CURRENT PLANNING (HSBC Bank Place)
5th FLOOR, 10250 - 101 STREET NW
EDMONTON, AB T5J 3P4
PHONE: 311 or if outside of Edmonton 780-442-5311
EMAIL: SDCurrentPlanning@edmonton.ca

Residential Development & Building Application

- ADDITIONS / ALTERATIONS / DEMOLITIONS -

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: _____

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: _____ INSPECTION RESULTS TO BE MAILED TO THIS EMAIL? YES ❑ NO ❑

PHONE #: _____ FAX #: _____ CELL #: _____

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.

Description of Work **(check all that apply)**

❑ Addition ❑ Sunroom ❑ Interior alteration ❑ Gazebo ❑ Pergola ❑ Greenhouse ❑ Shed ❑ Hot tub ❑ Detached carport

❑ Basement development (no secondary suite) ❑ Pond ❑ Demolition ❑ Covered deck/patio ❑ Uncovered deck ❑ Swimming pool

❑ Solid fuel burning appliance (wood, pellet, coal) ❑ Solar Thermal system ❑ Solar Photovoltaic system ❑ Urban Outdoor Farm

❑ Urban Garden ❑ Other (describe): _____

DESCRIBE WHAT IS BEING DEMOLISHED: _____

Sq FOOTAGE OF CONSTRUCTION (per structure if more than one structure involved): _____

CONSTRUCTION VALUE – COST (per structure) $ _____

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.

Subcontractors	City Customer ID #	Business Name & Address
Building (if different from applicant)		

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Home Warranty Program

New dwellings or existing dwellings that are having major renovations (NHBPA General Regulation 211-2013 states under "(7) For the purposes of section 1(1)(z) of the statute a building, where after a change, alteration or repair to the building, at least 75% of the enclosed square footage of the building above the foundation at the completion of the change, alteration or repair is new, is prescribed to be a reconstruction.") **are required by the New Home Buyer Protection Act to have a complaint warranty or proof of exemption prior to building permit issuance.**

Warranty confirmation number: _____OR, Exemption? Yes _____ Copy Attached_____ or Not applicable ____

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

_____(Signature)

For Office Use Only:

Minor Development Permit Required? Yes ❑ No ❑ Existing Without Permits? Yes ❑ No ❑ DP # _____

Zoning: _____ Overlay: _____

Sanitary Sewer Trunk Charge Required? Yes ❑ No ❑ Lot Grading Required? Yes ❑ No ❑ Development Fees to be charged: $_____

Development Permit Description:

_____

_____

_____

_____

Reviewed By: (Print Name)_____Date:_____

Other Misc Building Permit Required? Yes ❑ No ❑ Employee Name: (Print)_____Date:_____

If Yes – Permit to be entered by Service Advisor? Yes ❑ No ❑

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.

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APPLICATION REQUIREMENTS

NOTE: *Electrical and mechanical work is not included in this application. If mechanical work (plumbing, gas, heating and ventilation & electrical) is being done, separate mechanical permits must be applied for. Please see www.edmonton.ca for additional information on these permits.*

Addition / Covered Deck / Sunroom / Exterior Alterations - If over 47 sq meters – confirmation of abandoned oil wells is required as per the Alberta government's Energy Resource Conservation Board directive 079 (see attached "*Abandoned Wells Confirmation Form – Proposed Development"* for additional information).

- 1 set of drawings including:
  - ❑ Site plan – a blockface plan may be required if within the Mature Neighbourhood Overlay (MNO)(as per section 814.3(1) of the Zoning Bylaw 12800)
  - ❑ Floor plans
  - ❑ Elevation plans
  - ❑ Construction details

Uncovered Deck: (if hot tub is being installed with deck – information requirements from Hot tub section are also required)

- 1 set of drawings including:
  - ❑ Site plan
  - ❑ Deck Design Form (available on the Web (www.edmonton.ca)

Hot Tub/Private Swimming Pool:

- 1 set of drawings including:
  - ❑ Site plan
  - ❑ Letter from supplier
  - ❑ For a hot tub – indicate the make, model and cover details, specifications and support details
  - ❑ For a swimming pool – plan of pool and all requirements per ABC 2014-B-73
- Any platform or deck construction, ladder and diving board or slide details will be required if these items are not part of a pre-manufactured swimming pool or hot tub package.
- Cover must be capable of supporting an adult and be lockable **or** six foot high fencing will be required.

