

TOWN OF HIGH RIVER BUILDING PERMIT REQUIREMENTS AND GENERAL INFORMATION

In order to assist us in processing your Building Permit Application promptly, you are required to submit the following at the time of application:

- **NEW ENERGY EFFICIENCY REQUIREMENTS FOR HOUSING AND SMALL BUILDINGS: all building permit applications submitted after October 31, 2016 must adhere to the new energy efficiency requirements, with no exceptions. Projects applying for a building permit on or after November 1, 2016 are required to demonstrate compliance with the National Energy Code of Canada or the Alberta Building Code Section 9.36., as applicable.**
- Development Permit (if applicable).
- Sub Contractors List – contractors and sub-trades require current Town of High River business license.
- Completed Siting Confirmation application form.
- Two (2) sets of building drawings including the following:
 - Elevations (front, rear, left, & right sides)
 - Foundation (outline of dwelling including cantilevers, decks, & other projections)
 - Floor plans shall be drawn to scale and shall indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy will conform to the building code.
 - Plans and specifications shall include, so far as is applicable: a) floor plans on a scale of not less than 1:100, b) dimensions of all rooms, c) a description of the purpose of all rooms, d) the location of all walls, partitions, doorways, windows and other openings, e) the finish of all floors, walls and ceilings, f) the location and description of all fixed equipment, and g) building sections, elevations and details sufficient to determine the proposed construction meets the requirement of the building code.
 - All assembly details and building specifications to be on drawings
- Two (2) sets of a dimensioned site plan including the following:
 - North arrow
 - Municipal address
 - Property lines
 - Site area and coverage
 - Front, side and rear yard dimensions
 - Right-of-way setbacks, easements, and utility right-of-way, if any
 - Foundation (outline of dwelling including cantilevers, decks, & other projections)
 - Outline of accessory buildings, if applicable
- Two (2) copies of the building Grade Slip. Original grade slip together with all signatures.
- A site specific Fire Safety Plan.
- New Home Warranty Certificate.
- If a building is required to have professional involvement in some or all aspects of the project, the Alberta Building Code 2014 requires that Schedules A-1, A-2, B-1, and B-2 **be completed and attached to the plans and specifications at the time of application for a building permit.**
- New Home Warranty certificate.
To be submitted at time of application.
- Heat Loss calculations.
To be submitted at time of application.
- Fire Rated Wall System drawings as all requirements of the 2009 HIRF (High-Intensity Residential Fire requirements shall be met in its entirety.
- If using manufactured stone and brick in exterior wall cladding systems, Form A is required and must be site specific.
- Consideration of new products must be approved by the Canadian Construction Materials Centre (CCMC) and provided at time of submission.
- If installing hydronic heating system, please submit (as per Standata 06-BCI-012):
 - Schematic arrangement of the system and the equipment specifications including, but not limited to, boilers, pumps, expansion tanks, zone controls, mixing valves and other system

- components such as supplementary baseboard and/or fan-coil units, water heater, etc. connecting to the system.
 - Boiler room layout, venting and combustion air provisions for all gas appliances.
 - Piping specifications, spacing, sizes, maximum loop lengths, and pipe support details. Floor plans showing a general layout of the piping loops required for each room or space and the location of the main headers, if applicable.
 - Locations, sizes and specifications for all heat terminal units, such as baseboard heaters, radiators, fan-coil units, etc., if applicable.
 - Cross sections through typical floor assemblies to show piping loop locations and the type of insulation to be provided.
 - System operating parameters including supply and return water temperatures, design flow rates and heat output coefficient of individual piping loops.
 - Room by room heat loss calculations.
- To be submitted at time of hydronic heating system inspection.**
- Project specific details for tall wall construction **must** appear on drawings submitted for the building permit.
 - **To be submitted at time of application.**
 - If Engineered Floor/Joist System is to be installed, an approved set of drawings by the manufacturer showing joist layout **and specifications are required including built up post charts.** **To be submitted at time of application.**
 - If Engineered Roof System is to be installed, an approved set of drawings by manufacturer showing truss layout, individual truss profiles **and required specifications are required.** **To be submitted at time of application.**
 - **Pad footing charts for engineered columns required.**
 - If a Preserved Wood Foundation is to be installed, an Engineer's approval is required on the Foundation.
 - If Building is to be built in the 1/100 Flood Plain, you are required to have an Engineer provide us with a Flood Mitigation Plan and approval.
 - Full payment. Should you have any questions, please contact the Safety Codes Department.
 - We will require a minimum ten (10) working days to process a completed building permit application. We will double the permit fees should construction start prior to obtaining an approved building permit. **In case of emergency,** a temporary building permit (footings and foundation only) **may** be issued at the discretion of the Authority having Jurisdiction.

