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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: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Homeowner/Owner Permits

**SIGNATURE:** \_\_\_\_\_

Contractor/Architect/Engineer Permits

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

2<sup>nd</sup> Floor Area: \_\_\_\_\_

Total Developed Area: \_\_\_\_\_

3<sup>rd</sup> Floor Area: \_\_\_\_\_

Basement Area: \_\_\_\_\_

### DETAILED Description of Work:

Developed  Yes  No

Garage Area: \_\_\_\_\_

Detached  Attached

Deck Area: \_\_\_\_\_

### PERMIT FEE & PAYMENT INFORMATION

Permit Fee: \$ \_\_\_\_\_

Tax Roll Number: \_\_\_\_\_

\*SCC Levy: \$ \_\_\_\_\_

Project Value (Materials & Labour): \$ \_\_\_\_\_

\* 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Method of Payment:  Visa  M/C  Interac  Cheque  Cash

TOTAL FEE: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

### INSPECTION REQUESTS

Contact Superior Safety Codes at 1.866.999.4777

or Email [info@superiorsafetycodes.com](mailto: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.**