DEVELOPMENT SERVICES (Edmonton Tower)
2nd Floor, 10111 – 104 Avenue NW
EDMONTON, AB T5J 0J4
PHONE: 311 or if outside of Edmonton 780-442-5311
EMAIL: developmentservices@edmonton.ca

New Single Family House Permit Application

Office Use Only

SECTION 1 – PERMIT INFORMATION

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: _____

Has a house 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-noted property to apply for this Development Permit and Building Permit.
- ❑ I consent to receiving documents or communications related to this application, including but not limited to development permit decisions, acknowledgments confirming an application is complete, and any notices identifying any outstanding documents and information, by email.
- ❑ All drawings, documents, details, specifications and supporting information contained in this application, including any Energy Performance Compliance requirements of ABC2014:B:9.36 or NECB2011 pertain to the project that is the subject of this application.

BUSINESS NAME (IF APPLICABLE): _____

MAILING ADDRESS: _____ CITY: _____

PROVINCE: _____ POSTAL CODE: _____

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

EMAIL-**CONTACT FOR FEES**: _____

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

Signature : _____ **Date:** _____

Description of Work: (in addition to the basic house -check applicable proposed construction)

❑ Attached garage ❑ Attached carport ❑ Covered deck ❑ Uncovered deck ❑ Veranda ❑ Fireplace ❑ Balcony

❑ Basement development ❑ Secondary suite development ❑ Exterior hot tub ❑ Solar Thermal system

❑ Solar Photovoltaic system ❑ Geoexchange system ❑ Demolition

❑ Other: _____

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

For Office Use Only:

Permit Required? Yes ❑ 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: _____

_____

_____

Reviewed By: (Print Name) _____ Date: _____

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SECTION 2 – BUILDING PERMIT INFORMATION

1) What is the Square Footage for the new House? (not including basement levels and garage space) _____(sq ft)

2) Subcontractor listing

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

***3*) 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:

SECTION 3 – DEVELOPMENT/BUILDING PERMIT SUBMISSION REQUIREMENTS: *See page 3 for additional information*

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

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

- ❑ Plot plan or site plan with grade elevations (at the four corners of site) and main floor geodetic elevation
- ❑ Lot Grading Plan (Required for Mature and Established Neighbourhoods)
- ❑ Signed Construction Site Management Acknowledgement Form (Required for Mature and Established Neighbourhoods)
- ❑ Floor and elevation plans (include a basement floor plan if also applying for a basement development)
- ❑ Cross sections and specifications details
- ❑ Foundation plans/beams / columns/column loading / pad details / type of concrete to be used
- ❑ Engineered grade beam and/or pile foundation details for attached garage, veranda, covered deck, etc.
- ❑ Foundation lateral support details (include site-specific engineered foundation / window / stairwell bracing or reinforcing details)
- ❑ Engineered roof truss layout and supplier letter, or stick built roof layout (include bearing details & load transfer points)
- ❑ Engineered floor joist/truss and engineered beam layout and supplier letter(s)
- ❑ Structural details not covered under ABC 2014 – Division B – Part 9 (engineer stamped drawings / details)
- ❑ If structure is larger than 47 sq. meters – 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.

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PLAN SUBMISSION REQUIREMENT DETAILS

To **minimize delays in processing your application**, 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.
Incomplete submissions can not be processed. Faxed and E-mailed applications will not be accepted.

Site Plan or Plot Plan – including the following:

- ❑ North arrow, scale and date of preparation
- ❑ Municipal address and legal description
- ❑ Dimensions of the site (property lines)
- ❑ 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
- ❑ 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)
- ❑ 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.
- ❑ Identification of the required landscaping, preserved landscaping and proposed ground cover (see Landscaping brochure - www.edmonton.ca/treeplantingrequirements)

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

Mature Neighbourhood Overlay (Section 814) Requirements (1 set):

- ❑ Window and amenity area locations of abutting properties are required if the proposed structure is two or more storeys and the Interior Side Setback is less than 2 m. This information can be provided on the Site Plan, Elevation Drawing, a separate diagram, Aerial Photo, photograph or any combination of these.