Building Inspection Requests

Please provide at least forty eight (48) hours of lead-time. Please provide your name, telephone number, and the civic address and type of inspection required. Please contact the Safety Codes Department at 403-603-3412 or e-mail safetycodes@highriver.ca to schedule inspections.

Business Licenses

It is the responsibility of the owner to ensure that all contractors and sub-trades working on his project are licensed to work in the Town of High River. If any of the said contractors or sub-trades do not pay the license fee, the owner will be billed in that amount (which may be taken off the Damage Deposit/Performance Bond) and a Stop Work Order may be placed on the building site until payment has been received. A list of all principal and sub-contractors is to be attached to the building permit application by the owner/applicant.

Nuisance Bylaw

Please be advised that under the provisions of the Town of High River Nuisance Bylaw, you are required to take all necessary precautions to see that all construction sites are free of excessive building materials such as building paper, cardboard, plastic sheeting, etc. and to see that same is secured or disposed of in a proper manner to prevent debris from blowing into adjacent properties. Failure to comply with this provision could result in a summary conviction and fine.

Gas/Plumbing/Electrical Permits

All permits for electrical, plumbing, gas & air test installations are to be acquired at the Town of High River offices and before work commences. Please note that we no longer accept faxed permit applications.



BUILDING PERMIT APPLICATION

NOTE: THIS FORM MUST BE COMPLETED AND PERMIT OBTAINED PRIOR TO COMMENCING CONSTRUCTION

Bldg Permit # _____ File # _____ Dev Permit # _____

Permit to: _____ Construct _____ Renovate Roll Number: _____

Municipal Address: _____ Land Use: _____

Plan _____ Block _____ Lot(s) _____ Type of Development: _____

Existing Use: _____ Estimated Commencement Date: _____

1) Applicant: _____ Phone #: _____ Cell #: _____

Mailing Address: _____ Town / Postal Code: _____ E-Mail: _____

2) Registered Owner of Land (if different from above):

Name: _____ Phone #: _____ Cell #: _____

Mailing Address: _____ Town / Postal Code: _____

3) General Contractor: _____ Phone #: _____ Cell #: _____

Company Name: _____ E-mail: _____

Mailing Address: _____ Town / Postal Code: _____

Estimated Value Of Construction: _____

Building Developed Areas: All measurements required in square feet.

Main Floor _____ 2nd Floor _____ Basement Development _____

Attached Garage _____ Detached Garage _____ # of Fireplaces: Wood _____ Gas _____

Front Porch _____ Rear Deck _____ Other _____

RESPONSIBILITY OF THE APPLICANT

OFFICE USE ONLY

Permit Value: _____

Permit Fee: _____

Water & Sewer: _____

Damage Deposit/ _____

Performance Bond: _____

SCC Fee: _____

Siting Confirmation: _____

Total Permit Fee: _____

This permit is issued subject to the conditions on the second page.

Safety Codes Officer

D.O.P. #

Date

I/we hereby make Application under the provisions of the Safety Codes Permitting Bylaw and Amendments thereto, in accordance with the Safety Codes Act, Applicable Regulations, Town Bylaws and Supporting Information submitted herewith which form a part of this Application.

