# DEVELOPMENT APPLICATION PACKAGE

**Please review the Land Use Bylaw (LUB) 205/25 for the regulations pertaining to your development**.

DEVELOPMENT PERMIT INFORMATION:

- The Development Authority may refuse to accept an application if the required information has not been provided or if the quality of the information is insufficient to properly evaluate the Development Permit application.

- The applicant will be notified in writing within twenty (20) days of submission whether the application is deemed complete or incomplete. If the application is incomplete, the notice will identify the missing information and provide a timeline for submission. Once an application is deemed complete, the Development Authority has an additional forty (40) days to issue a decision on the Development Permit.

- An issued Development Permit is subject to a twenty-one (21) day appeal period, beginning on the date the permit is issued. Any development commenced before the appeal period has expired is undertaken at the applicant's own risk.

- If the proposed development complies with the Land Use Bylaw and all other applicable planning documents, and is listed as a permitted use, the Development Authority is obligated to issue the Development Permit.

- If the development does not comply with the Land Use Bylaw and requires a variance, or is listed as a discretionary use, the application will be presented to the Municipal Planning Commission (MPC) for a decision. MPC meetings are scheduled as required and are open to the public. Applicants are encouraged to attend in case the Commission has questions regarding the proposal.

- Building, gas, plumbing, electrical, and sewage permits may be required and must be obtained from Superior Safety Codes after the Development Permit has been approved. Superior Safety Codes maintains its own fee schedule and procedures which must be followed prior to commencing development. Please contact them directly at (403) 358-5545, www.superiorsafetycodes.com, Unit 1, 158 Queens Drive, Red Deer, AB T4P 0R4.

- Notwithstanding the issuance of a development permit, the Village does not assume responsibility that the plans and specifications as filed comply with the Safety Codes Act and Regulations. The granting of this permit does not relieve the owner or contractor from complying with the requirements of the Safety Codes Act, applicable regulations, Village bylaws, or any relevant Provincial or Federal statutes.

- If the development authorized by the permit is not commenced within twelve (12) months from the date of issuance, the permit shall be deemed void unless an extension has been granted by the Development Authority.

- Please contact the Development Department once construction is complete to schedule a final site inspection and initiate the completion deposit refund process. All conditions of the Development Permit must be satisfied, and the development must be fully complete, including landscaping.

- Planning and development related documents can be found at: http://www.sylvansummervillages.ca/sbc-planning--development.html

# APPLICATION FOR DEVELOPMENT PERMIT

#2 Erickson Drive
Sylvan Lake, Alberta T4S 1P5
(403) 887-2822
Email: development@sylvansummervillages.ca
www.sylvansummervillages.ca

**FOR OFFICE USE ONLY**

Date Received: _____

I hereby make application under the provisions of the Summer Village of Sunbreaker Cove Land Use Bylaw 205-25 for a Development Permit in accordance with the plans and supporting information submitted herewith in which forms part of this application.

## APPLICANT INFORMATION

Applicant: _____ Phone: _____ Cell: _____

Full Mailing Address: _____ Email: _____

Civic Address of property to be developed: _____ Lot: _____ Block: _____ Plan: _____

Registered Owner(s): _____ Full Mailing Address: _____

Phone: _____ Email: _____

## DEVELOPMENT INFORMATION

Proposed Development: _____ Existing Development: _____

Parcel Type: Interior ☐ Corner ☐ Lakefront ☐ Proposed Sewage Disposal System: _____

Setbacks for Proposed Development: Front Yard: _____ Side Yard: _____ Side Yard: _____ Rear Yard: _____

Parcel's Total Area: _____ Total Parcel Coverage (%) (*as per "Parcel Coverage" Definition*): _____

Height of Building (*as per "Grade" Definition*): _____ Driveway Width: _____ Culvert Required: ☐ _____

Proposed Footprint: _____ Proposed Floor Area: _____ Exterior Finish: _____

Proposed Landscaping: _____ Sight Triangle Calculation (*Corner Lots Only*): _____

Number of Trees to be Removed: _____ Estimated Project Costs: _____

Builder/Contractor: _____ Phone: _____

Full Mailing Address: _____ Email: _____

Estimated Start Date: _____ Estimated Completion Date: _____

**The information on this form is collected under the authority of section 4(c) of the Alberta Protection of Privacy Act. This information will be used to apply for a Development Permit with the Summer Village of Sunbreaker Cove. If you have any questions about the collection of your personal information, you may contact: information@sylvansummervillages.ca.**

BY SUBMITTING AN APPLICATION I HEREBY ALLOW RIGHT OF ENTRY FOR INSPECTION PURPOSES. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS FULL AND COMPLETE AND IS, TO THE BEST OF MY KNOWLEDGE, A TRUE STATEMENT OF THE FACTS RELATING TO THIS APPLICATION FOR DEVELOPMENT APPROVAL.

