



County of Minburn No. 27
 PO Box 550, 4909-50 Street
 VEGREVILLE AB T9C 1R6
 Phone: 780 632 2082
 Fax: 780 632 6296
 www.minburncounty.ab.ca

The Inspections Group Inc.
 12010 – 111 Avenue NW
 EDMONTON AB T5G 0E6
 Phone: 780 454 5048 Toll Free: 1 866 554 5048
 Fax: 780 454 5222 Toll Free: 1 866 454 5222
 www.inspectionsgroup.com

BUILDING PERMIT APPLICATION FORM

Tax Roll Number: _____

Application Date: DD / MMM / YYYY

Estimated Project Completion Date: DD / MMM / YYYY

Applicant Type: Homeowner Contractor

Cost of Installation (Labour & Material) \$ _____

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act. Section 25(1) of the Permit Regulation states: "A permit expires if the undertaking to which it applies: (a) is not commenced within 90 days of issue of the permit, (b) is suspended or abandoned for a period of 120 days." An extension can be considered when applied for in writing prior to permit expiry date.

****2 Sets of plans / specifications & payment must accompany this application****

Owner Name: _____ Mailing Address: _____
 City: _____ Prov: _____ Postal Code: _____ Phone: _____ Fax: _____
 Cell: _____ Email: _____

Owner's Signature / Declaration (Single Family Residential Only)

"I hereby declare I am the owner of the premises in which the work will be conducted, and reside or will reside on the property. I am doing the work myself, and assume responsibility for compliance with the applicable Act and Regulations"

Company Name: _____ Mailing Address: _____
 City: _____ Prov: _____ Postal Code: _____ Phone: _____ Fax: _____
 Cell: _____ Email: _____

Contractor/Architect/Engineer Name

Signature

Project Location in the County of Minburn No. 27:

Work: not started in progress complete

Street Address: _____

Legal Subdivision: Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____

Subdivision Name: _____ Lot: _____ Block: _____ Plan: _____

Directions: _____

BUILDING TYPE:

- Dwelling Unit
- Detached/Attached Garage
- Accessory Building
- Basement Development
- Deck
- Wood Burning Stove/Fireplace
- Certification # _____
- Foundation Type _____
- Other (specify) _____

TYPE OF WORK:

- New Construction
- Relocation
- Addition
- Renovation
- Demolition
- Change of Occupancy
- Manufactured Home*
- Modular Home*

*CSA # _____

Development # _____

BUILDING USE:

- Farm
- Single/Multi Residential
- Commercial
- Industrial
- Institutional
- Oil & Gas
- Other (specify) _____

BUILDING AREA IN SQ. FT.:

Number of stories _____
 Main area _____
 2nd floor _____
 Basement _____
 Garage _____
 Total Area _____
 Deck _____

Basement developed at time of construction? Yes No

Description of Work: _____

Energy Compliance Method: Performance Trade-off Prescriptive

*Manufactured Home – transportable in single or multiple sections; is ready for residential occupancy upon completion of setup.

*Modular Home – assembled at site in sections; sections have no chassis, running gear nor its own wheels.

Payment Type: Cash Cheque C/C Agreement Interac

Permit Fee: \$ _____

+ SCC Levy*: \$ _____

Total Cost: \$ _____ Receipt #: _____

*\$4.50 or 4% of the permit fee maximum \$560.00

TIGI OFFICE USE ONLY

Issuing Officer's Name: _____

Issuing Officer's Signature: _____

Designation Number: _____

Permit Issue Date: DD / MMM / YYYY

REMIT PAYMENT & APPLICATION TO THE INSPECTIONS GROUP INC.

PLEASE CONTACT THE INSPECTIONS GROUP INC. FOR INSPECTIONS ALLOWING TWO WORKING DAYS NOTICE & PROVIDE SAFE ACCESS.

The personal information provided as part of this application is collected under Sec. 43 of the Safety Codes Act and Sections 303 and 295 of the Municipal Government Act and in accordance with Section 32.c of the Freedom of Information and Protection of Privacy Act.

