

Semi-Detached or Duplex Housing Application (2 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
- ☐ Geoechange system ☐ Other: _____

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

For Office Use Only:

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

Sanitary Sewer Trunk Charge Required? Yes ☐ \$ _____ No ☐ Lot Grading Required? Yes ☐ No ☐

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

This project is: Discretionary Use ☐ Permitted Use ☐ Demolition ☐

Development Permit Description: _____

Development Reviewed by:(print) _____ Date: _____

Office Use Only

City File # _____

SECTION 2 – BUILDING PERMIT INFORMATION

1) # of new gas meters? _____

2) # of residential units? _____

3) What is the construction value for the entire building (both 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) Square Footage for the entire building (both units but not including basement levels or garage space)? _____ (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: _____

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 3 – DEVELOPMENT/BUILDING PERMIT SUBMISSION REQUIREMENTS

The application form 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.

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

One (1) complete set of drawings that include the following: (Minimum scale: metric 1:100 / imperial 1/8")

Incomplete submissions can not be processed. Faxed or emailed applications will not be accepted.

CHECK OFF INFORMATION SUBMITTED WITH THIS APPLICATION

Site Plan or Plot Plan – including the following

- ☐ To scale
- ☐ North arrow
- ☐ Date of preparation
- ☐ Municipal address and legal description
- ☐ Dimensions of the site (property lines)
- ☐ Geodetic elevations of site, including finished grades, bottom of footings, top of foundation wall, finished main floor
- ☐ Geodetic elevation taken alongside property lines a distance equal to the minimum front setback (walkout basements)
- ☐ Identification of all caveats, covenants, easements, or any other restriction that affects the building or land.
- ☐ Dimensions and location of all proposed and existing structures including air conditioners, cantilevers and overhangs and distances to property lines
- ☐ Dimensions/location of existing and proposed accesses to the site, and all other hard surfacing.
- ☐ Off-site detail – from the property line to the road or lane/alley (within the boulevard) such as trees, curb cuts, street furniture which includes lights, fire hydrants, signs, mailboxes, utilities above ground.

Lot Grading Plan – (required for mature and established neighbourhood)

Includes above requirements for Site Plan or Plot Plan plus below

- ☐ Internal or common property drainage swales including design high points, intermediate grade points and the location, height and extent of retaining structures
- ☐ Surface slopes of drainage swales with flow direction arrows
- ☐ Elevation of City right-of-way at the discharge ends of the swales
- ☐ Property boundary elevations include proposed and existing elevations, and existing elevations at lot corners
- ☐ Lot drainage pattern indicating whether split drainage or through drainage
- ☐ Rear internal swale (if required)
- ☐ Roof drainage provisions roof drain connection or surface discharge of downspouts
- ☐ Foundation drainage connection or surface discharge details
- ☐ Easements, Rights-of-way and/or restrictive covenants related to drainage provisions and development restrictions

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/a

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 roof 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)

- | | |
|--|---|
| <input type="checkbox"/> Foundation construction not in Code (PWF, ICF, etc.) | <input type="checkbox"/> Exterior walls exceeding Code height limits |
| <input type="checkbox"/> Foundation design where geotechnical information indicates it is required | <input type="checkbox"/> Dimension lumber joists exceeding Code table limits |
| <input type="checkbox"/> Foundation lateral bracing for wall length, height or backfill condition | <input type="checkbox"/> Cantilevered joists not in Code |
| <input type="checkbox"/> Grade beams & piles not per Standata 90-DR-092 | <input type="checkbox"/> Masonry supported on wood frame |
| <input type="checkbox"/> Structural concrete (slabs, brackets, etc) | <input type="checkbox"/> Concrete topping on wood floor system |
| <input type="checkbox"/> Retaining walls connected to building or required for building integrity | <input type="checkbox"/> Construction with uncommon housing materials (steel, precast concrete, straw bale, SIP, ICF, etc.) |
| <input type="checkbox"/> Complex roof or floor (stick framed or engineered) | <input type="checkbox"/> Installation of renewable energy devices (solar collectors etc) |
| <input type="checkbox"/> Flush connections for built up beams | <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 – either the "*Abandoned Wells Confirmation Form – Proposed Development*" form and a printout of the map that was used to confirm the absence/presence of abandoned wells must be submitted.

Solar Panels -

- ☐ 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 security standards, 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>