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
- ❑ Building height (m) - from the top of the finished floor to mid-point of the roof AND from the top of the finished floor to the top of roof (ridge)
- ❑ Finished ground level
- ❑ Exterior finishing materials
- ❑ Materials and assemblies of materials forming floors, walls, roofs, decks etc.

Sections and Details: (provide on separate sheets, preferred maximum 11"x17")

- ❑ Provide fully-labeled sections of all assemblies forming floors, walls, roofs, decks, etc. Show Effective Thermal Resistance (ETR) calculations, in Metric RSI (*plus Imperial R, if desired for trades*) for proposed opaque assemblies for above ground AND below grade/in-ground-contact. Show the source of assembly or component thermal resistance values (eg: ABC2014:DivB:A-9.36.2.;

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www.cwc.ca/resources/wall-thermal-design/ ASHRAE Handbook; etc. If desired, use the conversion factor: RSI x 5.678 = Imperial R value

- ❑ Include **ALL** assemblies detailing 9.36 thermal insulation details, as well as air barrier construction as required according to the option chosen in 9.36.2.9.(1), which indicates that air leakage shall be controlled by establishing a continuous air barrier system in accordance with 9.25.3. and 9.36.2.9.(2)-(6), **--AND--**

a) in accordance with 9.36.2.10 details —thus satisfying prescriptive air barrier requirements **--OR--**

b) with installation of CAN/ULC-S742 approved Type A4 air barrier system(s) (provide details for all assemblies) **–OR--**

c) results in an air leakage rate--demonstrated by blower door test before final inspection--to not exceed 0.20L/(s*m^2) when tested to ASTM E2357.

- ❑ Any other details as required.

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)

- ❑ Foundation construction not in Code (PWF, ICF, etc.)
- ❑ Foundation design where geotechnical information indicates it is required
- ❑ Foundation lateral bracing for wall length, height or backfill condition
- ❑ Grade beams & piles not per Standata 90-DR-092
- ❑ Structural concrete (slabs, brackets, etc)
- ❑ Retaining walls connected to building or required for building integrity
- ❑ Complex roof or floor (stick framed or engineered)
- ❑ Flush connections for built up beams
- ❑ Exterior walls exceeding Code height limits
- ❑ Dimension lumber joists exceeding Code table limits
- ❑ Cantilevered joists not in Code
- ❑ Masonry supported on wood frame
- ❑ Concrete topping on wood floor system
- ❑ Construction with uncommon housing materials (steel, precast concrete, straw bale, SIP, ICF, etc.)
- ❑ Installation of renewable energy devices (solar collectors etc)
- ❑ Exterior cladding systems not in Code
- ❑ Hydronic heating systems
- ❑ 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 –"*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 Energy Systems:

- ❑ If construction involves 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 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:		
City File #:		LDA:	

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.geodiscover.alberta.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

ABC2014:B:9.36.
ENERGY EFFICIENCY
APPLICATION CHECKLIST

PROJECT ADDRESS : _____

☐ PRESCRIPTIVE PATH	☐ PRESCRIPTIVE WITH TRADE-OFF PATH	☐ PERFORMANCE PATH
Complete (1)A -OR- (1)B and (2) to (5) below	Complete (1)A -OR- (1)B and (2) to (5) below, and attach Trade-off Calculator results	Complete (5) only below, and attach Performance Report and mandatory Edmonton Summary form

1a

Effective thermal resistance of assemblies in buildings WITHOUT heat-recovery ventilator (HRV) 9.36.2.6.A & 9.36.2.8.A