Over Height Fences

- 1 set of drawings including:
  - ❑ Site plan or Real Property Report (RPR)
    - Showing existing buildings and property lines
    - Showing proposed fence location and height of fence

Parking of Recreational Vehicles on Residential Properties

- 1 set of drawings including:
  - ❑ Site plan or Real Property Report (RPR)
    - Showing existing buildings, property lines, location
    - Dimensions of proposed parking space, existing accesses to the site and proposed access to the space

Solar Energy System

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

Accessory Structures (includes sheds, gazebos, and greenhouses):

- 1 set of drawings including:
  - ❑ Site plan
  - ❑ Construction details (including fire separations, plumbing, heating and ventilation)
    - Wall and roof framing details including type of exterior finish
    - Door and window details
  - ❑ If structure is pre-manufactured include specs from manufacturer

Interior Alterations & Basement Development (for suites - refer to Secondary Suites application form)**:**

- 1 set of drawings including:
  - ❑ Site plan or a Google Maps aerial screenshot
  - ❑ Basement floor plan (If you are proposing a wet bar, please provide main floor plan)
    - Indicate floor to ceiling height
    - Show the location of the stairs exiting the basement
    - Show location of the smoke and carbon monoxide detector (s) *(must be hard wired)*
    - Show plumbing, heating and ventilation and electrical changes
  - ❑ Materials of construction

NOTE: *if structure is **over 47 sq. meters** – a confirmation of abandoned oil wells is required as per Alberta government's Energy Resource Conservation Board Directive 079 (see attached "Abandoned Wells Confirmation Form – Proposed Development" for additional information).*

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Demolition of a Residential Building:

- 1 set of drawings including:
  - ❑ Site plan or a Google Maps aerial screenshot
  - ❑ Letter of confirmation building is asbestos free and all utilities will be disconnected prior to demolition

NOTE: *All demolitions require Development and Building Permit approvals. If there is more than one building being demolished a separate Building Demolition Permit will be required for each building. If we receive an application which includes the construction of a new building and the demolition of an existing building together, the Development Permit fee for the demolition of the building is not applied. However, if these applications are submitted separately each project will have a Development permit fee associated to it.*

Solid Fuel Burning Appliances (wood, pellet or coal):

- 1 set of drawings including:
  - ❑ Site plan (only if a chase is being constructed outside of the building)
  - ❑ Construction plans including:
    - If pre-manufactured, need make and model of fireplace and chimney including ULC or WH evaluation
    - If built on site (masonry) need drawings of fireplace structure
    - Floor plans showing location where fireplace is to be installed and size of hearth
    - Location of outside combustion air (how will fresh air get from outside to inside for the fireplace)
    - Cross section showing height of chimney above roof
    - What flooring materials will be used under the hearth (must be non combustible)
    - Location of carbon monoxide detector required if fireplace does not have air tight doors

Urban Outdoor Farm or Urban Garden:

- 1 set of drawings including:
  - ❑ Site plan (as per Section 98 of the Zoning Bylaw 12800 and including the below requirements)
    - Setbacks of all structures, including animal or storage buildings, garbage facilities, etc
    - Extent of growing plot areas, composting areas, out storage, irrigation equipment, etc
    - Location and extent of fencing and retaining walls
    - Parking layout with dimensions of space and aisles
    - Bicycle racks, if any
    - Surface treatment for all areas including parking and walkways
  - ❑ A letter detailing the intended use of the site and/or building including animals, and/or on-site sales.

