



**M.D. OF BIGHORN NO. 8**

**BUILDING PERMIT APPLICATION**

(please print clearly)

Permit No.: \_\_\_\_\_

CONSTRUCTION - TYPE: NEW \_\_\_\_\_, ADDITION \_\_\_\_\_ or RENOVATION \_\_\_\_\_

PROPOSED DEVELOPMENT HAS COMMENCED OR HAS BEEN COMPLETED? YES \_\_\_ NO \_\_\_

ADDRESS OF DEVELOPMENT: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK \_\_\_\_\_ PLAN \_\_\_\_\_

QTR:.. \_\_\_\_\_ SEC.: \_\_\_\_\_ TWP.: \_\_\_\_\_ RGE.: \_\_\_\_\_, W5M

OWNER: \_\_\_\_\_

ADDRESS \_\_\_\_\_ Phone: \_\_\_\_\_

(If agent is not the landowner, a letter signed by the registered owner(s) must be submitted)

AGENT: \_\_\_\_\_

(Plus Credentials when required and a list of Professionals involved)

ADDRESS \_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE CIRCLE THE TYPE OF DEVELOPMENT:**

MOBILE HOME

SINGLE FAMILY DWELLING

DUPLEX

MULTIPLE FAMILY

COMMERCIAL

INDUSTRIAL

INSTITUTIONAL (Gov't)

GARAGE DETACHED

OTHER (Specify): \_\_\_\_\_

\$ \_\_\_\_\_

**Estimated Value (project)**

**BUILDING SPECIFICATIONS**

**Finished Floor Areas** Main \_\_\_\_\_ Other \_\_\_\_\_ Basement \_\_\_\_\_ Total \_\_\_\_\_  
(Sq. Ft./Sq. Metres)

No. of Stories \_\_\_\_\_ (include areas of each storey) \_\_\_\_\_

**Other Areas** Garage \_\_\_\_\_ Deck \_\_\_\_\_ Existing Footprint \_\_\_\_\_ Proposed Footprint \_\_\_\_\_  
(Sq. Ft./Sq. Metres) (area) (area)

**Exterior Finish** \_\_\_\_\_ **Fireplace:** YES \_\_\_ NO \_\_\_ **Basement:** WOOD \_\_\_\_\_ CONCRETE \_\_\_\_\_

I certify that I am the Owner/Agent submitting this application: **SEE REVERSE SIDE OF APPLICATION FOR REQUIREMENTS**

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax No: \_\_\_\_\_

*"The personal information provided as part of this application is collected under the SCA 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."*

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**PERMIT FEES:**

MAIN FLOOR: \_\_\_\_\_ @ \$ \_\_\_\_\_

OTHER FLOORS: \_\_\_\_\_ @ \$ \_\_\_\_\_

BASEMENT: \_\_\_\_\_ @ \$ \_\_\_\_\_

GARAGE: \_\_\_\_\_ @ \$ \_\_\_\_\_

OTHER: \_\_\_\_\_ @ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**A.B.C. CLASSIFICATION**

(circle) **A1 C**  
**A2 D**  
**A3 E**  
**A4 F1**  
**B1 F2**  
**B2 F3**

**PART 9 PART 3**

WORK STARTED WITHOUT PERMIT: Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

PENALTY FEE: \$ \_\_\_\_\_

SECURITY DEPOSIT PAID: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**NEW HOME WARRANTY CERTIFICATE PROVIDED? \_\_\_\_\_ ID NUMBER: \_\_\_\_\_**