_____ Signature of Registered Owner(s)

_____ Signature of Person Acting on Behalf of Registered Owner(s)

_____ Signature of Registered Owner(s)

_____ Date:

**Application Checklist** *(To be submitted with Application)*

Application for development shall be accompanied by the following:

- ☐ A non-refundable application fee as required in the Fees & Penalties Bylaw #208-26
- ☐ A complete application with signatures of all registered landowners.
- ☐ A Letter of Intent is required if requesting a variance or making an application for a discretionary use.
- ☐ A current copy of the Certificate of Title indicating ownership and any registered encumbrances.
- ☐ Existing and proposed elevations on the site and on adjacent sites, roads and lanes.
- ☐ A Real Property Report specifying the location of any buildings on the parcel or, in the case of undeveloped parcels, indicating the posting of the parcel boundaries.
- ☐ Floor plans (11x17 or smaller), including room locations and uses, elevations building sections, including the lowest floor elevation in either the basement or on the main floor in the principal and accessory buildings. Proposed type of finish and use of building materials on all elevations and the roof, the roof pitch and width of the eaves. *Please indicate if Manufactured Dwelling Unit.
- ☐ Site plan(s) (11x17 or smaller), showing the treatment of landscaped areas, including the location of existing and proposed trees, shrubs, grassed areas, fences, and retaining walls. Existing trees and/or shrubs to be conserved to the maximum extent possible and escarpments shall be left in their natural state.
- ☐ Drainage plan. Proposed drainage of the property to be provided, regardless of if being altered. A lot grade certificate may be required at completion of the development to ensure that proper drainage on the property exists.
- ☐ The location of existing and proposed municipal and private stormwater and sanitary sewage collection and disposal systems, and water supply and distribution utilities, landscaped areas, buffering, and screening.
- ☐ Plan for garbage removal from site during construction, and a construction parking plan.
- ☐ The height and horizontal dimensions of all existing and proposed buildings. Height shall be measured from grade. (see definition of *grade* in the Land Use Bylaw)
- ☐ Scaled site plan(s) (11x17 or smaller), showing:
  - ☐ Proposed site coverage, and as a percentage calculation of the total area;
  - ☐ Front, side, and rear yards.
  - ☐ North point.
  - ☐ Legal description of the property.
  - ☐ Access and egress points to the property with driveway width; and
  - ☐ The location and dimensions of existing and proposed municipal and private local improvements, principal building and other structures including accessory buildings, garages, carports, fences, driveways, paved areas, parking, access and egress points to the parcel, and major landscaped areas including buffering and screening areas where provided.
- ☐ If the proposed development is for demolition, it must be done in accordance with the Alberta Building Code and Canadian Standards Association Standard S350-M1980, “Code of Practice for Safety in Demolition of Structures” and/or any subsequent Alberta Building Code or Canadian Standards Association Standards. In addition, shall include the following:
  - ☐ The value of the development.
  - ☐ The alternatives to demolition if the building is of historic or architectural value.
  - ☐ The purpose of the building demolition and the type of structure to replace the demolished building, if applicable.
  - ☐ A work schedule of the demolition and site clean-up.
  - ☐ The destination of debris materials.
  - ☐ Where re-development is proposed, the length of time before the site is to be redeveloped and treatment of the site after demolition but prior to development.
  - ☐ A copy of the original development approval including building permits where applicable.
  - ☐ The form of demolition to be used (heavy equipment or by hand).

- ☐ The method whereby public safety is to be protected.
- ☐ An indication that all utility services to the site and/or the building have been disconnected.
- ☐ An indication that buildings on adjoining properties have been considered to ensure that damage will not occur to them or their foundations from the demolition.
- ☐ Where a fire safety plan is required, an indication that the local Fire Chief has been consulted for determining the fire safety plan required.
- ☐ An indication that any tanks containing flammable or combustible liquids will be removed before demolition begins and be purged of inert materials.

☐ Statement of existing and proposed use(s) or occupancy of all parts of the land and buildings.

☐ Where a proposed development or redevelopment is within 30.0m (98.4 ft.) of the top of bank or high-water mark of Sylvan Lake, a Development Design Plan shall be submitted and shall be in accordance with the applicable policies of the Sylvan Lake Intermunicipal Development Plan. This includes site coverage plan, drainage plan, sediment control plan, and planting plan including native vegetation.

☐ For a building relocation, pictures of the exterior of the structure which provide information relating to the age and condition of the building and its compatibility with the Land Use District in which it is to be located.

☐ In the case of a proposed home occupation, information concerning the number of employees, the location of any goods to be kept or stored, and an estimate of the number of client visits to be expected to the site each week.

