



## Residential Development & Building Application - ADDITIONS / ALTERATIONS / DEMOLITIONS -

Office Use Only: City File # \_\_\_\_\_

**Project Address:** (Provide at least one of the following) – Please note: it cannot be an intersection

PROJECT ADDRESS (MUNICIPAL): \_\_\_\_\_

LEGAL DESCRIPTION: PLAN: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

### Applicant Information:

City Customer ID #: (if known) \_\_\_\_\_

APPLICANT / CONTACT: \_\_\_\_\_

#### As the applicant I affirm:

- ☐ I am the registered owner of the above noted property
- ☐ I have entered into a binding agreement to purchase the above noted property with the registered owner(s).
- ☐ I have permission of the registered owner(s) of the above-noted property to apply for this Development Permit and Building Permit.
- ☐ I consent to receiving documents or communications related to this application, including but not limited to development permit decisions, acknowledgments confirming an application is complete, and any notices identifying any outstanding documents and information, by email.
- ☐ All drawings, documents, details, specifications and supporting information contained in this application, including any Energy Performance Compliance requirements of ABC2014: B:9.36 or NECB2011 pertain to the project that is the subject of this application.

BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ INSPECTION RESULTS TO BE MAILED TO THIS EMAIL? YES ☐ NO ☐

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ CELL #: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Edmonton Service Centre at 780-442-5054.

### Description of Work: (check all that apply)

- ☐ Addition ☐ Sunroom ☐ Interior alteration ☐ Gazebo ☐ Pergola ☐ Greenhouse ☐ Shed ☐ Hot tub ☐ Detached carport
- ☐ Basement development (no secondary suite) ☐ Pond ☐ Demolition ☐ Covered deck/patio ☐ Uncovered deck ☐ Swimming pool
- ☐ Solid fuel burning appliance (wood, pellet, coal) ☐ Solar Thermal system ☐ Solar Photovoltaic system ☐ Urban Outdoor Farm
- ☐ Urban Garden ☐ Other (describe): \_\_\_\_\_

DESCRIBE WHAT IS BEING DEMOLISHED: \_\_\_\_\_

Sq FOOTAGE OF CONSTRUCTION (per structure if more than one structure involved): \_\_\_\_\_

CONSTRUCTION VALUE – COST (per structure): \$ \_\_\_\_\_

The construction value is the value of all materials and labour (excluding Professional fees) to do the project. For demolitions, the construction value is the total cost of the demolition.

Subcontractors	City Customer ID #	Business Name & Address
Building (if different from applicant)		



DEVELOPMENT SERVICES (Edmonton Tower)  
2<sup>nd</sup> Floor, 10111 – 104 Avenue NW  
EDMONTON, AB T5J 0J4  
PHONE: 311 or if outside of Edmonton 780-442-5311  
EMAIL: developmentservices@edmonton.ca

## Home Warranty Program

**New dwellings or existing dwellings that are having major renovations** (NHBPA General Regulation 211-2013 states under "(7) For the purposes of section 1(1)(z) of the statute a building, where after a change, alteration or repair to the building, at least 75% of the enclosed square footage of the building above the foundation at the completion of the change, alteration or repair is new, is prescribed to be a reconstruction.") **are required by the New Home Buyer Protection Act to have a complaint warranty or proof of exemption prior to building permit issuance.**

Warranty confirmation number: \_\_\_\_\_ OR, Exemption? Yes \_\_\_\_\_ Copy Attached \_\_\_\_\_ or Not applicable \_\_\_\_\_

If pending, sign to confirm warranty (or exemption) information will be provided prior to permit issuance:

\_\_\_\_\_(Signature)

### For Office Use Only:

Minor Development Permit Required? Yes ☐ No ☐ Existing Without Permits? Yes ☐ No ☐ DP # \_\_\_\_\_

Zoning: \_\_\_\_\_ Overlay: \_\_\_\_\_

Sanitary Sewer Trunk Charge Required? Yes ☐ No ☐ Lot Grading Required? Yes ☐ No ☐ Development Fees to be charged: \$ \_\_\_\_\_

Development Permit Description:

