



## Renovation Application Information

All renovations exceeding \$5,000.00 require building permits. The applicant must submit:

- ✓ Completed building permit application
- ✓ Method of payment
- ✓ Two complete sets of drawings
  - Minor renovations require a floor plan showing the layout of new walls, bathrooms, bedrooms, windows and doors
- ✓ All new residential construction (including renovations where 75% of the home above grade is re-built) will need to meet the requirements of the New Home Buyer Protection Act For more information visit [www.municipalaffairs.alberta.ca/NHBP](http://www.municipalaffairs.alberta.ca/NHBP) or contact Alberta Municipal Affairs at 1-866-421-6929
- ✓ All new residential construction (including renovations where 75% of the home above grade is re-built) will need to meet the requirements of the New Builder Licence. For more information visit <http://www.municipalaffairs.alberta.ca/builder-licensing> or contact Municipal Affairs at 1-866-421-6929

### Residential Renovation Permit Fees

Building Permit	\$100.00
Safety Codes Fee	\$4.50
*Occupancy/Damage/Grading Fee	\$250.00
*(Refundable other than \$25.00 admin fee)	

### Commercial/Industrial/Institutional Renovation Permit Fees

Building Permit	\$6.50 per thousand of construction value
Safety Codes Fee	4% of permit fee (min \$4.50, max \$560.00)
*Occupancy/Damage	\$250 (if less than \$25,000 const. value) \$2,500.00 (\$25,001 - \$1,000,000 const. value) \$10,000.00 (if more than \$1,000,000 const. value)
*(Refundable other than 5% admin fee - \$25.00 min)	
Fire Inspection Fee	10% of the building permit fee

*In addition to the above permits, the applicant will also require electrical, gas & plumbing permits. These permits need to be submitted to IJD Inspections Ltd. They can be reached at 1-877-617-8775 or via website at [www.ijd.ca](http://www.ijd.ca)*

# Building Permit Requirements

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The following must be submitted with a Building Permit Application

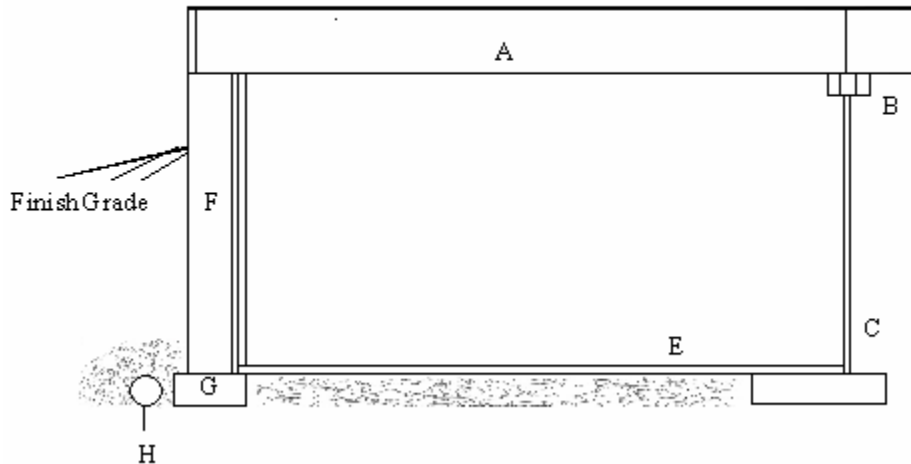
- A Copy of the Development Permit
- Two sets of plans that include the following:
  - A site plan that shows the size, shape and position of the proposed building on the lot of property. The distance from the building to the property lines, roads or streets and other buildings on the property must be shown on the site plan.
  - A floor plan for each floor level that shows the size and use of all rooms and floor areas plus the floor joists, beams and column sizes and location.
  - Elevation drawings of each face of the building. Each elevation must show the size and position of each opening (windows and doors) and the finished ground level.
  - Cross section that describes, with dimensions, every part of the building that appears in the cross section. The foundation must be included in the cross section.
  - Electrical information that shows the position of every light switch and electrical receptacle.
  - Mechanical information that describes the heating and ventilating systems in the building.

Professional involvement for construction methods that *differ* from what is prescribed in Part 9 (Housing and Small Buildings) of the Alberta Building Code must be designed by a professional engineer licensed to practice in Alberta. Some examples that require professional involvement are:

- Shallow foundations (foundations less than 1.2m below grade or less than frost penetration requires the seal and signature of an engineer on the plans).
- Pile and grade beam foundations (seal and signature of an engineer on the plans).
- Pile foundations (seal and signature of an engineer on the plans).
- Preserved wood foundations (seal and signature of an engineer or architect on the plans).
- Hydronic radiant floor heating systems (seal and signature of the engineer on the pre-engineered or custom engineered package).
- Timber framing, post and beam and archtruss construction (seal and signature of an engineer or architect on the plans).