**Plan Requirements All Plans MUST be to scale

1. Site Plan/Real Property Report

- □ A north arrow
- □ Corresponding street and avenue
- □ Dimensions of the site (property lines)
- □ Location of proposed and existing buildings/structures
- □ Location of existing and proposed accesses to the site
- □ Grade elevations (for additions and urban agriculture)
- □ Identification of all caveats, covenants, easements

*Note: For information relating to **grade**, refer to Section 6.1.(33) and 52 of the Zoning Bylaw 12800.

2. Elevation Plans

- □ Showing all sides of the building (proposed and existing)
- □ The building height (distances from peak to mid roofline and to main floor)
- □ Exterior finishing materials and colors
- □ Showing all windows and doors

*Note: Elevation plans shall include height information for proposed buildings and structures. For information relating to **height** refer to Section 6.1. (36) and 52 of the Zoning Bylaw 12800.

3. Floor Plans

- □ Size of the building (dimensions and square footage)
- □ Dimensioned room layouts indicating uses and activities
- □ Location of walls, doorways and windows (include all sizes)

4. Construction Details

- □ Cross section showing all materials used for the structure
- □ Wall, floor, roof assembly details
- □ Foundation plans and construction specifications

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2016 Permit Fees

(Payment must be submitted with the application)

Type of Construction	Development Permit	Building Permit	Safety Code Fee	Total
Additions (includes covered decks and attached carports)	$393 + ($41 if development permit is discretionary and notices need to be sent out)	Use construction value table below.	4% of building permit fee ($4.50 min. up to $560)	Varies
Interior Alterations (if applying for a secondary suite, use secondary suite application form – If applying for a garage with garage suite or garden suite – use Garage with Garage suite or Garden Suite form)	Varies depending on Project	Use construction value table below.	4% of building permit fee ($4.50 min. up to $560)	Varies
Demolition	$80 + $41 if development permit is discretionary & notices need to be sent out	$102/structure A separate building permit is required for each structure being demolished.	$4.50 for each building that is being demolished	$186.50 or 227.50 if notices required
Uncovered Deck with/without Hot Tub, Accessory Structure, Swimming Pool, Hot Tub & Solar Panel (unless covered under another application)	$108 + ($41 if development permit is discretionary and notices need to be sent out)	$102	$4.50	$214.50 or $255.50 if notices required
Exterior Alterations (no increase in floor area or height), *Wood Fireplace (includes pellet & coal)	$159 + ($41 if development permit is discretionary and notices need to be sent out) *this fee is charged only if chimney is built on the outside of house.	Use Construction value table below	4% of building permit fee ($4.50 min. up to $560)	Varies
Over Height Fences & Parking of Recreational Vehicles on Residential Properties	$165.00 +($41 if development permit is discretionary and notices need to be sent out)	n/a	n/a	$165.00 or $206.00 if notices required
Urban Outdoor Farm	$50 +($41 if development permit is discretionary and notices need to be sent out)	Use Construction value table below	4% of building permit fee ($4.50 min. up to $560)	Varies
Urban Garden	$50			

Building Permit Construction Value Table

Use the range below based on the construction value of your project.

VALUE OF CONSTRUCTION (2016)	
$0 - $5,000	$ 102.00 + $4.50 (Safety Code Fee) = **$106.50**
$5,001 - $10,000	$ 148.00 + $5.92 (Safety Code Fee) = **$153.92**
$10,001 - $25,000	$ 255.00 + $10.20 (Safety Code Fee) = **$265.20**
$25,001 - $50,000	$ 475.00 + $19.00 (Safety Code Fee) = **$494.00**
$50,001 - $100,000	$ 922.00 + $36.88 (Safety Code Fee) = **$958.88**
OVER $100,000	$ 1796.00 + $71.84 (Safety Code Fee) = **$1902.24**

Fees for Buildings/Structures Existing without Permits

If you are applying for permits after the structure has been built, only the Development and Building Permit fees are doubled - the safety code fee will only be charged once.

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