☐ An application for a development permit for landscaping or the excavation or stripping of land that is proposed without any other development on the same land shall also include:

- ☐ An illustration indicating the location and area of the site where the landscaping or excavation is to take place.
- ☐ A plan showing the existing trees and/or shrubs and identification of the trees and/or shrubs to be removed and/or added.
- ☐ A statement on why the trees and/or shrubs are proposed to be removed.
- ☐ The type and dimensions including average depth of the excavation to be done, and the potential, if any, to affect existing drainage patterns on and off the site.
- ☐ The depth and variation in depth of groundwater encountered in test holes, if required.
- ☐ The identification of potential for outdoor noise and the discharge of substances into the air.
- ☐ Details outlining the measures that will be taken to ensure the integrity of the trees and/or shrubs adjacent to those proposed to be removed is not compromised.
- ☐ The condition in which the site is to be left when the operation is complete, including the action which is to be taken for restoring the condition of the surface of the land to be affected, and for preventing, controlling, or lessening erosion or dust from the site.
- ☐ An indication of all municipal servicing costs associated with the development.
- ☐ The proposed haul route, dust control plan and expected hours of operation.
- ☐ A statement may be required from a qualified environmental specialist or another qualified professional assessing the implications of tree and/or shrub removal will have on Sylvan Lake water quality, habitat and slope stability if applicable.

☐ Confirmation from the Energy Resources Conservation Board (ERCB) identifying the presence or absence of abandoned oil/gas wells within the parcel, on which a building of 506 sq. ft. or greater, will be constructed.

The Development Authority may also require additional information in order to assess the conformity of a proposed development. Such information may include *(but not limited to):*

- ☐ A geotechnical report, assessment or investigation prepared by a qualified geotechnical engineer for any proposed development, redevelopment, clearing or grading, excavation or adding fill within escarpment areas having 10 percent or greater slopes. The proposed development plan must show slope setback distances, cross-sections of the slope area both before and after development and final grading. The height and existing angle of the slope shall be verified by accurate historical survey data or site specific information completed by a qualified surveyor.
    i. When remedial actions are required on the escarpment, an engineered report is required to provide evidence that such actions are necessary.

ii. Retaining wall proposals are required to include an engineered report specific to the onsite installation and location of the walls, soil type and on-site conditions, materials, design parameters, site preparation, side slope protection, block placement, drainage, and testing/inspection requirements. Retaining wall height shall not exceed 1.0m (3.3ft.) in height, and setback a minimum of 3.0m (9.8ft.) to water's edge, unless specifically required in the geotechnical report and no other option is available. Retaining wall structures shall be made out of natural rock and stone, if not they must have a natural rock or stone façade.
iii. Proposals for development for reasonable lake access may be considered upon successful application and must be accompanied by a geotechnical report and must also be under the maximum of 5.0m (16.4ft.) and not exceed 20% of the width of the lot.

□ A geotechnical report, prepared by a qualified geotechnical engineer, outlining seasonally adjusted and recommended water tables, location of on-site storage of sewage, and recommended building foundations, basement construction and soil bearing capabilities.

□ A visual impact assessment prepared by a qualified professional that assesses the impact of new development on view corridors and provides mitigation steps.

□ An environmental review prepared by a qualified professional, which shall include but is not limited to:
i. A description of the environmental sensitivity of the lands proposed for development and the surrounding area;
ii. The identification of the nature and significance of any adverse impacts associated with the proposed development during construction.
iii. The identification of the nature and significance of any adverse impacts associated with activities that will result from the development; and
iv. The inclusion of an environmental protection plan to:
1. Alleviate any adverse impacts.
2. Monitor the performance of the environmental measures and
3. Identify any residual impacts and their significance on any or all of the following: fish and wildlife, vegetation, soils and terrain, water quantity and quality, shoreline, surface drainage, and aquifers.

□ A refundable completions deposit will be required when a development permit is issued. At the discretion of the Development Authority, the amount will depend on the estimated project cost, as established. The deposit shall be refunded after completion of the construction including landscaping as per the development permit.

□ As a condition of subdivision or development approval, a security in the form of an irrevocable letter of credit may be required, up to a value of 150% of the estimated cost of the proposed landscaping to ensure that the landscaping is carried out with reasonable diligence. A condition of the security shall be that the landscaping shall be completed in accordance with this Bylaw and the plan within 1 growing season after the completion of the development. If the landscaping does not survive a 2 year maintenance period, the amount shall be paid to the Summer Village to complete the landscaping.

Any other information that the Development Authority may require.

**Please Note:**

1) The Development Authority may refuse to accept an application for Development Permit where the information required by Sections 5.4.1, 5.4.2, and 5.4.3 has not been supplied or where, in the opinion of the Development Authority, the quality of the material supplied is inadequate to properly evaluate the application.

2) The Development Authority may deal with an application and make a decision without all of the information required by subsections 5.4.1, 5.4.2, and 5.4.3 if it is the opinion of the Development Authority that a decision on the application can be properly made without such information.

3) In addition to meeting the requirements of the Land Use Bylaw, it is the responsibility of the applicant to ensure and obtain other required provincial and federal approvals, permits and/or licenses.

