

Row-Housing or Stacked Row Housing Application (3 or more dwelling units)

SECTION 1 – PERMIT INFORMATION

Office Use Only

City File # _____

Project Address: (Provide at least one of the following) – Please note: it can not be an intersection

PROJECT ADDRESS (MUNICIPAL): _____

LEGAL DESCRIPTION _____ PLAN: _____ BLOCK: _____ LOT(S): _____

Has a house or residential dwelling existed on this lot previously? Yes ☐ No ☐

Applicant Information:

City Customer ID #: (if known) _____

APPLICANT / CONTACT: _____

As the applicant I affirm:

- ☐ I am the registered owner of the above noted property
- ☐ I have entered into a binding agreement to purchase the above noted property with the registered owner(s).
- ☐ I have permission of the registered owner(s) of the above property to make the attached application for a Development Permit.
- ☐ I have permission of the registered owner(s) of the above noted property to make the attached application for a Combination Permit, which includes an application for a Development Permit and Building Permit.

BUSINESS NAME (IF APPLICABLE): _____

MAILING ADDRESS: _____ CITY: _____

PROVINCE: _____ POSTAL CODE: _____ EMAIL: _____

PHONE # _____ FAX #: _____ CELL #: _____ Inspection results to email above? YES ☐ NO ☐

Signature : _____ Date: _____

Description of Work: (in addition to the standard dwellings - check applicable proposed construction)

- ☐ Attached garage ☐ Attached Carport ☐ Covered deck/patio ☐ Uncovered deck ☐ Veranda ☐ Fireplace
- ☐ Balcony ☐ Basement development ☐ Demolition ☐ Solar Thermal system ☐ Solar Photovoltaic system
- ☐ Geoexchange system ☐ Other: _____

SITE AREA (sq. m.): _____

GROSS FLOOR AREA (sq. m.): PROPOSED _____ EXISTING _____ TOTAL _____

Main floor dwelling units: _____ # dwelling units total (if applicable): _____

**** Please go to Page 2 to complete "SECTIONS 2 & 3" (Building Permit Information) ****

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Major Development Permit Required? Yes ☐ No ☐ Create Sub-job from Project No. _____

New Sanitary Sewer Trunk Charge Required: Yes ☐ No ☐ Lot Grading Required? Yes ☐ No ☐

Zoning: _____ Overlay: _____ Development Fees to be charged: \$ _____ Do

This project is: New Multi-Family ☐ Discretionary Use ☐ Permitted Use ☐ Demolition ☐

Development Permit Description: _____

Development Reviewed By: (print) _____ Date: _____

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre at 780-442-5054.

SECTION 2 – BUILDING PERMIT INFORMATION

When the project exceeds 20 dwelling units or, if any building exceeds 4 units, the plans must be stamped by an architect/qualified engineer (ABC 2014 – C – 2.4.2.1 (3)(a)).

1) # of new gas meters? _____

2) # of residential units in the building? _____

3) What is the Construction value for the entire building (all units)? _____

(The construction value is the value of all materials and labour (excluding Professional fees) to do the project. For demolitions, the construction value is the total cost of the demolition)

4) What is the sq footage for the entire building (all units-excluding basement and garage levels)? _____ (sq ft)

5) Subcontractor List

| Subcontractors | POSSE Customer ID # | Business Name & Address |
|--|---------------------|-------------------------|
| Building (if different from applicant) | | |
| Heating & Ventilation | | |
| Plumbing & Gas | | |
| Sewer | | |
| Electrical – Wiring | | |
| Electrical – Underground | | |
| Temporary Gas Heat | | |

6) All permits for new dwellings are required by the New Home Buyer Protection Act to have a compliant warranty or proof of exemption prior to permit issuance.

Warranty confirmation number: _____ OR, Exemption? Yes _____ Copy Attached _____

If pending, sign to confirm warranty (or exemption) information will be provided prior to permit issuance:

Signature: _____ Date: _____

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NOTE: This is not a Plan Review – Additional information may be required

General Building Code Data

(Main Floor) Building Area: _____ Number of Storeys? _____

Type of construction? ☐ Non-combustible ☐ Combustible

Sprinkler required? ☐ Yes ☐ No ☐ Existing

Fire Alarm required? ☐ Yes ☐ No ☐ Existing

Professional Involvement required: ☐ Yes - structural ☐ Yes - geotechnical ☐ Yes - other _____
☐ Architect ☐ Mechanical ☐ Electrical ☐ Sprinkler

Schedules Required: ☐ Yes (provided) ☐ Yes (not provided) ☐ No ☐ No (but provided)

Building Group C Type: ☐ Part 9 ☐ 3.2.2. _____ POSSE record references(s): _____

Barrier Free Provisions: Not Required: _____ Required (Gov't funded?) _____

Reviewed by (Print) _____ Date _____

Permit application to be entered by Service Advisor? ☐ No ☐ Yes

SECTION 3 – DEVELOPMENT/BUILDING PERMIT SUBMISSION REQUIREMENTS

The application forms must be completed and accompanied by the required plans/information for your project. Additional information may be required as considered necessary, to demonstrate compliance with applicable Edmonton Bylaws and Alberta Building Code, to enable the permit to be issued.