Reviewed By: (Print Name) \_\_\_\_\_ Date: \_\_\_\_\_

Other Misc Building Permit Required? Yes ☐ No ☐ Employee Name: (Print) \_\_\_\_\_ Date: \_\_\_\_\_

If Yes – Permit to be entered by Service Advisor? Yes ☐ No ☐

### Payment of Fees:

☐ Applicable fees

### Permit fees must be paid in full at the time of application

We accept cash, debit, cheque or credit card. If applying, other than in person, a service representative will call you to advise you of your fees. Please note that the City of Edmonton, in accordance with Payment Card Industry, has taken measures to protect your payment card information. We are required to delete applications submitted with credit card information by unsecured methods such as fax or e-mail.

Office hours are Monday to Friday, 8:00 am to 4:30 pm. The office is closed on statutory holidays.

## APPLICATION REQUIREMENTS

**NOTE:** Electrical and mechanical work is not included in this application. If mechanical work (plumbing, gas, heating and ventilation & electrical) is being done, separate mechanical permits must be applied for. Please see [www.edmonton.ca](http://www.edmonton.ca) for additional information on these permits.

**Addition / Covered Deck / Sunroom / Exterior Alterations:** If over 47 sq meters – confirmation of abandoned oil wells is required as per the Alberta government's Energy Resource Conservation Board directive 079 (see attached "Abandoned Wells Confirmation Form – Proposed Development" for additional information).

- 1 set of drawings including: **\*\*Plan Requirements\*\***
  - ☐ Site plan
  - ☐ Floor plans
  - ☐ Elevation plans
  - ☐ Construction details
  - ☐ Sections and Details: (provide on separate sheets, preferred maximum 11"x17")
- Signed Construction Site Management Acknowledgement Form (Required for **Additions** in the Mature and Established Neighbourhoods).
  - ☐ Window and amenity area locations of abutting properties are required if the proposed structure is in the MNO, is two or more storeys and the Interior Side Setback is less than 2 m. This information can be provided on the Site Plan, Elevation Drawing, a separate diagram, Aerial Photo, photograph or any combination of these. (1 set)

**Uncovered Deck:** (if hot tub is being installed with deck – information requirements from Hot tub section are also required)

- 1 set of drawings including: **\*\*Plan Requirements\*\***
  - ☐ Site plan
  - ☐ Deck Design Form (available on the Web - [www.edmonton.ca](http://www.edmonton.ca))

### **Hot Tub/Private Swimming Pool:**

- 1 set of drawings including: **\*\*Plan Requirements\*\***
  - ☐ Site plan
  - ☐ Letter from supplier
  - ☐ For a hot tub – indicate the make, model and cover details, specifications and support details
  - ☐ For a swimming pool – plans of the pool showing compliance with the requirements of section 7.2 of Division B of the 2014 Alberta Building Code
- Any platform or deck construction, ladder and diving board or slide details will be required if these items are not part of a pre-manufactured swimming pool or hot tub package.
- Cover must be capable of supporting an adult and be lockable or six foot high fencing will be required.

### **Over Height Fences or Privacy Screening:**

- 1 set of drawings including: **\*\*Plan Requirements\*\***
  - ☐ Site plan or Real Property Report (RPR)
    - Showing existing buildings and property lines
    - Showing proposed location and height of Fence and/or Privacy Screening

### **Parking of Recreational Vehicles on Residential Properties:**

- 1 set of drawings including: **\*\*Plan Requirements\*\***
  - ☐ Site plan or Real Property Report (RPR)
    - Showing existing buildings, property lines, location
    - Dimensions of proposed parking space, existing accesses to the site and proposed access to the space

### **Solar Energy System:**

- If construction involves solar panels (Thermal or PhotoVoltaic (PV)) – Applicant must see Solar Energy Systems brochure for additional submission requirements. ([www.edmonton.ca/solarenergysystems](http://www.edmonton.ca/solarenergysystems))

### **Accessory Structures (includes sheds, gazebos, and greenhouses):**

- 1 set of drawings including: **\*\*Plan Requirements\*\***
  - ☐ Site plan
  - ☐ Construction details (including fire separations, plumbing, heating and ventilation)
    - Wall and roof framing details including type of exterior finish
    - Door and window details
  - ☐ If structure is pre-manufactured include specs from manufacturer