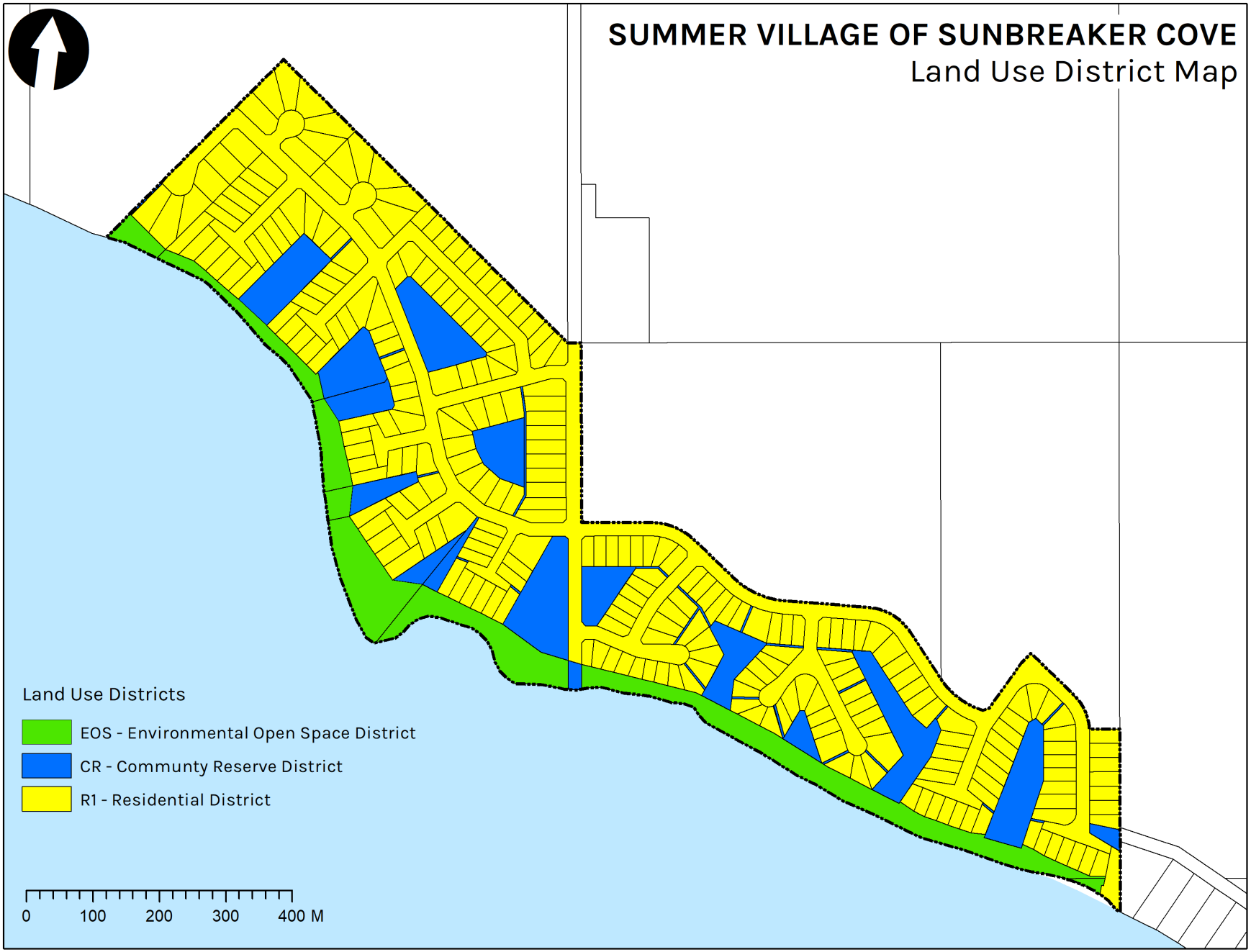
4) Further, in addition to meeting the requirements of this Bylaw, it is the responsibility of the applicant to ensure that their development is consistent with the conditions of any registered easements or covenants which affect the subject site.

5) Communications regarding development permits will be done via email address provided on the application.

6) During, and upon completion of development, the following *(but not limited to)* may be required:
    a. Footing check survey required from an Alberta Land Surveyor at the time of footings prior to continuation of construction.
    b. A final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage and verifies building height.
    c. Lot grade certificate may be required at completion to ensure that proper drainage on the property exists.
    d. Engineering checks as required per submitted and approved Geotechnical or other Engineer reports.

*Applicant's Initials:* _____

# 14. LAND USE DISTRICT MAP



# DEVELOPMENT AGREEMENT PROCESS (LANDSCAPING)

## 1. Summer Village Authority

In Alberta, a municipality may require a developer to enter into a development agreement as a condition of a development permit (*Municipal Government Act*, s. 650). Under Section 9 of the Summer Village of Sunbreaker Cove Land Use Bylaw No. 205/25, Section 9.8 addresses landscaping standards and the requirement to provide security.