ASSEMBLY LOCATION	MINIMUM "ETR" (m2 K/W) (RSI)				PROPOSED ASSEMBLY including insulation type/R-value
ROOF					
Cathedral ceilings and flat roofs	5.02	☐ N/A	☐ equal or better	☐ less	
Ceilings under attic, including over attached garages	10.43	☐ N/A	☐ equal or better	☐ less	
ABOVE-GROUND WALLS					
Exterior wall	3.08	☐ N/A	☐ equal or better	☐ less	
Tall walls	3.08	☐ N/A	☐ equal or better	☐ less	
House-to-attached garage walls	2.92	☐ N/A	☐ equal or better	☐ less	
Other: kitchen cabinet wall(s)	3.08	☐ N/A	☐ equal or better	☐ less	
OTHER:	3.08	☐ N/A	☐ equal or better	☐ less	
RIM JOISTS					
Parallel to joists, or pony wall	3.08	☐ N/A	☐ equal or better	☐ less	
Perpendicular to joists	3.08	☐ N/A	☐ equal or better	☐ less	
ABOVE-GROUND FLOOR					
Exterior cantilever	5.02	☐ N/A	☐ equal or better	☐ less	
Over attached garage	4.86	☐ N/A	equal or better	less	

ASSEMBLY LOCATION	MINIMUM "ETR" (m2 K/W) (RSI)				PROPOSED ASSEMBLY including insulation type/R-value
BELOW-GRADE WALLS					
Frostwalls, above-ground wall portions where average exposure < 0.6m	3.46	☐ N/A	☐ equal or better	☐ less	
Foundation-level above-ground wall portions where average exposure ≥ 0.6 m	3.08	☐ N/A	☐ equal or better	☐ less	
UNHEATED FLOOR Above frost line	1.96	☐ N/A	☐ equal or better	☐ less	
ANY HEATED FLOOR In ground contact	2.84	☐ N/A	☐ equal or better	☐ less	
SLAB ON GRADE with integral footing	3.72	☐ N/A	☐ equal or better	☐ less	

1b

Effective thermal resistance of assemblies in buildings WITH heat-recovery ventilator – (HRV) 9.36.2.6.B & 9.36.2.8.B

ASSEMBLY LOCATION	MINIMUM "ETR" (m2 K/W) (RSI)				PROPOSED ASSEMBLY including insulation type/R-value
ROOF					
Cathedral ceilings and flat roofs	5.02	☐ N/A	☐ equal or better	☐ less	
Ceilings under attic, including over attached garages	8.67	☐ N/A	☐ equal or better	☐ less	
ABOVE-GROUND WALLS					
Exterior wall	2.97	☐ N/A	☐ equal or better	☐ less	
Tall walls	2.97	☐ N/A	☐ equal or better	☐ less	
House-to-attached garage walls	2.81	☐ N/A	☐ equal or better	☐ less	
Other: kitchen cabinet wall(s)	2.97	☐ N/A	☐ equal or better	☐ less	
OTHER:	2.97	☐ N/A	☐ equal or better	☐ less	
RIM JOISTS					
Parallel to joists, or pony wall	2.97	☐ N/A	☐ equal or better	☐ less	
Perpendicular to joists	2.97	☐ N/A	☐ equal or better	☐ less	
ABOVE-GROUND FLOOR					
Exterior cantilever	5.02	☐ N/A	☐ equal or better	☐ less	
Over attached garage	4.86	☐ N/A	☐ equal or better	☐ less	
BELOW-GRADE WALLS					
Frostwalls, above-ground wall portions where average exposure < 0.6m	2.98	☐ N/A	☐ equal or better	☐ less	
Foundation-level above-ground wall portions where average exposure ≥ 0.6 m	2.97	☐ N/A	☐ equal or better	☐ less	
UNHEATED FLOOR above frost line	1.96	☐ N/A	☐ equal or better	☐ less	
ANY HEATED FLOOR In ground contact	2.84	☐ N/A	☐ equal or better	☐ less	
SLAB on GRADE	2.84	☐ N/A	☐ equal or better	☐ less	

2

Check proposed windows, doors, etc; maximum prescriptive overall thermal transmittance "u-values"