## BUILDING PERMIT APPLICATION REQUIREMENTS

1. Submit two sets of proper plans and specifications for the proposed development. Use Bighorn's Building Specifications form if necessary. Note that additional copies of plans and specifications may be required.
2. Submit New Home Warranty Certificate or written confirmation from Alberta Municipal Affairs it is not required (a building permit will not be issued until this is received and verified).
3. **A refundable security deposit is required for any building (as defined in Bighorn's Building Permit Bylaw) and is to be paid at the time of building permit issuance (in accordance with Bighorn's Fee Schedule Bylaw). This security deposit is to ensure that inspections are performed and the final occupancy inspection is requested by the Permittee upon completion of the project (use Application for Occupancy form). Once the final Occupancy Approval permit is issued, the security deposit is returned in its entirety. Note that deposits do not accrue interest during the period held. Note also that the security deposit will be considered forfeited if, upon several requests to do so, a final occupancy inspection is not arranged and the project completed satisfactorily.**
4. Submit a Waste Management Plan outlining what the intentions are with respect to recycling and the handling of waste material from the construction/demolition project in accordance with Bighorn's Land Use Bylaw (form available).
5. Submit a site plan showing the proposed structure's location. The site plan must contain the following information and be attached to the Building Permit Application form:
  - a) legal description of site (Lot, Block, Plan or Section, Township, Range), and address of property, if one;
  - b) dimensions, total area of site, and orientation of site;
  - c) location of all existing developments including building footprints, signs, water wells, sewage facilities, oil or gas wells or pipelines, high voltage power lines, etc.;
  - d) location, with setbacks from property lines shown, of all proposed and future developments that are to be close to the proposed Building and may affect its construction, including, but not limited to, other buildings, signs, water wells, sewage facilities, parking areas, driveways, sidewalks and ramps, fencing, retaining walls, utility fixtures/rights-of-way, etc.,
  - e) calculations of minimum spatial separation distances as required by the Code (to other buildings & property line);
  - f) location of any slope of 15% or greater, any watercourse or body of water (including setback to proposed development), proposed grades, and site drainage next to the proposed building; and,
  - g) existing and/or proposed access to site from nearest public roadway, and access routes for fire department.
5. The owner/builder is responsible for complying with the requirements of the Alberta Building Code (A.B.C.), M.D. of Bighorn bylaws, permits, and all comments as noted on the approved plans and letter of conditions.
6. The reviewed, stamped plans returned to you by our office following issuance of your Building Permit must be kept on site during construction. A Real Property Report may be required as soon as the foundation is in place.
8. A preserved wood foundation must be designed and inspected in accordance with the Alberta Building Code and CSA standards. A Professional Engineer may be required to certify the plans. Two sets of certified plans for such foundations must be submitted with the application.
9. Any part of the building designed by an architect or professional engineer must be inspected & certified by same.
10. A Building Permit shall expire one year from the date of issuance, or if construction ceases for a period exceeding six months. The building permit must be renewed until the project is finalized and a renewal fee applies.
11. You are required to notify, and it is your responsibility to inform, the MD of Bighorn Safety Codes Officer for Building of the need for the required inspections (see building permit and Letter of Conditions) at the various stages during construction (for instance: foundation before backfilling, framing, insulation, etc).
12. A building may not be used or occupied until an Occupancy Permit has been issued following final inspection (see **"Application for Occupancy" form to submit**). A temporary Occupancy Approval may be given if a liability waiver is signed. If you move into a building or commence use of it prior to obtaining Occupancy Approval, under the provisions of the Safety Codes Act you may be required to vacate the building.



# CONSTRUCTION WASTE MANAGEMENT PLAN

(to be completed and returned with Building or Demolition Permit application)

Material to be handled	Estimated quantity of Material	Handling procedures	Reuse/Recycling/ Disposal Method
<b>Non-Hazardous</b>			
Asphalt/ Concrete			
Cardboard/Boxboard			
Brush/Vegetation			
Metal			
Garbage			
Asphalt Shingles			
Wood/Kiln-dried lumber			
Other (explain)			
<b>Hazardous</b>			
Concrete wash-out area			
Epoxy			
Other (explain)			



# MUNICIPAL DISTRICT OF BIGHORN NO. 8

## APPLICATION FOR OCCUPANCY

(to be submitted at final Occupancy stage)

*It is the responsibility of the applicant/landowner to apply for the final occupancy site review upon completion of the project and any noted deficiencies. This can be done by completing this form and submitting it to the MD of Bighorn No. 8 Planning and Development department. Once the final occupancy permit has been issued by the MD of Bighorn Safety Codes Officer, or designate, then the security deposit paid to the MD of Bighorn will be returned to the person who paid same.*

APPLICANT: \_\_\_\_\_ OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TYPE OF BUILDING: \_\_\_\_\_

ADDRESS OF DEVELOPMENT: \_\_\_\_\_

LEGAL DESCRIPTION: LOT \_\_\_\_\_, BLOCK \_\_\_\_\_, PLAN \_\_\_\_\_

**OR**

\_\_\_\_ QTR SECTION \_\_\_\_\_, TWP. \_\_\_\_\_, RGE. \_\_\_\_\_, W5M

BUILDING PERMIT NO.: \_\_\_\_\_ DATE OF LETTER OF CONDITIONS: \_\_\_\_\_

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The above project complies with the Alberta Building Code and is ready for Occupancy. All items outlined in the Letter of Conditions and associated Building Site Review Reports have been completed, including any deficiencies noted. I have read and understood Division C, Sentence 2.2.9.9.(1) of the Alberta Building Code, 2014, which states: "Neither the issuance of a *permit*, nor inspections made by the *authority having jurisdiction*, shall in any way relieve the *owner* of a *building* from full responsibility for carrying out the construction or having the construction carried out in accordance with the requirements of the Safety Codes Act and regulations made pursuant to that Act, the Alberta Building Code, or the *permit*, including compliance with any special conditions required by the *authority having jurisdiction*".

\_\_\_\_\_  
**SIGNATURE OF OWNER OR AGENT**

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

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Occupancy Permit Issued: No \_\_\_\_\_ Yes \_\_\_\_\_ Date of Occupancy Permit: \_\_\_\_\_

**Has a water meter been installed? Yes: \_\_\_\_\_ No: \_\_\_\_\_**

**For River's Bend Subdivision, do we have Developer ltr. sign off for landscaping & grading?**

Security Deposit Returned: Yes \_\_\_\_\_ No \_\_\_\_\_ (if No, see Site Review Report for reasons)

If Yes, date returned: \_\_\_\_\_ Bighorn Cheque Amount & No: \_\_\_\_\_ Original Receipt No: \_\_\_\_\_

Sent to: \_\_\_\_\_

*(deposit must be returned to person who provided same- see Deposit Listing)*

Recorded to: Deposit Listing Spreadsheet, and placed in appropriate DP/BP File.