A development agreement is a legal contract between the Summer Village and a developer/landowner that sets out the terms and conditions under which development of lands within the Summer Village are to take place.

The Summer Village may require a developer to enter into a standard development agreement in order to ensure that all landscaping requirements attached as conditions to the applicable development permit approval are constructed in accordance with the Summer's Village's standards. The standard development agreement also requires that security is provided to ensure completion of all landscaping and to allow the Summer Village to take over the work in the event of a default.

## 2. Development Agreement Process

Below, you will find milestones related to a development agreement, providing transparency about how a Development Agreement flows from start to finish.

| | | |
|---|---|---|
| i) | **Development Permit Approval:** | When a developer is issued a development permit that includes a condition to enter into a development agreement with the Summer Village for landscaping, the process under this bulletin will be triggered. |
| ii) | **Execute Development Agreement:** | The Summer Village will provide developers with its standard development agreement for review and execution. Note that this standardized document is not subject to negotiation or substantial revision. |
| iii) | **Submit Landscaping Plans:** | Developers must submit landscaping plans to the Summer Village for review and approval. Construction cannot commence until the landscaping plans have been approved. |
| iv) | **Provide Security:** | Each development agreement requires a developer to provide, at execution and prior to construction, security in the amount of 150% of the estimated costs of constructing and installing all of the landscaping. This security is provided to the Summer Village in the form of a letter of credit. A letter of credit is issued by a financial institution approved by the Summer Village and provides a guarantee in favour of the Summer Village for the amount secured. The Summer Village holds the letter of credit as a security deposit to ensure completion of the landscaping in accordance with the development agreement. The letter of credit is released at the end of the maintenance period and upon final inspection. |

| | | |
|---|---|---|
| **v)** | **Inspections:** | The development agreement provides for a two-step inspection process:<br><br>a) when landscaping is complete; and<br><br>b) upon expiry of the 2 year maintenance period. |
| **vi)** | **Maintenance Period:** | The 2 year maintenance period starts upon completion of the landscaping and the Summer Village's initial inspection and acceptance of the work. During the maintenance period, a developer must ensure that all landscaping is maintained and repaired as needed and that proper growth is established for any soft landscaping components. |
| **vii)** | **Final Inspection:** | At the end of the maintenance period, a developer is able to request a final inspection by the Summer Village. If the Summer Village is satisfied that the landscaping has been maintained and growth of soft landscaping is well established, it will issue a "Final Acceptance". This written acceptance indicates that the developer's obligations under the development agreement respecting landscaping are complete and the balance of the security held is releasable. |
| **viii)** | **Release of Security:** | If there has been no default under the development agreement, the entire security will be released to the developer. If the Summer Village has had to call on security at any time during the term of the development agreement, the remaining balance is released. |
| **ix)** | **Default** | If a developer defaults in the performance of their obligations under the development agreement, the Summer Village will provide a default notice and the developer will have 30 days to rectify the default. If a default is not rectified within 30 days, the Summer Village has the option to perform the obligations in default and the developer must reimburse the Summer Village for its costs. In addition, default under the development agreement gives the Summer Village the authority to call upon the letter of credit provided as security and use the funds called upon to perform the obligations. |

*Note: This document provides a brief summary of the development agreement process for information purposes only and should not be relied on as a replacement for independent legal advice. It is strongly recommended that developers review the development agreement in detail to ensure they fully understand the obligations imposed and the Summer Village's available remedies in the event there is a default.

*Tagish Engineering Ltd.*

**Residential Crossing Specification**

## 1. RESIDENTIAL CROSSINGS

.1 Definition

"Residential Crossing" means the driveway to a property from a Summer Village roadway having drainage ditches.

.2 Residential Crossing Agreement

A "Residential Crossing Agreement" between the Summer Village and the property owner shall be obtained and executed prior to any work being performed.

.3 General

All residential crossings shall be constructed to conform to the following minimum Specifications and Standard Drawings unless prior, written approval is obtained from the Summer Village's Engineer or his representatives or appointee, for construction to alternate standards.

a) The Residential crossing shall be constructed at right angles to the tangent of the Summer Village road;

b) A minimum grade of minus 10 percent and a maximum of plus 10 percent shall be maintained along the residential crossing from the shoulder edge of the intersecting Summer Village road to the property line;

c) The Applicant shall be responsible for all utility locations and any costs for repair and/or relocation of utilities arising out of the construction of the residential crossing.

d) The minimum requirements for culverts, where they are required to be installed, shall be:

i) 450 mm diameter
ii) galvanized corrugated metal pipe with 3:1 tapered ends for local roads and 4:1 tapered ends for collector and/or major roads
iii) 1.6 mm wall thickness

NOTE: A CORRUGATED POLYETHYLENE PIPE OF EQUIVALENT STRENGTH MAY BE USED ON APPROVAL FROM THE SUMMER VILLAGE'S ENGINEER.