### **Interior Alterations & Basement Development:** (for suites - refer to Secondary Suites application form):

- 1 set of drawings including: **\*\*Plan Requirements\*\***
  - ☐ Site plan or a Google Maps aerial screenshot
  - ☐ Basement floor plan (If you are proposing a wet bar, please provide main floor plan)
    - Indicate floor to ceiling height
    - Show the location of the stairs exiting the basement
    - Show location of the smoke and carbon monoxide detector (s) (*must be hard wired*)
    - Show plumbing, heating and ventilation and electrical changes
  - ☐ Materials of construction
  - ☐ Sections and Details: (provide on separate sheets, preferred maximum 11"x17")

**NOTE:** if structure is **over 47 sq. meters** – a confirmation of abandoned oil wells is required as per Alberta government's Energy Resource Conservation Board Directive 079 (see attached "Abandoned Wells Confirmation Form – Proposed Development" for additional information).

## Demolition of a Residential Building:

- 1 set of drawings including:
  - ☐ Site plan or a Google Maps aerial screenshot
  - ☐ Asbestos Abatement and Utilities Disconnect form confirming all utilities and services are disconnected and located prior to demolition.
  - ☐ Signed Construction Site Management Acknowledgement Form (Required for demolitions in the Mature and Established Neighbourhoods).
  - ☐ Approved Development Permit Sign Form (Required for demolitions in the Mature and Established Neighbourhoods).

**NOTE:** All demolitions require Development and Building Permit approvals. If there is more than one building being demolished a separate Building Demolition Permit will be required for each building. If we receive an application which includes the construction of a new building and the demolition of an existing building together, the Development Permit fee for the demolition of the building is not applied. However, if these applications are submitted separately each project will have a Development permit fee associated to it.

**NOTE:** Properties listed on the Inventory of Historic Resources in Edmonton will be required to submit additional information as per Section 14.12 of the Zoning Bylaw.

## Solid Fuel Burning Appliances (wood, pellet or coal):

- 1 set of drawings including: **\*\*Plan Requirements\*\***
  - ☐ Site plan (only if a chase is being constructed outside of the building)
  - ☐ Construction plans including:
    - If pre-manufactured, need make and model of fireplace and chimney including ULC or WH evaluation
    - If built on site (masonry) need drawings of fireplace structure
    - Floor plans showing location where fireplace is to be installed and size of hearth
    - Location of outside combustion air (how will fresh air get from outside to inside for the fireplace)
    - Cross section showing height of chimney above roof
    - What flooring materials will be used under the hearth (must be non combustible)
    - Location of carbon monoxide detector required if fireplace does not have air tight doors

## Urban Outdoor Farm or Urban Garden:

- 1 set of drawings including: **\*\*Plan Requirements\*\***
  - ☐ Site plan (as per Section 98 of the Zoning Bylaw 12800 and including the below requirements)
    - Setbacks of all structures, including animal or storage buildings, garbage facilities, etc
    - Extent of growing plot areas, composting areas, out storage, irrigation equipment, etc
    - Location and extent of fencing and retaining walls
    - Parking layout with dimensions of space and aisles
    - Bicycle racks, if any
    - Surface treatment for all areas including parking and walkways
  - ☐ A letter detailing the intended use of the site and/or building including animals, and/or on-site sales.