COUNTY OF MINBURN
Box 550
Vegreville, AB T9C 1R6
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Fax: (780) 632-6296

THE INSPECTIONS GROUP INC.
12010 - 111th Avenue N.W.
Edmonton, AB T5G 0E6
Phone: (toll free) 1-866-554-5048
Fax: (toll free) 1-866-454-5222

- 1) **ISSUANCE OF A PERMIT AND THE EXAMINATION OF PLANS AND SPECIFICATION SHALL NOT BE CONSTRUED TO BE AUTHORITY TO VIOLATE ANY OF THE PROVISIONS OF THE SAFETY CODES ACT OR PURSUANT REGULATIONS.**
- 2) **A BUILDING SAFETY 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.**
- 3) **ALL REQUIRED DRAWINGS, SCHEDULES, LAYOUTS, ETC. ARE TO BE SUBMITTED AT THE TIME OF APPLICATION.**
- 4) **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 SAFETY CODES ACT AND PURSUANT REGULATIONS.**
- 5) **THIS PERMIT APPLICATION IS NOT FOR ZONING/DEVELOPMENT, GAS, PLUMBING, ELECTRICAL OR PRIVATE SEWAGE WORK. PERMITS FOR SUCH WORK MUST BE OBTAINED BY THE PERSON PERFORMING THE UNDERTAKING.**
- 6) **BEFORE ANY EXCAVATION OR CONSTRUCTION IS STARTED, THE FOLLOWING SHOULD BE CHECKED:**
 - A) **UTILITIES - LOCATION, HEIGHT, OR DEPTH, AND PROTECTION FROM DAMAGE FOR ALL UTILITIES. I.E. SEWERS, WATER, POWER, GAS, TELEPHONE, ETC.**
 - B) **LEVELS - RESPECTING PROPOSED ELEVATIONS OF FINISHED LANES, STREETS OR AVENUE, SANITARY OR STORM SEWER CONNECTIONS.**
- 7) **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 BUILDING SAFETY OFFICER.**
- 8) **A BUILDING SAFETY 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.**
- 9) **ISSUANCE OF A PERMIT BASED UPON PLANS AND SPECIFICATIONS SHALL NOT PREVENT A BUILDING SAFETY CODES OFFICER FROM ISSUING ORDERS UNDER THE SAFETY CODES ACT.**
- 10) **ISSUANCE OF A PERMIT SHALL NOT PREVENT A BUILDING SAFETY CODES OFFICER FROM STOPPING AN UNDERTAKING THAT IS IN VIOLATION OF THE SAFETY CODES ACT OR PURSUANT REGULATIONS.**
- 11) **THE APPLICANT GRANTS PERMISSION FOR THE NECESSARY INSPECTIONS TO BE CONDUCTED WITH THE SIGNING OF THIS APPLICATION.**
- 12) **AN ORDER OF A BUILDING SAFETY OFFICER MAY BE APPEALED TO THE SAFETY CODES COUNCIL. FOR FURTHER INFORMATION, CONTACT ANY BUILDING SAFETY CODES OFFICER AT THE INSPECTIONS GROUP INC. at 1-866-554-5048 (toll free) or (780) 454-5048 (THE INSPECTION AGENCY FOR THE COUNTY OF MINBURN).**



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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)
- Upper/Lower Floors
Additions/renovations/basement development

\$0.50 per sq. ft. + SCC levy
\$0.39 per sq. ft. + SCC levy
\$0.30 per sq. ft. + SCC levy
\$100.00 (minimum fee) + SCC levy

ACCESSORY BUILDINGS

Garages, decks, storage sheds (attached or detached) (flat rate)
(under 624 sq. ft.)
Shops, garages, decks, storage buildings
(over 624 sq. ft.)
Uncovered Decks
Relocation of Home (basement or foundation area)

Placement of home (set up only)
Fireplaces (flat rate)
Demolitions Residential (flat rate)
Geothermal Heating

\$110.00 + SCC levy

\$0.30 per sq. ft. + SCC levy
\$100.00 + SCC levy
\$0.37 per sq. ft. + SCC levy
(Minimum \$125.00)
\$325.00 (minimum fee) + SCC levy
\$104.00 + SCC levy
\$104.00 + SCC levy
\$250.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value
Over \$1,000,000.00 construction value