The owner further agrees that it is his responsibility that all contractors and sub-trades working on the building shall be licensed to work in High River, and that if any of the said contractors or sub-trades do not pay the license fee, the Applicant will be billed in that amount and a Stop Work Order may be placed on the Building Site until payment has been made to the Town of High River. A list of all principal and sub-contractors is to be attached to this application by the Applicant.

The information collected via this form is being collected by the Town of High River pursuant to legislation governing the information handling practices of the Town of High River, specifically Sections 33 (a) and (c) of the Freedom of Information and Protection of Privacy Act (Alberta), the Municipal Government Act (Alberta), and other legislation or bylaws governing the municipality, as may be applicable. By signing this document, you acknowledge that, in accordance with Section 17(2)(g) of the Freedom of Information and Protection of Privacy Act your name, address and other details related to your permit may be made available to the public. Should you have any questions related to the collection or disclosure of your personal information, please contact the Legislative Services division for the Town of High River at 403.652.2110.

Application Date: _____

Printed Name: _____

Applicant Signature: _____

ADDITIONAL BUILDING PERMIT INFORMATION

1. Neither the issuance or granting of a permit nor the examination of plans and specifications shall be construed to be a permit for, or an approval of, any violation of any of the provisions of the Safety Codes Act, the Alberta Building Code, or the Land Use By-Law.
2. The issuance of a permit based upon plans and specifications shall not prevent the Safety Codes Officer from thereafter requiring the correction of errors in such plans and specifications.
3. The issuance of a permit based upon plans and specifications shall not prevent the Safety Codes Officer from stopping building construction operations which are in violation of the Safety Codes Act, the Alberta Building Code, or the Land Use Bylaw. Building Permit approvals are subject to Development Permit approval if applicable.
4. Every permit shall automatically lapse either if active work is not commenced within ninety (90) days from date of issue or if the building authorized by this permit is suspended or abandoned for a period of 120 days at any time after the work is commenced. Before work can be started again a new permit shall be obtained.
5. A set of examined drawings and specifications shall be kept on the building site at all times during which the work authorized by this permit is in progress and shall be available for inspection by the Safety Codes Officer.
6. Before any excavation or construction is started the owner or contractor should check the following:
 - (a) Utilities – location, height or depth, and protection from damage of all utilities, i.e. sewers, water, power, gas, telephone, etc. Call Alberta First Call 1-800-242-3447
 - (b) Grades – respecting proposed elevations of finished lanes, streets or avenues, sanitary or storm sewer connections and ensure compliance to grade slip.
7. This permit does not include the installation of, gas, plumbing or electrical work. Permits for this work must be obtained from the Town of High River.
8. Neither the granting of this permit nor the examination of plans and specifications nor any inspections carried out shall in any way relieve the owner of the building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of the current Alberta Building Code.
9. **NO BUILDING SHALL BE USED OR OCCUPIED AND NO CHANGE IN THE EXISTING OCCUPANCY CLASSIFICATION OF ANY BUILDING OR ANY PART THEREOF SHALL BE MADE UNTIL AN OCCUPANCY PERMIT HAS BEEN ISSUED, OR PERMISSION HAS BEEN RECEIVED IN WRITING TO USE OR OCCUPY THE BUILDING FROM THE AUTHORITY HAVING JURISDICTION.**
10. Building must be clearly addressed for identification purposes.

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SUB CONTRACTOR LIST

ADDRESS OF PROPERTY: _____

LEGAL DESCRIPTION: LOT _____ BLOCK _____ PLAN _____

GENERAL CONTRACTOR: _____ PHONE # _____

PROJECT MANAGER: _____ PHONE# _____

The following information should be provided along with your Building Permit Application. Failure to provide this information may result in a permit approval delay. Subcontractor's "**Business Names**" are required for subcontractors providing services on site. **It is the responsibility of the Owner/General Contractor to ensure that all contractors and sub-trades working on his building shall be licensed to work in High River.** If any of the said contractors or sub-trades does not pay the license fee the Owner/General Contractor will be billed in that amount.

