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BUILDING PERMIT APPLICATION

All spaces in the application must be completed, including a signature. Blank spaces or missing documents (as per the checklist) will result in the application being returned.

Application Date (M/D/Y): _____ eSITE Permit No.: _____
Estimated Completion Date (M/D/Y): _____ Development Permit No.: _____
Builders' License No.: _____ New Home Warranty Registration No.: _____
Permit Type: ☐ Owner ☐ Contractor Work has already started: ☐ Yes ☐ No

Owner Name: _____ Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____ Phone: _____ Cell Phone: _____ Fax: _____ Email Address: _____ SIGNATURE: _____ Homeowner/Owner Permits	Contractor Name: _____ Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____ Phone: _____ Cell Phone: _____ Fax: _____ Email Address: _____ SIGNATURE: _____ Contractor/Architect/Engineer Permits
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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 authority of the Safety Codes Act and Municipal Government Act and in accordance with Personal information provided pursuant to the provisions sections 11 through 14 of the Protection of Privacy Act (POPA). 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 Town at 780.865.6010

PROJECT LOCATION: TOWN OF HINTON

Lot: _____ **Block:** _____ **Plan:** _____ **Unit #:** _____ **Street Address:** _____
Legal Subdivision: Part of: _____ ¼ Sect: _____ Twp: _____ Rge: _____ W of 5 M
Subdivision Name: _____
Directions: _____

PROJECT INFORMATION: ☐ Commercial ☐ Residential ☐ Multi Family ☐ Industrial ☐ Institutional
TYPE OF WORK: ☐ New ☐ Renovation ☐ Addition ☐ Accessory Building ☐ Basement Dev. ☐ Manufactured / Modular Home **
☐ RTM (Ready to Move) ☐ Secondary Suite ☐ Hot Tub/Pool ☐ Wood Stove ☐ Deck ☐ Demolition ☐ Roof Mounted Solar ☐ Change of Use
☐ sq. m. ☐ sq. ft. **No. of Stories:** _____ **** CSA Number for Manufactured / Modular Home:** _____
Main Area: _____ **Building Classification:** _____
2nd Floor Area: _____ **Total Developed Area:** _____
3rd Floor Area: _____
Basement Area: _____
Developed ☐ Yes ☐ No
Garage Area: _____
☐ Detached ☐ Attached
Deck Area: _____

DETAILED Description of Work:

PERMIT FEE & PAYMENT INFORMATION

Permit Fee: \$ _____
***SCC Levy:** \$ _____
*** 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**
TOTAL FEE: \$ _____

Tax Roll Number: _____
Project Value (Materials & Labour): \$ _____
Method of Payment: ☐ Visa ☐ M/C ☐ Interac ☐ Cheque ☐ Cash
Receipt #: _____

INSPECTION REQUESTS

Contact Superior Safety Codes at 1.866.999.4777
or Email info@superiorsafetycodes.com
or Online <https://secure.superiorsafetycodes.com/requests/verify>
Allow 2 – 5 business days' notice for inspection

RESIDENTIAL BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

APPLICATION REQUIREMENTS – Along with your approved development permit, 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*

Contact Superior Safety Codes at 403.717.2344 if you require any information regarding building permits or drawings that are required.

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.