



**County of Minburn No. 27**  
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**The Inspections Group Inc.**

12010 – 111 Avenue NW  
 EDMONTON AB T5G 0E6  
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**BUILDING PERMIT APPLICATION FORM**

Application Date: DD / MMM / YYYY Tax Roll #: \_\_\_\_\_  
 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. A permit may expire 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:** 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:  | TYPE OF WORK:                                | BUILDING USE:                                     | BUILDING AREA IN SQ. FT.:                                |
|---|--|---|--|
| <input type="checkbox"/> Dwelling Unit                | <input type="checkbox"/> New Construction    | <input type="checkbox"/> Farm                     | Number of stories _____                                  |
| <input type="checkbox"/> Detached/Attached Garage     | <input type="checkbox"/> Relocation          | <input type="checkbox"/> Single/Multi Residential | Main area _____  |
| <input type="checkbox"/> Accessory Building           | <input type="checkbox"/> Addition            | <input type="checkbox"/> Commercial               | 2 <sup>nd</sup> floor _____                              |
| <input type="checkbox"/> Basement Development         | <input type="checkbox"/> Renovation          | <input type="checkbox"/> Industrial               | Basement _____   |
| <input type="checkbox"/> Deck                         | <input type="checkbox"/> Demolition          | <input type="checkbox"/> Institutional            | Garage _____   |
| <input type="checkbox"/> Solid fuel burning appliance | <input type="checkbox"/> Change of Occupancy | <input type="checkbox"/> Oil & Gas                | Total Area _____   |
| Certification # _____                                 | <input type="checkbox"/> Manufactured Home*  | <input type="checkbox"/> Other (specify) _____    | Deck _____   |
| <input type="checkbox"/> Foundation Type _____        | <input type="checkbox"/> Modular Home*       | _____   | Basement developed at time of construction?              |
| <input type="checkbox"/> Other (specify) _____        | *CSA # _____                                 | _____   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | Development # _____                          | _____   |  |

**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.

I the permit applicant understand and acknowledge the selected inspection stages will take place at my request. **Single family dwellings include one additional inspection stage with permit, which must be selected.**

|                                |   |   |   |   |   |                                 |
|--------------------------------|---|---|---|---|---|---------------------------------|
| _____<br>(Applicant Signature) | <b>FOUNDATION</b>   | <b>FRAMING</b>  | <b>INSULATION</b>   | <b>HVAC</b>   | <input checked="" type="checkbox"/> <b>FINAL*</b> | <input type="checkbox"/> Other: |
|                                | <input type="checkbox"/> Accept<br><input type="checkbox"/> Decline | <input type="checkbox"/> Accept<br><input type="checkbox"/> Decline | <input type="checkbox"/> Accept<br><input type="checkbox"/> Decline | <input type="checkbox"/> Accept<br><input type="checkbox"/> Decline | <b>(*Required)</b>                                | _____                           |

**Select ONE at minimum, additional may be selected at \$150/Inspection (plus Levy)**

|   |  |
|---|--|
| <b>Payment Type:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> C/C Agreement <input type="checkbox"/> Interac<br><br><b>Permit Fee:</b> \$ _____<br><b>+ SCC Levy*:</b> \$ _____<br><b>Total Cost:</b> \$ _____ Receipt #: _____<br>*\$4.50 or 4% of the permit fee maximum \$560.00 | <b>TIGI OFFICE USE ONLY</b><br>Issuing Officer's Name: _____<br>Issuing Officer's Signature: _____<br>Designation Number: _____<br>Permit Issue Date: <u>DD / MMM / YYYY</u> |
|---|--|

**REMIT PAYMENT AND APPLICATION TO THE INSPECTIONS GROUP INC.**  
**PLEASE CONTACT THE INSPECTIONS GROUP INC. FOR INSPECTIONS ALLOWING 2 – 5 WORKING DAYS NOTICE AND PROVIDE SAFE ACCESS.**  
 The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.