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BUILDING PERMIT APPLICATION FORM

Application Date: DD / MMM / YYYY **Estimated Project Completion Date:** DD / MMM / YYYY

Applicant Type: ☐ **Homeowner** ☐ **Contractor** **Cost of Installation (Labour & Material) $**

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act. A permit may expire if the undertaking to which it applies: (a) is not commenced within 90 days of issue of the permit, (b) is suspended or abandoned for a period of 120 days. An extension can be considered when applied for in writing prior to permit expiry date.
****2 Sets of plans / specifications OR 1 set of PDF plans / specifications & payment must accompany this application** (Residential projects require New Home Warranty)**

Owner Name: Mailing Address:

City: Prov: Postal Code: Phone: Fax:

Cell: Email:

Owner's Signature / Declaration (Single Family Residential Only)
"I hereby declare I am the owner of the premises in which the work will be conducted, and reside or will reside on the property. I am doing the work myself, and assume responsibility for compliance with the applicable Act and Regulations"

Company Name: Mailing Address:

City: Prov: Postal Code: Phone: Fax:

Cell: Email:

Contractor/Architect/Engineer Name Signature

Project Location in the Town of Hinton: **Work:** ☐ not started ☐ in progress ☐ complete

Street Address:

Legal Subdivision: Part of: Section: Township: Range: West of:

Subdivision Name: Lot: Block: Plan:

Directions:

BUILDING TYPE:
- ☐ Dwelling Unit
- ☐ Detached/Attached Garage
- ☐ Accessory Building
- ☐ Basement Development
- ☐ Deck
- ☐ Solid fuel burning appliance

Certification #

- ☐ Foundation Type

- ☐ Other (specify)

TYPE OF WORK:
- ☐ New Construction
- ☐ Relocation
- ☐ Addition
- ☐ Renovation
- ☐ Demolition
- ☐ Change of Occupancy
- ☐ Manufactured Home*
- ☐ Modular Home*

*CSA #

Development #

BUILDING USE:
- ☐ Farm
- ☐ Single/Multi Residential
- ☐ Commercial
- ☐ Industrial
- ☐ Institutional
- ☐ Oil & Gas
- ☐ Other (specify)

BUILDING AREA IN SQ. FT.:

Number of stories	
Main area	
2nd floor	
Basement	
Garage	
Total Area	
Deck	

Basement developed at time of construction?
☐ Yes ☐ No

Description of Work:
Energy Compliance Method: ☐ **Performance** ☐ **Trade-Off** ☐ **Prescriptive**
*Manufactured Home – transportable in single or multiple sections; is ready for residential occupancy upon completion of setup.
*Modular Home – assembled at site in sections; sections have no chassis, running gear nor its own wheels.

I the permit applicant understand and acknowledge the selected inspection stages will take place at my request. **Single family dwellings include one additional inspection stage with permit, which must be selected.**

(Applicant Signature)

☒ **FOUNDATION** Required	**FRAMING** ☐ Accept ☐ Decline	**INSULATION** ☐ Accept ☐ Decline	**HVAC** ☐ Accept ☐ Decline	☒ **FINAL** Required	☐ Other:

***Select ONE at minimum in addition to the required Foundation and Final inspections for SFD, or value of work over $50,000. Additional inspection stages may be selected at $135/Inspection (plus Levy)**

Payment Type: ☐ Cash ☐ Cheque ☐ Credit Card ☐ Interac

Permit Fee: $

+ SCC Levy*: $

Total Cost: $ Receipt #:

*$4.50 or 4% of the permit fee maximum $560.00

OFFICE USE ONLY

Issuing Officer's Name:

Issuing Officer's Signature:

Designation Number:

Permit Issue Date: DD / MMM / YYYY

REMIT PAYMENT AND APPLICATION TO THE TOWN OF HINTON
PLEASE CONTACT THE INSPECTIONS GROUP INC. FOR INSPECTIONS ALLOWING 2 – 5 WORKING DAYS NOTICE AND PROVIDE SAFE ACCESS.

The personal information provided as part of this application is collected under the Safety Codes Act 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.