\$6.00 per \$1,000 construction value + SCC levy
\$6,000.00 + (\$5.25 per \$1,000 construction value
portions over \$1,000,000.00) + SCC levy
\$350.00 + SCC levy
\$156.00 + SCC levy

(Minimum Fee)

Demolitions Commercial (flat rate)

MANUFACTURED AND MODULAR HOME

Modular Home (RTM's, etc)
Basement Development
Manufactured Homes Set-up
Basement Development (if on foundation)

\$340.00 + SCC levy
\$0.37 sq. ft. + SCC levy (min \$150.00)
\$175.00 + SCC levy
\$0.37 sq. ft. + SCC levy (min \$150.00)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-inspections performed in addition to those required by the County QMP will be charged to the permit applicant at the rate of \$150.00 per inspection plus GST.

(Effective: May 1, 2014)

In order to avoid delays on your construction project, prior to submitting your building permit application, please read the following and insure that all the information which is requested is contained on the drawings submitted for a permit.

What information is required on building drawings in order to apply for a residential building permit?

1. A Site Plan

Show the actual dimensions of the legal property and the location of the building in relation to the property lines and all other buildings or structures on the property. Dimensions must be shown for spatial separation from property lines and other buildings.

2. Foundation Plan

Include the following information:

- Width and depth of footing, strength of concrete and size of reinforcement steel used.
- Width and height of concrete walls including interior insulation and wall cladding.
- Size and depth of concrete pads used to support structural members.
- Type of damp proofing used below grade on foundation.
- Weeping tile and sub surface water disposal method.
- Main floor joist or truss layout including details of beams, columns and teleposts (size, spacing, etc.).

Note: The following types of foundation construction must be designed and inspected by a Professional Engineer licensed to practice in the Province of Alberta:

- Pile foundation (concrete, wood or steel).
- Pile and grade beam foundations.
- Preserved wood foundations if not built to CAN/CSA-S406 standards.
- Shallow foundations – less than 4 feet below grade or less than frost penetration.

Should you be using any one of these construction methods, detailed drawings for these types of foundations should be designed, stamped and sealed by an Engineer before issuance of your building permit.

3. Floor Plan

For each floor level including the basement, the size and use of all rooms and floor areas are to be identified (i.e. kitchen, bedroom, furnace room, garage, etc.).

Note: If you are utilizing a pre engineered product such as: I-joist, truss joist or any other pre engineered product including beams, the manufacturers designed layout must be submitted with the application.

4. Elevation View

Each face of the building (north, south, east and west) must be drawn to show the size and location of each opening (windows and doors) and the finished grade elevation must be included. The type of exterior finishing is normally also identified on these drawings.

5. Cross Section

This drawing describes the construction details and dimensions of various components of the building construction (i.e. foundation, floor, basement floor, interior walls, exterior walls and roof).

For example, a typical exterior wall may consist of the following: Horizontal vinyl siding, building paper, 3/8" OSB exterior sheathing, 2x6 SPF #2 studs @ 16 inches on center, R-20 batt insulation, 6 mil CGSB polyethylene vapor barrier, 1/2 inch gypsum board (painted).

6. Mechanical and Electrical Information

Information describing the type of heating and ventilation system, which will be installed in the dwelling is to be shown. Note that Hydronic Radiant floor heating systems require engineered design systems which must be submitted if you are installing such a system.

Electrical lighting, receptacles, service location and smoke alarms are to be included on floor plans.

7. Summary

Designs filed by an applicant must be legible, drawn to scale and be of sufficient clarity and detail to enable a Safety Codes Officer to determine that the construction is in compliance with safety standards and identify any potential infractions prior to construction beginning.

As it is impossible to cover all designs and site conditions using standard building practices as outlined in Part 9 of the Alberta Building Code, any design which cannot be checked using the minimum standard of the Building Code must be designed and reviewed by a Professional Engineer or a Registered Architect licensed to practice in the Province of Alberta.

