



**Village of  
Warburg**

# Residential Building Permit Application

Box 29  
Warburg, AB T0C 2T0  
Phone: 780-848-2841  
Fax: 780-848-2296

**DATE:** \_\_\_\_\_

**PERMIT NO.** \_\_\_\_\_

**Legal Description**

Lot	Block	Plan	Roll #
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Civic Address of Project \_\_\_\_\_  
Occupied by \_\_\_\_\_

Postal Code \_\_\_\_\_  
Phone No. \_\_\_\_\_

Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

Phone 1 \_\_\_\_\_  
Phone 2 \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

Phone 1 \_\_\_\_\_  
Phone 2 \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

Contractor \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

Phone 1 \_\_\_\_\_  
Phone 2 \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Project Details:**    New Construction    Addition    Renovation    Demolition    Relocation

**Project Description:**

Year Built	Home Type	Sq. Ft.	Home Foundation	Accessory Building	Sq. Ft.	Accessory Bldg Foundation
	<input type="checkbox"/> <sup>6</sup> Mobile Home		<input type="checkbox"/> Blocking	<input type="checkbox"/> Attached Garage		<input type="checkbox"/> <sup>4</sup> Slab on Grade
	<input type="checkbox"/> Modular Home		<input type="checkbox"/> Basement	<input type="checkbox"/> Detached Garage		<input type="checkbox"/> <sup>1</sup> Pile/Grade Beam
	<input type="checkbox"/> <sup>6</sup> Relocated Home		<input type="checkbox"/> <sup>1</sup> Pile/Grade Beam	<input type="checkbox"/> Other (specify _____)		<input type="checkbox"/>
	<input type="checkbox"/> Site Constructed		<input type="checkbox"/> <sup>1</sup> Slab on Grade			

New Home Const. Includes	Sq. Ft.	<sup>3</sup> Heating	Addition/Renovation	Sq. Ft.	Addition Foundation Type
<input type="checkbox"/> Finished Basement		<input type="checkbox"/> <sup>3</sup> Forced Air	<input type="checkbox"/> <sup>5</sup> Renovation		<input type="checkbox"/> Basement
<input type="checkbox"/> Deck(s)		<input type="checkbox"/> <sup>1</sup> & <sup>3</sup> Hydronic in floor	<input type="checkbox"/> <sup>5</sup> Addition		<input type="checkbox"/> <sup>1</sup> Pile/Grade Beam
		<input type="checkbox"/> <sup>1</sup> & <sup>3</sup> Geothermal	<input type="checkbox"/> Deck(s)		<input type="checkbox"/> <sup>1</sup> Slab on Grade
			<input type="checkbox"/> Wood/Coal Stove	N/A	

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Engineered drawings required prior to permit issuance.</li> <li>2. Engineered drawings required.</li> <li>3. Heat loss calculations required prior to permit issuance.</li> </ol> | <ol style="list-style-type: none"> <li>4. Engineered drawings may be required.</li> <li>5. Indicate use of area (bedrooms, family room, bath)</li> <li>6. Indicate whether existing decks, porches, etc. will be relocated</li> </ol> |
|---|---|

<b>Start Date</b>	_____
<b>End Date</b>	_____

**Construction Value:** \_\_\_\_\_

Neither the issuance nor granting of a permit, nor the examination of plans and specifications shall be construed to be a permit or an approval of any violation of any provisions of the Safety Codes Act, Regulations made pursuant thereto, bylaws or agreement.

I hereby certify that this construction will be completed in accordance with the Safety Codes Act and Regulations made pursuant thereto.

I am the owner/applicant with the consent and authority of the owner that is the subject matter of this permit application. I understand and agree that this application for a permit and any permit issued pursuant to this application, or any information related thereto, is not confidential information and may be released by the County in accordance with the Safety Codes Act.

