



County of Minburn No. 27
 PO Box 550, 4909-50 Street
 VEGREVILLE AB T9C 1R6
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 www.minburncounty.ab.ca



BUILDING PERMIT APPLICATION FORM

Development Permit Number: _____ Tax Roll #: _____
 Application Date: DD / MMM / YYYY Estimated Project Completion Date: DD / MMM / YYYY

Applicant Type: Homeowner Contractor Cost of Installation (Market Value Including Equipment) \$ _____

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: _____ Tax Roll #: _____

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 nd 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"/> Wood Burning Stove/Fireplace	<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.

Payment Type: Cash Cheque Interac M/C Visa

Permit Fee: \$ _____

+ SCC Levy*: \$ _____

Total Cost: \$ _____ Receipt #: _____

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

The Inspections Group Inc.

300W, 14310 – 111 Avenue NW
 EDMONTON AB T5M 3Z7

Phone: (780) 454 5048 Toll Free: (866) 554 5048
 Fax: (780) 454 5222 Toll Free: (866) 454 5222

www.inspectionsgroup.com

questions@inspectionsgroup.com

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.

This personal information is being collected and used under the Safety Codes Act and the authority of Section 4(c) of the Protection of Privacy Act for the purpose of issuing permits, safety codes compliance verification, monitoring, property assessment purposes, and may be used or provided for statistical data. The name of the permit holder and the nature of the permit is available to the public upon request. If you have questions about the collection, contact the Privacy Officer for the County of Minburn at 780-632-2082.

BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.55 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.43 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.36 per sq. ft. + SCC levy
	\$110.25 (minimum fee) + SCC levy

ACCESSORY BUILDINGS

Garages, decks, storage sheds (attached or detached) (flat rate) (under 624 sq. ft.)	\$121.28 + SCC levy
Shops, garages, decks, storage buildings (over 624 sq. ft.)	\$0.36 per sq. ft. + SCC levy
Uncovered Decks	\$110.25 + SCC levy
Relocation of Home (basement or foundation area)	\$0.41 per sq. ft. + SCC levy (Minimum \$137.81)
Placement of home (set up only)	\$358.31 (minimum fee) + SCC levy
Fireplaces (flat rate)	\$114.66 + SCC levy
Demolitions Residential (flat rate)	\$114.66 + SCC levy
Geothermal Heating	\$275.63 + SCC levy
Hot Tub	\$126.00 + SCC levy
In-Ground Swimming Pool	\$126.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.62 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,620.00+ (\$5.51 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$385.88 + SCC levy
Demolitions Commercial (flat rate)	\$171.99 + SCC levy

MANUFACTURED AND MODULAR HOME

Modular Home (RTM's, etc)	\$374.85 + SCC levy
Basement Development	\$0.41 sq. ft. + SCC levy (min \$165.38)
Manufactured Homes Set-up	\$192.94 + SCC levy
Basement Development (if on foundation)	\$0.41 sq. ft. + SCC levy (min \$165.38)

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.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

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.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

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 Levy.

(Effective: April 30, 2025)

RESIDENTIAL PROJECTS - DRAWINGS TO BE SUBMITTED (DIGITAL PDF COPY REQUIRED)

YES	NO	N/A	
APPLICATION FORM			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Filled out completely, signed and dated.
SITE PLAN			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicating property lines, access/driveways, structures, distances to property lines, distance between structures, distances to fire hydrants/overhead power, topographical, wells.
PRE-MANUFACTURED HOME			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CSA Label (QAI or Intertek)
OR			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alberta Label (AMA, if manufactured prior to 2019)
CONSTRUCTION DRAWINGS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan, use/occupancy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan Concrete, ICF, piling, grade beam, support/anchoring, preserved wood, screw pile, slab more than 55sq meter, thickened slab - engineered
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tall wall – More than 12’ engineered
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof System – Trusses engineered
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Joist System – Other than conventional lumber to be engineered
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydronic Heating System – Engineered heating system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Systems – Such as mechanical, electrical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specific/detail – Such as fire protection components, fire detection, fire suppression, materials, equipment, hot tub, pool, sauna, solid fuel appliance, solar panel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Professional Seal or Stamp – dated and signed if project requires professional engagement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demolition Details – Such as asbestos abatement, utilities, disposal – SEPARATE PERMIT for demolition
ENERGY EFFICIENCY			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prescriptive Performance characteristics for building elements are met by following the prescribed approach set out in the code. (ie: following the thermal insulation and amount of windows for the region)
OR			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trade-off Energy performance characteristics for building elements are met, however, within each building element it is possible to “trade off” increased performance in one element for reduced performance in another
OR			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performance Performance characteristics for the building are met using a design prepared by a qualified professional.
CONSTRUCTION SITE FIRE SAFETY PLAN			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Fire Safety Plan for construction and demolition sites. Submit to local fire authority.
VARIANCE REQUEST			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alternative solution may be beneficial in conjunction with a permit application. If used it must be filled out completely, describe what is intended and how it will meet or exceed Code requirements and include supporting evidence. Variance Fee required
NEW HOME WARRANTY			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applies to construction of new homes; proof required - Warranty - Exemption
OTHER REQUIRED PERMITS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development Permit Check with municipality – most often required prior to Safety Codes Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical, Plumbing, Gas and Private Sewage Permits
OTHER INFORMATION			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Codes Officer may require additional information in order to proceed (Code consultation available upon request)