Subcontractors:

Excavator _____	Address _____	Phone _____
Cribbor _____	Address _____	Phone _____
Gravel Supplier _____	Address _____	Phone _____
Concrete Work _____	Address _____	Phone _____
Cement Finisher _____	Address _____	Phone _____
Framer _____	Address _____	Phone _____
Plumbing Contractor _____	Address _____	Phone _____
Electrical Contractor _____	Address _____	Phone _____
Gas Contractor _____	Address _____	Phone _____
Heating Contractor _____	Address _____	Phone _____
Insulator _____	Address _____	Phone _____
Drywaller _____	Address _____	Phone _____
Drywall Tapers _____	Address _____	Phone _____
Ceiling Textures _____	Address _____	Phone _____
Painters _____	Address _____	Phone _____
Finisher _____	Address _____	Phone _____
Cabinet Finisher _____	Address _____	Phone _____
Railing Finisher _____	Address _____	Phone _____
Flooring _____	Address _____	Phone _____
Exterior Railing _____	Address _____	Phone _____
Siding / Stucco Contractor _____	Address _____	Phone _____

Masonry Contractor _____	Address _____	Phone _____
Grading Contractor _____	Address _____	Phone _____
Landscaper _____	Address _____	Phone _____
Roofer _____	Address _____	Phone _____
Eaves Troughs _____	Address _____	Phone _____
Pre-cast Steps _____	Address _____	Phone _____
Interior/Exterior Cleaners _____	Address _____	Phone _____
Over Head Doors _____	Address _____	Phone _____
Other _____	Address _____	Phone _____



TOWN OF HIGH RIVER SITING CONFIRMATION APPLICATION

APPLICANT INFORMATION

Name _____ Tel No. _____
 Mailing Address _____ Fax No. _____
 Postal Code _____ E-mail _____

PROPERTY INFORMATION

Property Address _____ Property Owner _____
 Lot _____ Block _____ Plan _____
 Existing use of Land or Building _____
 Proposed Development _____

CONTRACTOR INFORMATION

Name _____ Tel No. _____
 Mailing Address _____ Fax No. _____
 Postal Code _____ E-mail: _____

REQUIRED DOCUMENTATION FOR PLANS REVIEW

Certificate of Title provided Certificate of Title **not provided** - \$15 charge
 Site plan complete with all buildings and measurements Principal Building sq ft _____

OWNER SIGNATURE/PERMISSION LETTER

Must provide either Owner's signature below OR permission letter authorizing an Agent to sign.

 Owner/Agent Signature Print name

Permission letter attached

FREEDOM OF INFORMATION

I understand that this application and any accompanying information is public record that is accessible by the public. This application will be made available for viewing upon request at the Town office. This personal information is being collected under the authority of the *Municipal Government Act* and will be used only for the purposes for which it is being collected.

Applicant's Signature

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**TOWN OF HIGH RIVER
SITING CONFIRMATION APPLICATION (Pg 2)**

****THIS PAGE IS FOR OFFICE USE ONLY****

ROLL No. : _____	Bylaw No.: _____	<input type="checkbox"/> Floodway
Zoning : _____		<input type="checkbox"/> Flood Fringe
		<input type="checkbox"/> N/A

Are there any existing structures on the property? (If yes, must be shown on site plan) Y / N

Total Lot Coverage: _____m² _____%

Is the proposed construction	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Alteration <input type="checkbox"/>	Demolition <input type="checkbox"/>
Describe the use of the proposed structure (SFD, garage, etc)				
To Front Lot Line	To Rear Lot Line	To Left Side Lot Line	To Right Side Lot Line	Height Above natural grade
LUB:	LUB:	LUB:	LUB:	LUB:
Actual:	Actual:	Actual:	Actual:	Actual:

- Certificate of Title/Property has been reviewed for any Easements, Utility Right of Ways, Encroachment Agreements etc.
- Application complies with Land Use Bylaw regulations
- Application **does not** comply with Land Use Bylaw regulations

Comments: _____

FOR OFFICE USE ONLY:	
REVIEWED & APPROVED BY:	DATE:
_____	_____