Culverts shall be installed along the Summer Village ditch bottom in such manner that the existing drainage along the ditch is maintained. A larger diameter culvert may be required when drainage conditions dictate as determined by the Summer Village's Engineer.

e) There shall be a minimum cover equal to the diameter of the culvert over the culvert;

f) The residential crossing sideslopes shall be 4:1 on local roads and 5:1 on collector and/or major roads

g) Prior to any fill material being placed for the new residential crossing, all organic or otherwise deleterious materials shall be removed. The fill used for construction of the residential crossing shall not contain any organic, frozen or otherwise deleterious materials and shall be compacted to a minimum of 95% of Standard Proctor Density;

h) The finished traveling surface of the residential crossing shall be crowned and shall be a minimum of 6.7 metres in width;

i) The full width of the residential crossing, from the shoulder of the Summer Village Road to the property line, shall be constructed to be equivalent to, or better than the standard of the abutting road;

j) Any damage to Summer Village property, including utilities and road surface shall be repaired at the expense of the applicant;

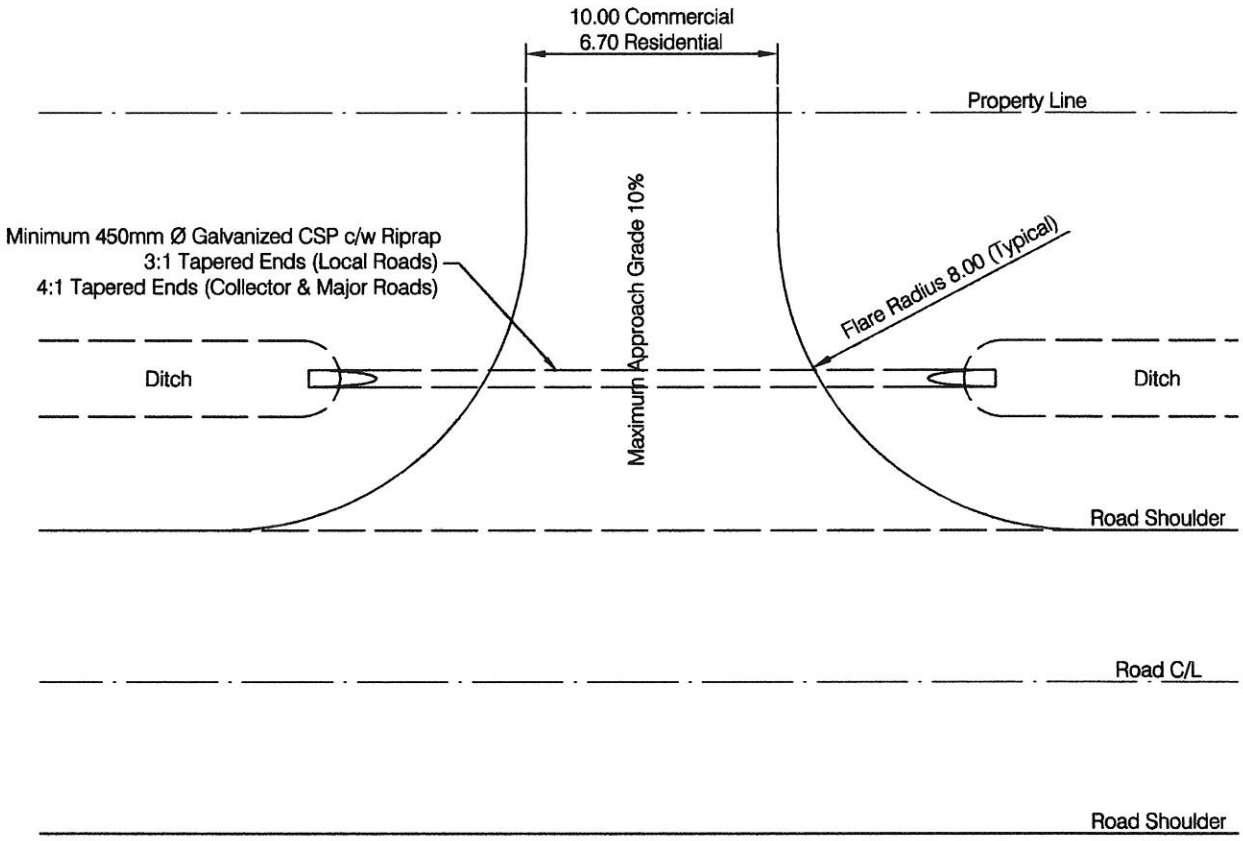
k) Any disturbed areas in the ditch shall be reclaimed including seeding and removal of rocks larger than 75 millimetres.