\_\_\_\_\_  
Signature of owner/authorized applicant

\_\_\_\_\_  
Printed Name Of Applicant

PLAN REVIEW (for internal use only)

Application/Plans reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Designation #: \_\_\_\_\_ Signature: \_\_\_\_\_

Permit Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Designation #: \_\_\_\_\_ Signature: \_\_\_\_\_

**Conditions:**

**Act** – The issuance of a permit shall not prevent a safety codes officer from issuing a correction notice if construction or part thereof is found not to be in accordance with the Safety Codes Act, regulations and Bylaws.

**Deviation** – No deviation from plans, specifications or information contained on the application for this permit shall be permitted without prior written authorization from the safety codes officer.

**Safety codes officer** – The person authorized to perform installations governed by this permit shall notify the safety codes officer prior to concealment of any portion of the installation.

**Excavation** – Before excavation is started, check for the location of utilities.

**Inspection** – The safety codes officer shall not be refused admission during any reasonable hour of the day for the purpose of conducting an inspection.

**Final Inspection** – Upon completion of all the work authorized by this permit, the safety codes officer shall be notified that all work is completed and ready for final inspection.

**Important Notice:**

If any portion or part of the work is concealed prior to an approval by a safety codes officer all work may be requested to be uncovered.

Any required re-inspection shall be subject to a re-inspection fee, as per current fee schedule. This fee is required to be paid prior to the re-inspection taking place.

Any person who commits a breach of any of the provisions of the *Safety Codes Act*, or regulations made pursuant thereto, or of the conditions of a permit is guilty of an offense under the act.

Deficiencies shall be corrected within 15 days or as specified by the safety codes officer.

The personal information contained on this form is collected under *Section 32(c) of the Freedom of Information and Protection of Privacy Act* and will be used for Municipal purposes. If you have any questions about this collection, please contact Chris Pankewitz, Municipal Administrator and FOIPP Coordinator, Box 29, Warburg, Alberta, T0C 2T0 and 780-848-2841

## Requirements for site constructed single-family dwellings/additions

1. The application form must be fully completed and signed.
2. Digital (PDF) copy of plans.
  - a. Site plan containing:
    - Dimensions of the property
    - Positions and dimensions of all buildings that exist or are to be constructed.
    - Dimensions from buildings to property lines and to each other.
    - Location of any lake, stream or other embankment and distances to proposed construction.
  - b. Two sets of construction plans, drawn to scale and legible, including:
    - Foundation plans
    - Elevation drawings showing grade level, window and door sizes, wall area and window area calculations.
    - Floor plans for each floor showing the use of each room, locations and sizes of windows, doors and door swing direction, location of smoke detectors.
    - Cross sections showing construction details of footing, foundation, walls, floors and roofs including insulation.
    - Structural, mechanical and electrical drawings (if separate from floor plans)
    - Seal of architect, engineer or other professional where required (see notes below)
    - Energy efficiency information – RSI values on walls, ceilings and floor over unheated spaces, or, energy efficiency modeling report.
    - Plans are required to have sufficient information to allow a safety codes officer to determine that the proposed construction will meet the requirements of the Alberta Building Code.
  - c. Fire safety plan (safety during construction)

Plans submitted will be reviewed by a safety codes officer. Further plans or information may be required prior to permit issuance.

### ***Important Notice:***

There are specific requirements for construction of dwellings on lots the fire department is unable to reach within 10 minutes. The High Intensity Residential Fire (HIRF) requirements will be provided on request. Please provide to your home designer or manufacturer.

### **Engineering required:**

In general, residential project require engineering for the following:

- Roof and floor truss plans
- Tall walls
- Preserved wood foundation plans
- Pile or Pile/grade beam foundation plans
- Geothermal heating system plans
- Hydronic in-floor heating system plans

New home warranty/builder licensing:

A copy of the new home warranty or exemption confirmation from Alberta Municipal Affairs is required prior to permit issuance for site constructed, manufactured, modular and RTM homes. The builder must have a provincial builder's license. Call 1-866-421-6929 for more information on the new home warranty and builder licensing programs.

*No occupancy of new construction shall take place until permission to occupy is granted by Safety Codes Officer.*