## **\*\*Plan Requirements\*\***

## **All Plans MUST be to scale**

<p><b>1. Site Plan/Real Property Report</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A north arrow</li> <li><input type="checkbox"/> Corresponding street and avenue</li> <li><input type="checkbox"/> Dimensions of the site (property lines)</li> <li><input type="checkbox"/> Location of proposed and existing buildings/structures</li> <li><input type="checkbox"/> Location of existing and proposed accesses to the site</li> <li><input type="checkbox"/> Grade elevations (for additions and urban agriculture)</li> <li><input type="checkbox"/> Identification of all caveats, covenants, easements</li> <li><input type="checkbox"/> Identifying the required landscaping, preserved landscaping and proposed ground cover(see Landscaping brochure - <a href="http://www.edmonton.ca/treeplantingrequirements">www.edmonton.ca/treeplantingrequirements</a>)</li> </ul> <p><b>*Note:</b> For information relating to <b>grade</b>, refer to Section 6.1.(33) and 52 of the Zoning Bylaw 12800.</p>	<p><b>2. Elevation Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Showing all sides of the building (proposed and existing)</li> <li><input type="checkbox"/> Building height (m) - from the top of the finished floor to mid-point of the roof <u>AND</u> from the top of the finished floor to the top of roof (ridge)</li> <li><input type="checkbox"/> Exterior finishing materials and colors</li> <li><input type="checkbox"/> Showing all windows and doors</li> </ul> <p><b>*Note:</b> Elevation plans shall include height information for proposed buildings and structures. For information relating to <b>height</b> refer to Section 6.1. (36) and 52 of the Zoning Bylaw 12800.</p>
<p><b>3. Floor Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Size of the building (dimensions and square footage)</li> <li><input type="checkbox"/> Dimensioned room layouts indicating uses and activities</li> <li><input type="checkbox"/> Location of walls, doorways and windows (include all sizes)</li> </ul>	<p><b>4. Construction Details</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cross section showing all materials used for the structure</li> <li><input type="checkbox"/> Wall, floor, roof assembly details</li> <li><input type="checkbox"/> Foundation plans and construction specifications</li> </ul>
<p><b>5. Sections and Details</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide fully-labeled sections of all assemblies forming floors, walls, roofs, decks, etc. Show effective thermal resistance (ETR) calculations, in Metric RSI (plus Imperial R, if desired for trades) for proposed opaque assemblies for above ground AND below grade/in-ground-contact. Show the source of assembly or component thermal resistance values (eg: ABC2014:DivB:A-9.36.2.; <a href="http://www.cwc.ca/resources/wall-thermal-design/">www.cwc.ca/resources/wall-thermal-design/</a> ASHRAE Handbook; etc. If desired, use the conversion factor: RSI x 5.678 = Imperial R value</li> <li><input type="checkbox"/> Include <b>ALL</b> assemblies detailing 9.36 thermal insulation details, as well as air barrier construction as required according to the option chosen in 9.36.2.9.(1), which indicates that air leakage shall be controlled by establishing a continuous <u>air barrier system in accordance with 9.25.3.</u> and <u>9.36.2.9.(2)-(6)</u></li> </ul> <p>a) in accordance with 9.36.2.10 details —thus satisfying prescriptive air barrier requirements --OR--</p> <p>b) with installation of CAN/ULC-S742 approved Type A4 air barrier system(s) (provide details for all assemblies) --OR--</p> <p>c) results in an air leakage rate--demonstrated by blower door test before final inspection--to not exceed 0.20L/(s*m2) when tested to ASTM E2357.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any other details as required.</li> </ul>	

## 2019 Permit Fees

(Payment must be submitted with the application)

Type of Construction	Development Permit	Building Permit	Safety Code Fee	Total
Additions (includes covered decks and attached carports)	\$425.00	Use construction value table below.	4% of building permit fee (\$4.50 min. up to \$560)	Varies
Interior Alterations If applying for a secondary suite, use secondary suite application form If applying for a garden suite, use Garden Suite form	Varies depending on Project	Use construction value table below.	4% of building permit fee (\$4.50 min. up to \$560)	Varies
Demolition	\$87.00	\$110.00/structure A separate building permit is required for each structure being demolished.	\$4.50 for each building that is being demolished	\$201.50
Uncovered Deck with/without Hot Tub, Accessory Structure, Swimming Pool, Hot Tub & Solar Panel (unless covered under another application)	\$118.00	\$110.00	\$4.50	\$232.50
Exterior Alterations (no increase in floor area or height), *Wood Fireplace (includes pellet & coal)	\$173.00 *this fee is charged only if chimney is built on the outside of house.	Use Construction value table below	4% of building permit fee (\$4.50 min. up to \$560)	Varies
Over Height Fences & Parking of Recreational Vehicles on Residential Properties	\$179.00	n/a	n/a	\$179.00
Urban Outdoor Farm	\$55.00	Use Construction value table below	4% of building permit fee (\$4.50 min. up to \$560)	Varies
Urban Garden	\$55.00			

### Building Permit Construction Value Table

Use the range below based on the construction value of your project.