Five (5) complete sets of drawings that include the following: (Minimum scale: metric 1:100 / imperial 1/8")

CHECK OFF INFORMATION SUBMITTED WITH THIS APPLICATION - Incomplete submissions can not be processed

Site Plan / Plot Plan - includes the following:

- ☐ To scale
- ☐ North arrow
- ☐ Date of preparation
- ☐ Municipal address and legal description
- ☐ Dimensions of the site (property lines)
- ☐ Geodetic elevations of site and Geodetic elevation of top of main floor
- ☐ Geodetic elevation of top of main floor
- ☐ Dimensions and location of existing and proposed accesses to the site, and all other hard surfacing.
- ☐ Dimensions and location of existing and proposed buildings including clear dimensions between buildings and to property line
- ☐ Dimensioned layout of all vehicle parking, bicycle parking, maneuvering aisles, and loading/unloading spaces
- ☐ Identification of all outdoor activity areas (e.g. display areas, storage areas, servicing areas, trash collection)
- ☐ Identification of all caveats, covenants, easements, or any other restriction that affects the building or land.
- ☐ **An up-to-date registered survey prepared and signed by a Land Surveyor registered in the Province of Alberta showing all easements and right-of-ways is required.**

Note: If the property has an Overlay, additional information will be required. For example: Mature Neighbourhood Overlay, requires a Block Face Plan, and landscaping plan. (www.edmonton.ca)

Landscaping Plan, including: (the Landscaping Plan may be combined with the Site Plan)

- ☐ All physical features existing and proposed, including trees, shrubs, flower beds, planters, berms, walls, fences, outdoor furniture, and decorative paving
- ☐ Schedule including: number of existing/proposed plant material (trees/shrubs), sizes, and common/botanical names
- ☐ Location of overhead and underground utilities, related easements, right-of-ways, parking structures, fire hydrants, and City boulevard trees
- ☐ The value (cost) of landscaping, to establish the required landscape security

Floor Plans to show the following – minimum scale- metric 1:100 imperial 1/8"

- ☐ Dimensions of proposed structure
- ☐ All levels and square footage of each level
- ☐ Dimensions and layout, location of walls; doors; and windows (include sizes) and use of all rooms/areas

Building Elevations and Sections to show the following

- ☐ All sides of the house (Elevations)
- ☐ Top of main floor to midpoint or roof if roof slope is greater than 20% or top of main floor to ridge of roof if slope is less than 20%.
- ☐ Building height
- ☐ Finished ground level
- ☐ Exterior finishing materials
- ☐ Materials and assemblies of materials forming floors, walls, roofs, decks etc.

Manufactured structural component information required to be submitted (see Standata 06-BCI-015)

- ☐ *Supplier letters* for roof trusses, floor joists, and/or structural beams & columns
- ☐ *Layouts for:*
 - a) Roof
 - b) Floor joists of simple or continuous spans

Note: Where continuous spans are incorporated into the design, the layout schematic should also show all joist and/or beam reactions and all construction details that are covered in the manufacturer's product guide
- ☐ *Manufacturer's design drawings* for all manufactured structural components not covered by (a) or (b) above
- ☐ *Beam calculations* for loads transferred to the beam other than through uniform loading covered by ABC 2014-Division B-Part 9.
- ☐ Design of *engineered columns* where loads exceed 8000 lbs, including pad footing details

Aspects of building that may require professional or engineer involvement (stamped design/engineer letter etc)

| | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Foundation construction not in Code (PWF, ICF, etc.) <input type="checkbox"/> Foundation design where geotechnical information indicates it is required <input type="checkbox"/> Foundation lateral bracing for wall length, height or backfill condition <input type="checkbox"/> Grade beams & piles not per Standata 90-DR-092 <input type="checkbox"/> Structural concrete (slabs, brackets, etc) <input type="checkbox"/> Retaining walls connected to building or required for building integrity <input type="checkbox"/> Complex roof or floor (stick framed or engineered) <input type="checkbox"/> Flush connections for built up beams <input type="checkbox"/> Exterior walls exceeding Code height limits | <ul style="list-style-type: none"> <input type="checkbox"/> Dimension lumber joists exceeding Code table limits <input type="checkbox"/> Cantilevered joists not in Code <input type="checkbox"/> Masonry supported on wood frame <input type="checkbox"/> Concrete topping on wood floor system <input type="checkbox"/> Construction with uncommon housing materials (steel, precast concrete, straw bale, SIP, ICF, etc.) <input type="checkbox"/> Installation of renewable energy devices (solar collectors etc) <input type="checkbox"/> Exterior cladding systems not in Code <input type="checkbox"/> Hydronic heating systems <input type="checkbox"/> Spray foam products and installation |
|---|---|