# TYPICAL FOUNDATION CROSS SECTION



## A. FLOOR

Subfloor \_\_\_\_\_  
 Joists \_\_\_\_\_ X \_\_\_\_\_ - \_\_\_\_\_ o.c. D.F. \_\_\_\_\_ Spruce \_\_\_\_\_ Other \_\_\_\_\_

## B. BEAM

Size \_\_\_\_\_ Ply \_\_\_\_\_ X \_\_\_\_\_ D.F. \_\_\_\_\_ Spruce \_\_\_\_\_ Other \_\_\_\_\_  
 Spacing between supports \_\_\_\_\_

## C. COLUMNS

Telepost \_\_\_\_\_ 6" X 6" Wood \_\_\_\_\_ Other \_\_\_\_\_

## D. CONCRETE PAD FOOTINGS

Size \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ Reinforced:  Yes  No

## E. CONCRETE FLOOR SLAB

Slab thickness \_\_\_\_\_ Gravel thickness \_\_\_\_\_ c/w 6 mil poly \_\_\_\_\_

## F. FOUNDATION WALL

Exterior Dampproofing, \_\_\_\_\_ concrete wall  
 Interior Dampproofing, Min R-8 Insulation, 2' below grade, and 6 mil poly vapour barrier.

**Note:** Preserved Wood Foundations require engineered stamped plans.

## G. CONCRETE STRIP FOOTINGS

Thickness \_\_\_\_\_ Width \_\_\_\_\_

## H. DRAINAGE ( WEEPING) TILE

Min. 4" weeping tile covered with at least 6" of crushed stone.



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 www.ijd.ca  
 permits@ijd.ca

PERMIT # \_\_\_\_\_

**BUILDING PERMIT APPLICATION FORM**

Permit Applicant:  Owner  Contractor/Engineer Application Date (mm/dd/yyyy): \_\_\_\_\_  
 New Home Warranty No.(if applicable): \_\_\_\_\_ Estimated Project Completion Date (mm/dd/yyyy): \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Project Location:** Municipality: \_\_\_\_\_ Subdivision/Hamlet : \_\_\_\_\_  
 Street/Rural Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Legal Subdivision: Part of: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_ M  
 Description of Work: \_\_\_\_\_

Work has not started  Work is in progress  Work is complete

TYPE OF OCCUPANCY	TYPE OF WORK	BUILDING AREA
<input type="checkbox"/> Single Residential <input type="checkbox"/> Multi-family <input type="checkbox"/> Farm/Ranch <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Manufactured/Mobile Home <input type="checkbox"/> Oil and Gas <input type="checkbox"/> Other: _____	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Relocation/Ready to Move <input type="checkbox"/> Change of Occupancy/Use <input type="checkbox"/> Accessory Building <input type="checkbox"/> Shed <input type="checkbox"/> Deck <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Basement Development <input type="checkbox"/> Demolition <input type="checkbox"/> Swimming Pool/Hot Tub	<input type="checkbox"/> Garage <input type="checkbox"/> Detached <input type="checkbox"/> Attached <input type="checkbox"/> Temporary Structure Removal Date: _____ <input type="checkbox"/> Foundation Type: _____ <input type="checkbox"/> Manufactured/Mobile Home CSA No.: _____ AMA No.: _____ <input type="checkbox"/> Wood Burning/Pellet Stove/Fireplace Certification No.: _____ <input type="checkbox"/> Other: _____ <b>Value of Material &amp; Labour \$</b> _____
		<input type="checkbox"/> Ft <sup>2</sup> <input type="checkbox"/> M <sup>2</sup> Main Area: _____ 2 <sup>nd</sup> Floor: _____ Basement: _____ Developed at time of Construction: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Total Developed Area:</b> _____ No. of Storeys: _____ Garage: _____ Deck: _____ Shed: _____

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act, IJD Inspections Ltd. is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out. **F.O.I.P. Notification:** Personal information is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act and section 63 of the Safety Codes Act. This permit expires in 1 (one) year from date of issuance unless an extension is requested in writing prior to expiration and granted by the Safety Codes Officer or Jurisdiction having Authority.

Permit Applicant's Name (print) \_\_\_\_\_ **X** Permit Applicant's Signature \_\_\_\_\_

Permit Fees	
Permit Fee: \$ _____	SCC Levy: \$ _____ Total Cost: \$ _____
SCC levy 4% of the permit fee with minimum of \$4.50 and a maximum of \$560.00	
Purchase Order No.: _____	
<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card: _____	Expiry _____

**Permit Validation Section: (to be completed by the Permit Issuer)**

Special Conditions: \_\_\_\_\_

Other Permits Required (under separate application):  Electrical  Plumbing  Gas  PSDS

Permit Issuer's Name: \_\_\_\_\_ Permit Issuer's Signature: \_\_\_\_\_  
 Designation No.: \_\_\_\_\_ Permit Issue Date (mm/dd/yyyy): \_\_\_\_\_

city of

Wetaskiwin



## REQUIRED PERMIT ACCEPTANCE

I\We \_\_\_\_\_ understand that it is my\our responsibility to ensure that the following permits and plans are provided\obtained and complied with if required:

- Plumbing Permit
- Gas Permit
- Electrical Permit
- Private Sewage
- Fire Safety Plan

I\we understand that it is my\our responsibility to verify with IJD Inspections (1-877-617-8776) if the above noted permits and plans are required. Failure to obtain the required permits may result in the permit fees being increased or a Stop Order being issued on the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date