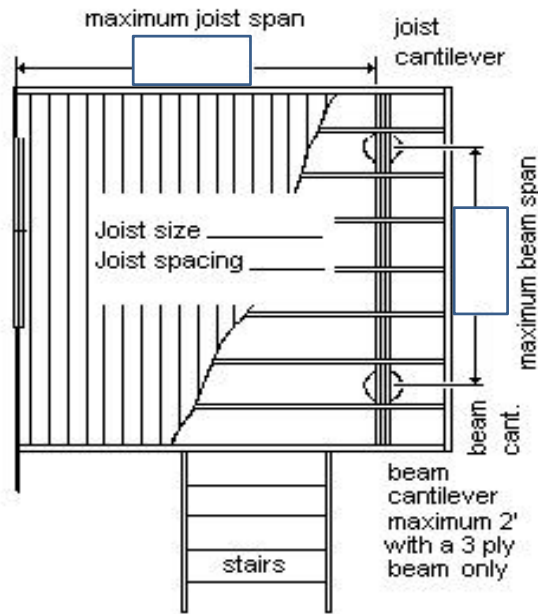
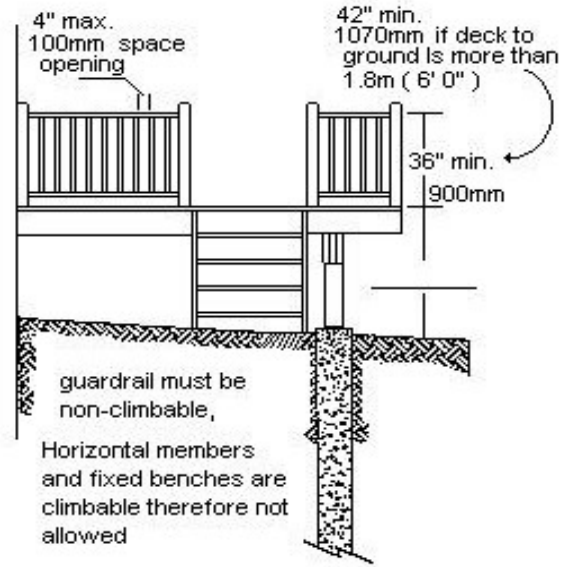
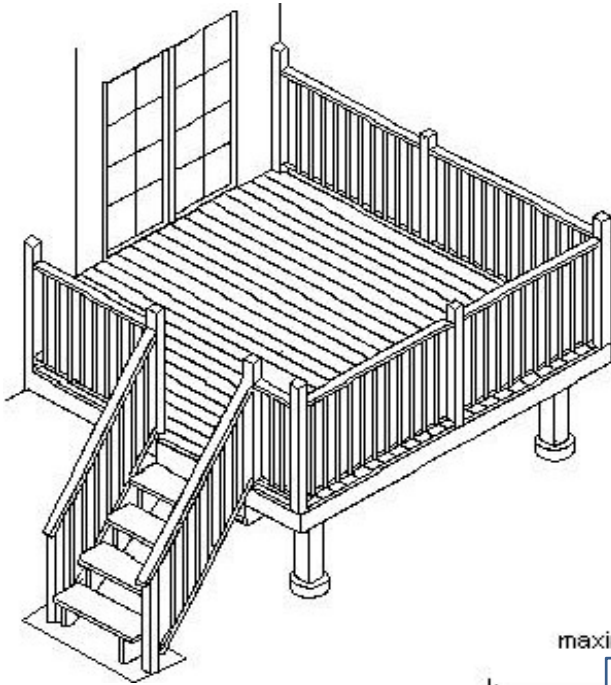
Diameter & Depth of Foundation: _____

Stairs: Handrail Height: _____

- Steps must be uniform and even.
- Maximum stair rise is 200 mm (4").
- Minimum stair tread is 235 mm (9.25").

Note:

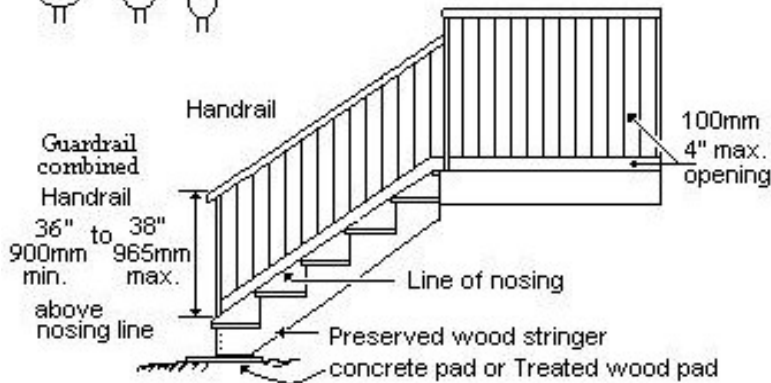
SAE measurements are information only and do not constitute the Building Code requirement; Building Code requirements are metric.



Handrail must be graspable



Guardrail



Note:
SAE measurements are information only and do not constitute the Building Code requirement; Building Code requirements are metric.