Prefabricated roof trusses are designed and engineered to suit each individual site condition and cannot be checked using the Building Code. With each truss shipment, a roof plan, a truss layout drawing showing the location of each truss type and a shop drawing stamped and sealed by a Professional Engineer are included. These are to be submitted to the Safety Codes Officer prior to permit issuance.

A Safety Codes Officer may refuse to issue a permit if the work proposed does not meet the safety standards and regulations adopted under the Safety Codes Act or if the issuer is not satisfied with the quality, accuracy, adequacy or correctness of the information provided by the applicant in support of the application.

In summary, this document is intended as general information only and may not address all situations which may arise in the process of preparing construction drawings or conditions encountered on the site during construction. It is our intention that this will act only as a guide to assist you in obtaining a building permit in a quick and efficient manner.

Checklist for Residential Building Permit Applications

Part 9 of the Alberta Building Code covers housing and small buildings.

Single family dwellings under 6458 square feet (600m²) constructed of wood with dimensional lumber and having one of the following foundations:

- A concrete slab 592 square feet (55 m²) or less (wood mud sills also)
- A poured concrete or concrete block foundation wall on a strip footing with a minimum depth of 4 feet (1.2m)
- A preserved wood foundation
- A pier foundation (wood blocking is allowed here for mobile homes)

Do not require engineering.

Examples of foundations requiring engineering:

- Pile foundations (any type)
- Pile and grade beam foundations
- Slab or wood mud sill foundations over 592 square feet

Permits are not required for:

- Buildings under 100 square feet (10 m²)
- Installing siding or shingles
- Replacing windows same size or smaller

ATTENTION ALL CONTRACTORS AND HOMEOWNERS APPLYING FOR PERMITS IN THE COUNTY OF MINBURN

The Inspections Group Inc. will be issuing permits and performing inspections in the County of Minburn for all projects in the Building, Electrical, Gas, Plumbing and Private Sewage disciplines.

Please call The Inspections group to have a permit application form sent to you or pick up the forms at the County office at 4909-50th Street in Vegreville. Safety Code permit applications are also available on the County website at www.minburncounty.ab.ca under the Planning and Development drop down menu under 'Services'

Building Permits

The Inspections Group Inc. requires the following before any building permit can be processed:

- 2 copies of the proposed building construction plans.
- 1 copy of the approved County development permit with all pertinent information for the proposed construction.
- 1 copy of the site plan.
- Payment in full of permit fees must be made before a permit is issued. Please ensure all payment is made to "The Inspections Group Inc."

Completed Building Permit application forms, required plans and the required fee can be dropped off at the County office at 4909-50th Street in Vegreville, or mailed to or dropped off at The Inspections Group Inc. at 12010 – 111 Avenue, Edmonton, AB T5G 0E6. Our toll free phone is 1-866-554-5048 and toll free fax is 1-866-454-5222.

Building inspections will be conducted at different stages of construction which may include the foundation, framing and final stages.

You must obtain any required permits in other disciplines (electrical, gas, plumbing, private sewage) that may be necessary for the construction of the structure the building permit was issued for. Permits for temporary installations relating to the construction in the electrical and gas disciplines may also be required. Inspections in these disciplines will be performed as required and be recorded on a sticker on the electrical panel.

Completed Electrical, Gas, Plumbing and Private Sewage application forms, any supporting information and the required fee can be faxed (1-866-454-5222) or mailed to the Inspections Group at 12010 – 111 Avenue, Edmonton, AB T5G 0E6.

It is the applicant's responsibility to call when ready for an inspection. Please give The Inspections Group Inc. two business days (48 hours) notice for your inspections requests.

A copy of each inspection report will be mailed from The Inspections Group Inc. office within five working days of the inspection.

If you have any questions on this process or the Safety Code permitting or inspection services provided in the County, please contact our office toll free at 1-866-554-5048 or call the County of Minburn at 780-632-2082.

Thank you for your cooperation. We know that with a joint effort of all parties involved in construction we can make the permit and inspection safety system work efficiently in the County of Minburn.