VALUE OF CONSTRUCTION (2019)	
\$0 - \$5,000	\$ 110.00 + \$4.50 (Safety Code Fee) = <b>\$114.50</b>
\$5,001 - \$10,000	\$ 157.00 + \$6.28 (Safety Code Fee) = <b>\$163.28</b>
\$10,001 - \$25,000	\$ 271.00 + \$10.84 (Safety Code Fee) = <b>\$281.84</b>
\$25,001 - \$50,000	\$ 503.00 + \$20.12 (Safety Code Fee) = <b>\$523.12</b>
\$50,001 - \$100,000	\$ 975.00 + \$39.00 (Safety Code Fee) = <b>\$1014.00</b>
OVER \$100,000	\$ 1899.00 + \$75.96 (Safety Code Fee) = <b>\$1974.96</b>

### Fees for Buildings/Structures Existing without Permits

If you are applying for permits after the structure has been built, only the Development and Building Permit fees are doubled - the safety code fee will only be charged once.

## Abandoned Wells Confirmation Form – Proposed Development

Note: This form is to be signed by the applicant at the time of Development Permit application, and to be submitted with a printout of the map(s) that was used to confirm the absence/presence of abandoned well(s).

### If abandoned wells are **absent** within the site of proposed development:

I, \_\_\_\_\_, have reviewed information provided by the Energy Resources Conservation Board (“ERCB”) as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the **absence** of any abandoned wells within the site of proposed development.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company affiliation of the signer

\_\_\_\_\_  
Date

### If an abandoned well(s) is **present** within the site of proposed development:

I, \_\_\_\_\_, have reviewed information provided by the Energy Resources Conservation Board (“ERCB”) as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the licensee(s) responsible for all abandoned wells within the site of proposed development has been contacted in order to have the *Abandoned Well Locating and Testing Protocol* completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s):

ERCB Well License #	Licensee name	Licensed Surface Location (e.g., 04-20-052-23 W4M)	Contact personnel name	Phone number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company affiliation of the signer

\_\_\_\_\_  
Date

Municipal Address:				
Legal Description:	Lot:	Block:	Plan:	
City File #:		LDA:		

## Why do I need to disclose information about abandoned wells on my parcel?

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### New Requirements

Effective November 1, 2012 the Subdivision and Development Regulation (Alberta Regulation 160/2012) has changed. The changes relate to the Subdivision and Development requirements around abandoned well sites. The new provisions require some changes to our business practices. In addition to our current application submission requirements, all new Development Permit and Subdivision Applications must include the following:

### Development Permit Application

An application for a development permit for **a new building that will be larger than 47 square meters, or an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters**, must include:

- Information provided by the Energy Resources Conservation Board (ERCB) identifying the location or confirming the absence of any abandoned wells within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.
- This information can be obtained by either contacting the Energy Resources Customer Care Centre at 1-855-297-8311 (toll free) or using the GeoDiscover Alberta Map at: [www.geodiscoveralberta.ca](http://www.geodiscoveralberta.ca) to confirm whether an abandoned well is located on your property.
  - If you **do not have an abandoned well site on your property**, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and provide a copy of the map that was used to confirm the absence of abandoned wells on your property. This information must be included with your development application.
  - If you **do have an abandoned well on your property**, you must first meet the requirements as set out in ERCB’s Directive 079 before you can apply for a permit. Once ERCB’s Directive 079 requirements have been met, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and include a copy of the map used to confirm well location(s) with your development application.

The information is not required if it was submitted to the same development authority within the last year.

The following links provide further information on the added provisions.

Information Bulletin, Alberta Municipal Affairs -

[http://www.municipalaffairs.alberta.ca/documents/msb/Information\\_Bulletin\\_05\\_12.pdf](http://www.municipalaffairs.alberta.ca/documents/msb/Information_Bulletin_05_12.pdf)

ERCB Directive-

<http://www.ercb.ca/directives/Directive079.pdf>