.2 Inspection

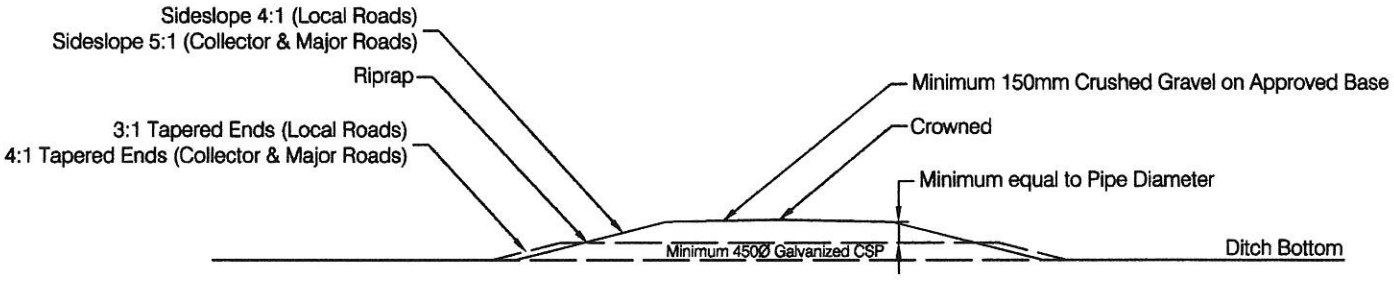
The Summer Village Administration office shall be notified within 72 hours of the completion of the residential crossing. An inspection will then be conducted to ensure compliance with these specifications.

.3 Maintenance

The construction of a residential crossing is for the sole benefit of the applicant. The applicant is therefore responsible for the maintenance of the residential crossing including the maintenance and cleaning of the culvert.




1/1 Plan
1:200




2/1 Typical Cross Section
1:200

NOTE: All dimensions are metres unless otherwise noted.


Tagish Engineering Ltd.
Environmental • Municipal • Water Resources • Land Development
5205A - 54 Avenue, RED DEER, AB
(403) 346 - 7710 Fax (403) 341 - 4909 E-mail tagish@telusplanet.net


Client: Summer Village

Project: TYPICAL RURAL CROSSING

PLAN & CROSS SECTION

| | | | |
|---|---|---|---|
| Drawn: DJO | | Scale: As Shown | 1/1 |
| Designed: | | Date: | |
| Checked: | | File No.: | |
| Approved: | | Project No.: | |

SUPERIOR SAFETY CODES INC.
PERMITS & INSPECTIONS

| | | | | |
|---|---|---|---|---|
| **Calgary** | 25, 2015 – 32 Avenue NE | T2E 6Z3 | Ph: 403.717.2344 | Fax: 403.717.2340 |
| **Edmonton** | 100, 14535-118 Avenue | T5L 2M7 | Ph: 780.489.4777 | Fax: 780.489.4711 |
| **Red Deer** | **Unit 1, 158 Queens Drive** | **T4P 0R4** | **Ph: 403.358.5545** | **Fax: 403.358.5085** |
| **Lethbridge** | 422 North Mayor Magrath Drive | T1H 6H7 | Ph: 403.320.0734 | Fax: 403.320.9969 |
| **Lloydminster** | Unit 2, 1724 – 50 Avenue | T9V 0Y1 | Ph: 780.870.9020 | Fax: 780.870.9036 |


# RESIDENTIAL BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

**APPLICATION REQUIREMENTS –** Along with your approved development permit from the Municipality, ensure the listed supporting documentation is submitted with the building permit application. Delays will occur if documentation is missing.

**NEW HOME BUYERS PROTECTION ACT –** New home warranty registration is required at time of application for new dwellings (including cabins) and manufactured and modular homes. *Building permits will not be approved without the registration.*

**NATIONAL ENERGY CODE (NEC) –** Ensure the 9.36 Compliance Report is completed, when required.

**NOTE***: The checklist below is a basic list of requirements, additional information may be required at time of application.*

**CONSTRUCTION OF NEW DWELLINGS and ADDITIONS *(include square footage of existing building)***

- □ detailed site plan showing distances to all property lines and other buildings
- □ floor plan(s), must show dimensions and use of each room
- □ foundation details**
- □ elevation views (north, south, east, west)
- □ building cross sections
- □ roof truss layouts
- □ manufactured floor joist layouts *(Layouts can be picked up on site at the framing stage)*
- □ engineered stamped drawings for attached garage if it is pile and grade beam
- □ Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta. *(unless designed to the CAN/CSA S406-16 (R2003)*
- □ Hydronic Heating design information and designer certification (if applicable)

**ACCESSORY BUILDINGS including STORAGE BUILDINGS / GARAGES / SHEDS / CARPORTS**

- □ detailed site plan showing distances to all property lines and other buildings
- □ floor plan(s), must show dimensions and use of each room
- □ foundation details**
- □ elevation views (north, south, east, west)
- □ building cross sections
- □ roof truss and beam design information
- □ hydronic heating design information and designer certification (if applicable)
- □ pole buildings require engineering

***Foundation Requirements:***

- □ 4 foot frost wall and strip footing
- □ concrete slab over 55 sq. meters (592 sq. ft.) must be engineered
- □ grade beam and pile require engineering
- □ any other foundation will require a structural engineered stamped plan

***Wall Requirements:***

- □ walls over 3.6 m will require an engineered stamped plan.

