

City of Wetaskiwin

Non-Residential Renovation Application Package

- *Note: 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 or contact Alberta Municipal Affairs at 1-866-421-6929*
- *Electrical, Gas, and Plumbing Permits are directly submitted to Superior Safety Codes. For more information, visit superiorsafetycodes.com, e-mail info@superiorsafetycodes.com, or call 403.358.5545.*

Application Package Includes:

1. Building Permit Requirements
2. Building Permit Application
3. Fire Safety Plan

Applications can be:

1. Digitally submitted to permits@wetaskiwin.ca
2. Dropped off at 4705 50th Avenue, Wetaskiwin
3. Mailed to 4705 50 Avenue, Wetaskiwin, Box 6210, T9A 2E9 addressed to Development Services

For more information, call 780.361.4400 or e-mail permits@wetaskiwin.ca

Building Permit Requirements
1. Building Permit Requirements
1.1. Building Permit Application Form
2. Floor Plan shall include:
2.1. North arrow
2.2. Address of the property
2.3. Total floor area of the floor undergoing renovation
2.4. Room type and size of room
2.5. Location and dimensions of walls (existing and new), windows, and door openings
2.6. Details of all structural elements (where necessary)

Building Permit Application

Permit Label

Separate permit applications are required for: Electrical Plumbing Gas PSDS

New Home Buyer Protection Act Registration # (NHBPAA): _____ Builders' License #: _____

Permit Type: Owner Contractor Development Permit Number: _____

Application Date (M/D/Y): _____ Estimated Completion Date (M/D/Y): _____

Owner: _____ Mailing Address: _____
 City: _____ Prov.: _____ Postal Code: _____ Phone: _____
 Cell Number: _____ Email Address: _____ Fax: _____

Contractor: _____ Mailing Address: _____
 City: _____ Prov.: _____ Postal Code: _____ Phone: _____
 Cell Number: _____ Email Address: _____ Fax: _____

Project Location: Street Address: _____ Subdivision Name: _____
 Unit or Suite #: _____ Lot: _____ Block: _____ Plan: _____ Tax Roll #: _____
 Legal Subdivision: Part of: _____ ¼ Sect: _____ Twp: _____ Rge: _____ W of: _____
 Directions: _____

Architect and/or Engineer (if applicable): _____ Phone: _____

Project Information: Commercial Residential Multi Family Industrial Institutional
Type of Work: New Renovation Addition Accessory Building Basement Dev. Manufactured Home RTM (Ready to Move)
 Secondary Suite Change of Occupancy Wood Stove Deck Demolition Other _____
 sq. m. sq. ft. No. of Stories: _____ Building Classification: _____
 Main Area: _____
 2nd Floor Area: _____
 Basement Area: _____
 Developed Yes No
 Garage Area: _____
 Detached Attached

Detailed Description of Work and/or intended use or occupancy of the building:

Permit Applicant Declaration: *The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations. The personal information provided as part of this application is collected under the Safety Codes Act and in accordance with the Freedom of Information and Protection of Privacy Act (Section(s) 33 and 39(1)(a)(b)). 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 City of Wetaskiwin at 780.361.4400.*

 Permit Applicant Name (Please print) Permit Applicant Signature Homeowner's Signature (Homeowner permits only)

Project Value (Materials & Labour): \$ _____ **Total Developed Area:** _____ Sq. Ft
Permit Fee: \$ _____ ***SCC Levy:** \$ _____ **TOTAL FEE:** \$ _____
*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560
 Payment Method: Visa M/C Debit Cheque Cash Authorization / Cheque Number _____
 Credit Card #: _____ Expiry Date: _____ Date of Authorization: _____
 Name of Cardholder: _____ Signature of Cardholder: _____

Permit Validation Section to be completed by the Building Safety Codes Officer: **Inspecting SCO:** _____
 Permit Conditions: _____

 SCO's Name (print or type) SCO's Signature
 SCO's Designation Number Date of Issue (M/D/Y): _____

RESIDENTIAL BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

APPLICATION REQUIREMENTS – Along with your approved development permit from the Municipality, ensure the listed supporting documentation is included with the completed building permit application, or delays may occur with regards to issuing the building permit.

NEW HOME BUYERS PROTECTION ACT – When constructing a new home, cabin, garage with living quarters or moving in a new manufactured home you must provide New Home Warranty Registration at time of application.

NATIONAL ENERGY CODE (NEC) – The NEC came into effect November 1, 2016. Ensure the attached 9.36 Compliance Report is completed and submitted with the building permit applications and documentation.

BUILDERS' LICENSE – Effective December 1, 2017, new requirements are in effect for residential builders in Alberta. All residential builders are required to have a builder licence in order to construct new homes