Abandoned Wells Confirmation Form - Alberta Government's Energy Resources Conservation Board (ERCB) Directive -079

- ☐ For structures over 47 sq meters – the "Abandoned Wells Confirmation Form – Proposed Development" and a printout of the map that was used to confirm the absence/presence of abandoned wells must be submitted.

Solar Energy Systems -

- ☐ If construction includes solar panels (Thermal or PhotoVoltaic (PV)) – Applicant must see Solar Energy Systems brochure for additional submission requirements. (www.edmonton.ca/solarenergysystems)

Geoexchange System -

- ☐ If construction involves Geoexchange System – Applicant must see Geoexchange system installation application for additional submission requirements. (www.edmonton.ca/currentplanningforms)

Temporary Heat -

- ☐ Temporary gas heat

Payment of Fees

- ☐ Applicable fees

Permit fees must be paid in full at the time of application

We accept cash, debit, cheque or credit card. If applying, other than in person, a service representative will call you to advise you of your fees. Please note that the City of Edmonton, in accordance with Payment Card Industry, has taken measures to protect your payment card information. We are required to delete applications submitted with credit card information by unsecured methods such as fax or e-mail.

Office hours are Monday to Friday, 8:00 am to 4:30 pm. The office is closed on statutory holidays.

Abandoned Wells Confirmation Form – Proposed Development

Note: This form is to be signed by the applicant at the time of Development Permit application, and to be submitted with a printout of the map(s) that was used to confirm the absence/presence of abandoned well(s).

If abandoned wells are **absent** within the site of proposed development:

I, _____, have reviewed information provided by the Energy Resources Conservation Board (“ERCB”) as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the **absence** of any abandoned wells within the site of proposed development.

Printed Name

Signature

Company affiliation of the signer

Date

If an abandoned well(s) is **present** within the site of proposed development:

I, _____, have reviewed information provided by the Energy Resources Conservation Board (“ERCB”) as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the licensee(s) responsible for all abandoned wells within the site of proposed development has been contacted in order to have the *Abandoned Well Locating and Testing Protocol* completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s):

| ERCB Well License # | Licensee name | Licensed Surface Location (e.g., 04-20-052-23 W4M) | Contact personnel name | Phone number |
|---------------------|---------------|--|------------------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Printed Name

Signature

Company affiliation of the signer

Date

| | | | |
|--------------------|------|--------|-------|
| Municipal Address: | | | |
| Legal Description: | Lot: | Block: | Plan: |
| POSSE #: | | LDA: | |

Why do I need to disclose information about abandoned wells on my parcel?

New Requirements

Effective November 1, 2012 the Subdivision and Development Regulation (Alberta Regulation 160/2012) has changed. The changes relate to the Subdivision and Development requirements around abandoned well sites. The new provisions require some changes to our business practices. In addition to our current application submission requirements, all new Development Permit and Subdivision Applications must include the following:

Development Permit Application

An application for a development permit for **a new building that will be larger than 47 square meters, or an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters**, must include:

- information provided by the Energy Resources Conservation Board (ERCB) identifying the location or confirming the absence of any abandoned wells within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.
- This information can be obtained by either contacting the Energy Resources Customer Care Centre at 1-855-297-8311 (toll free) or using the GeoDiscover Alberta Map at: www.geodiscoveralberta.ca to confirm whether an abandoned well is located on your property.
 - If you **do not have an abandoned well site on your property**, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and provide a copy of the map that was used to confirm the absence of abandoned wells on your property. This information must be included with your development application.
 - If you **do have an abandoned well on your property**, you must first meet the requirements as set out in ERCB’s Directive 079 before you can apply for a permit. Once ERCB’s Directive 079 requirements have been met, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and include a copy of the map used to confirm well location(s) with your development application.

The information is not required if it was submitted to the same development authority within the last year.

The following links provide further information on the added provisions.

Information Bulletin, Alberta Municipal Affairs -

http://www.municipalaffairs.alberta.ca/documents/msb/Information_Bulletin_05_12.pdf

ERCB Directive-

<http://www.ercb.ca/directives/Directive079.pdf>