***** NOTE: Engineering is required for pile foundations and slab on grade foundations***

***Construction checklists for additions, decks, accessory buildings, manufactured homes and wood stoves are also available.***

SUPERIOR SAFETY CODES INC.
PERMITS & INSPECTIONS

| | | | | |
|---|---|---|---|---|
| **Calgary** | 25, 2015 – 32 Avenue NE | T2E 6Z3 | Ph: 403.717.2344 | Fax: 403.717.2340 |
| **Edmonton** | 100, 14535-118 Avenue | T5L 2M7 | Ph: 780.489.4777 | Fax: 780.489.4711 |
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| **Lloydminster** | Unit 2, 1724 – 50 Avenue | T9V 0Y1 | Ph: 780.870.9020 | Fax: 780.870.9036 |


# RESIDENTIAL BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS



**NOTE***: The checklist below is a basic list of requirements, additional information may be required at time of application.*

**BASEMENT DEVELOPMENTS, SUITES and RENOVATIONS**

□ floor plan showing new walls, bathrooms, bedrooms, windows, doors, dimensions and use of each room.

**MANUFACTURED and MODULAR HOMES**

□ detailed site plan showing distances to all property lines and other buildings
□ floor plan (show dimensions and use of each room)
□ foundation details** □ elevation views (north, south, east, west)
□ serial number □ AMA # (built prior to Dec. 2019)
□ year of manufacture □ third party certification (CSA, QAI, NTA or Intertek )

**ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS**

□ detailed site plan showing distances to all property lines and other buildings
□ floor plan □ foundation details**
□ cross section □ elevation views (north, south, east, west)
□ if manufactured sunroom, supplier's full product information is required or an engineer's approval

**HOT TUBS / SWIMMING POOLS**

□ site plan with dimensions of tub/pool □ fence info

**ROOF MOUNTED SOLAR PANELS**

□ existing roof structure to be identified
□ roof layout showing anchorage of panels and railing system *(Truss manufacturer's specifications required to be submitted or roof must be engineered)*

**DECKS**

□ site plan □ foundation details** □ floor layout □ cross section view

**HANDICAP RAMPS**

□ site plan □ foundation details** □ cross section view

**HVAC INSTALLATIONS** (not with new construction)

□ Replace duct work and venting; provide detailed scope of work
□ Hydronic heating; provide the design information and heat loss calculations

**WOOD STOVES** (including fireplaces, pellet and coal stoves)

□ floor plan
□ certification listing information
□ manufacturers' installation instructions

***** NOTE: Pile foundations and slab on grade foundations require engineering***

***Construction checklists for additions, decks, garages, manufactured homes and wood stoves are also available.***

**Contact Superior Safety Codes at 1.888.358.5545 if you require any information regarding building permits or drawings that are required.**

SUPERIOR SAFETY CODES INC.
PERMITS & INSPECTIONS

Unit 1, 158 Queens Drive
Red Deer, AB T4P 0R4
T 403.358.5545 or 1.888.358.5545
F 403.358.5085 or 1.866.358.5085

Construction Standard Guidelines for the Province of Alberta where firefighting response time for spatial separation is more than 10 minutes. Please be advised that this is just a guide, and the Safety Codes Officer will review and make decisions on all building permit applications.

| Type of Structure | Proposed Side yard Setback (distance from property line to the building face) | National Building Code – Alberta Edition | Notes |
|---|---|---|---|
| Dwellings, including seasonal cabins, secondary suites in a detached accessory structure | 2.4m and greater<br><br>[7'10' ½"] | -No new codes implemented, construction can occur as it has for the last number of years. | |
| | 0 - 2.4 m<br><br>[0 - 7' 10 ½"] | -Side windows not allowed unless the house is sprinklered. | |
| | 0 - 2.4m<br><br>[3'11 ¼" – 7'10½"] | -Side walls must have 45 minute fire rating (treated OSB does not meet this standard).<br><br>-Soffits must be protected and must be placed .45m or greater from the property line.<br><br>-Non-combustible cladding required. (If vinyl siding is used instead of stucco, it must be placed over exterior grade gypsum, masonry or approved intumescent coated sheathing.) | Wall Assembly must be tested and meet ULC S134 standard.<br><br>Other regulations apply pertaining to combustible enclosed projections. |
| Accessory Buildings (detached garages, sheds) | 0 - 1.2m<br><br>[0' - 3'11 ¼"] | -Side walls must have 45 minute fire rating (treated OSB does not meet this standard).<br><br>-No side windows unless building sprinklered.<br><br>-Soffits must be protected and must be placed .45m [17 ¾"] or greater from the property line. | Wall Assembly must be tested and meet ULC S134 standard.<br><br>Other regulations apply pertaining to combustible enclosed projections. |