<p>CONSTRUCTION OF NEW HOMES & ADDITIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan(s) <input type="checkbox"/> foundation plan <input type="checkbox"/> elevation views <input type="checkbox"/> building cross sections <input type="checkbox"/> roof truss layouts <input type="checkbox"/> manufactured floor joist layouts (Layouts can be on site at the framing stage) <input type="checkbox"/> engineered stamped drawings for attached garage if it is pile and grade beam <input type="checkbox"/> Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta. (unless designed to the CAN/CSA S406-16 (R2003)) <input type="checkbox"/> Hydronic Heating design information and designer certification 	<p>MANUFACTURED, MODULAR, MOBILE HOMES</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> CSA, QAI or Intertek # <input type="checkbox"/> Serial # <input type="checkbox"/> AMA # <input type="checkbox"/> square footage <input type="checkbox"/> year of manufacture <p>ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> cross section view <input type="checkbox"/> if manufactured sunroom, supplier's full product information is required or an engineer's approval <p>** NOTE: Pile foundations require engineering</p>
<p>STORAGE BUILDINGS / GARAGES / SHEDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> elevation views <input type="checkbox"/> building cross sections <input type="checkbox"/> roof truss and beam design information <input type="checkbox"/> Hydronic Heating design information and designer certification (if applicable) <input type="checkbox"/> pole buildings <u>require</u> engineering <p><u>Foundation Requirements:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 4 foot frost wall and strip footing <input type="checkbox"/> concrete slab over 55 sq. meters (592 sq. ft.) must be engineered <input type="checkbox"/> engineered grade beam and pile <input type="checkbox"/> any other foundation will require a structural engineered stamped plan <p><u>Wall Requirements:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> walls up to 3.6 m in height are acceptable <input type="checkbox"/> walls over 3.6 m will require an <u>engineered</u> stamped plan <i>unless built to Standata 14-BCV-002R1.</i> 	<p>BASEMENT DEVELOPMENTS AND MINOR RENOVATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors <p>HOT TUBS / SWIMMING POOLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan with dimensions of tub / pool <input type="checkbox"/> fence information <p>DECKS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> floor layout <input type="checkbox"/> cross section view or example plan with dimensions filled in <p>WOOD STOVES (including fireplaces, pellet and coal stoves)</p> <ul style="list-style-type: none"> <input type="checkbox"/> floor plan <input type="checkbox"/> manufacturers installation instructions <input type="checkbox"/> references to certification listing <p>**NOTE: Pile foundations require engineering</p>

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

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



Fire Safety Plan

Company	
Address	
Completed by (your name)	
Date (today's date)	
Potential emergency (e.g. power outage, flood, fire, robbery) Refer to your hazard assessment to determine which hazards could require rescue or evacuation	

List and location of emergency equipment and facilities:

Emergency equipment including fire protection requirements (e.g. alarms, fire extinguishers, hoses, fire doors)	Equipment	Location	Operating procedures
First aid (e.g. first aid kit – type and location; blanket, first aiders/shift, transportation)	First aid kit		Location
	First aid supplies		Location
	First Aiders		
	Morning shift	Afternoon shift	Night shift
	Transportation plan		
List and location of emergency facilities (e.g. fire station, hospital, police)	Facility name		Address/distance

Alarm and emergency communication requirements					
Rescue and evacuation procedures	Procedures				
Emergency response procedures (Detailed procedures to be followed for each identified emergency)	Emergency situation	Procedures			
Emergency response training and requirements (list the positions or names of workers trained to use each type of emergency equipment and those trained in rescue and evacuation procedures)	Position or name			Training received	Frequency
	AM shift	PM shift	Night shift		

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees, contractors or content contributors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Planning team list

Management

Department	Name
	Position

Health & safety committee members or representative

Name	Position
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Workers

Name	Position	Shift
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Property Management Company

Contact name	Phone
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Fire | Police | EMS

Name	Phone
Name	Phone
Name	Phone

Municipality

Department	Name
	Phone

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Emergency contact list (template)

Company address	Business phone
Prepared by	

Emergency response contacts

Police	9-1-1
Police (non-emergency)	
Emergency Medical Services (Ambulance)	9-1-1
Fire	9-1-1
Poison control	1-800-332-1414

Company contacts

Owner/General manager	
Manager	
Health and Safety coordinator	
Maintenance	
Security	
Public relations (designated)	
Other	

Alberta Government contacts

Occupational Health and Safety	1-866-415-8690 (toll free) 780-415-8690 (in Edmonton)
Workers' Compensation Board (WCB)	1-866-922-9221 (toll free)
Alberta Environment	
Other	

Company contacts

Power company	
Gas company	
Telephone company	
Insurance company	

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Emergency response plan (template)

Company			Completed date					
			Reviewed date					
Address								
Worker's name	Training completion date							Date
	Standard first aid		Rescue and Evaluation	Emergency Warden	Fire Extinguisher	Emergency Response Plan	Other	
	Initial	Recertify						

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Emergency response plan – Record of drill (template)

Leader conducting drill		
Department	Drill date	
Type of drill (e.g. evacuation, table top, role play)		
Participants		
Evacuation time		
Items done well		
Items requiring improvement		
Corrective actions	Assigned to	Target date
Scheduled date of next drill		
Comments		
Reviewed by		Date
_____		_____
Name		Signature

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Planning team list

Use the following checklist to help you decide whether or not your organization is prepared for an emergency.

Checklist	YES	NO
Is there a written emergency response plan for each work site aligning with the hazards at the site?	<input type="checkbox"/>	<input type="checkbox"/>
Does this plan include:		
A list of potential emergencies?	<input type="checkbox"/>	<input type="checkbox"/>
Procedures for dealing with the identified emergencies?	<input type="checkbox"/>	<input type="checkbox"/>
A list of responsible emergency response personnel?	<input type="checkbox"/>	<input type="checkbox"/>
Procedures for rescue and evacuation?	<input type="checkbox"/>	<input type="checkbox"/>
A list of designated rescue and evacuation workers?	<input type="checkbox"/>	<input type="checkbox"/>
Emergency response training requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Alarm and emergency communication requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Fire protection requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Identification, location and instructions for use of emergency equipment and facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Emergency contact information?	<input type="checkbox"/>	<input type="checkbox"/>
Do your first aid suppliers and facilities meet legislated requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the required number of trained first aiders?	<input type="checkbox"/>	<input type="checkbox"/>
Do workers understand their responsibilities under the plan?	<input type="checkbox"/>	<input type="checkbox"/>
Have workers been trained in their individual responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency response drills conducted regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are all records of emergency response activities (including drills) reviewed to identify gaps?	<input type="checkbox"/>	<input type="checkbox"/>
Is the plan current?	<input type="checkbox"/>	<input type="checkbox"/>

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