FENESTRATION & DOOR COMPONENTS	MAXIMUM "U" value (W/m2 K)				
Windows (max USI)	1.60	☐ N/A	☐ equal or higher performing	☐ lower performing	***9.36.2.7.A alternative: min ER=25***
Exterior doors (max USI)	1.60	☐ N/A	☐ equal or higher performing	☐ lower performing	***9.36.2.7.A***
Single exterior door exception (max USI)	1.60	☐ N/A	☐ equal or higher performing	☐ lower performing	***9.36.2.7.(5), NOTE on plans***
Glass block; max area: 1.85 m2 (max USI)	1.60	☐ N/A	☐ equal or higher performing	☐ lower performing	***9.36.2.7.(4), NOTE on plans***
Skylights (max USI)	1.60	☐ N/A	☐ equal or higher performing	☐ lower performing	***9.36.2.6.(4), include shaft ETR/detail***
Attic/access hatches (min nom RSI = 2.6)	1.60	☐ N/A	☐ equal or higher performing	lower performing	***9.36.2.7.(8), NOTE on plans***
Garage overhead doors (min nom RSI = 1.1)	1.60	☐ N/A	☐ equal or higher performing	lower performing	***9.36.2.7.(7), NOTE on plans***

3

CHECK HVAC components/capacity/standard/ minimum performance; or write 9.36.3.10. selection(s) in space below

COMPONENT/EQUIPMENT	HEATING/COOLING CAPACITY	STANDARD	MIN PERFORMANCE	
Gas-fired forced air furnace	< 65.9kW [222,000Btu/h]	CAN/CSA-P.2	≥ AFUE 92%	☐ YES
Gas-fired boiler	≤ 88kW[300kBtu/h]	CAN/CSA-P.2	≥ AFUE 90%	☐ YES
Electric tank Electric tankless	≤ 73.2kW if SWH-based ≤ 87.9kW if boiler-based	CAN/CSA-P.9	TPF = 0.65	☐ YES
Other:				☐ YES

4

CHECK Service Water Heating components/input/standard/performance; or write 9.36.4.2. selection in space below

	HEATING/COOLING CAPACITY	STANDARD	MIN PERFORMANCE	
Gas-fired hot water tank	< < 22kW [75,000Btu/h]	CAN/CSA-P.2	≥ AFUE 92%	☐ YES
Gas-fired tankless	> 73.2kW [250,000Btu/h]	CSA 4.3 etc	Et ≥ 80%	☐ YES
	≤ 73.2kW [250,000Btu/h]	CAN/CSA-P.7	EF ≥ F0.8	
Electric tank	≤ 50-270L [13-71 usg]	CAN/CSA-C191	SL ≤ 35 + 0.20V (top) SL ≤ 40 + 0.20V (bottom)	☐ YES
Electric tankless	–	–	approaching 100%	☐ YES
Other:				☐ YES

5

INDICATE the following, as applicable

PRIMARY WALL AIR BARRIER LOCATION/MATERIAL:		PRIMARY CEILING BELOW ATTIC/VAULT/FLAT ROOF AIR BARRIER:	
Interior poly with spray foam at rim joists and cantilevers	☐	Interior poly	☐
Interior poly with exterior flexible wrap at rim joists and cantilevers	☐	Other: (specify) _____	☐
Interior poly with sealants/tapes at floor, window, wall and ceiling intersections	☐		
Exterior flexible air barrier system with all joints and edges sealed	☐		
Exterior rigid air barrier system with all joints and edges sealed	☐		
Other: (specify) _____	☐		

Intake duct has "fail-open" motorized damper—except where disallowed by other regulation or where system operates continuously? [9.36.3.3.]	YES	
Discharge duct has motorized damper, or gravity/spring-operated backflow damper installed? [9.36.3.3.]	YES	
Min 12mm thick pipe insulation for minimum 2m from inlet and outlet of water heater?	YES	
Min 12mm thick pipe insulation for all piping on recirculating service hot water system 9.36.4.4 (1)	N/A	YES
HRV conforms CAN/CSA-C439 "Rating the Performance of Heat/Energy-Recovery Ventilators" sensible HR efficiency ≥60%@0°C and ≥55%@-25°C ?	N/A	YES
A Blower Door Test Report will be submitted after construction and prior to occupancy inspection for energy code compliance	NO	YES