



BUILDING PERMIT - CONTRACTOR CHANGE REQUEST

This form is to request a change to the contractor of record for an active, existing (issued) Building permit.
Contractor Change Requests can be submitted to Rocky View County Building Services at: building@rockyview.ca

Date (Month/Day/Year): _____

Building Permit Number: _____

Any changes to owners, contractors or builders must be communicated to Rocky View County. If any changes to the permit holders or scope of work occur, additional documentation and/or fees may be required.

Project Location:
Municipal Address: _____ Unit/CRU number (if applicable): _____
Legal Address: Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____
Subdivision Name (if applicable) _____ Lot: _____ Block: _____ Plan: _____

Previous Contractor: *Please note that a change in contractor/builder may require submission of current New Home Warranty Coverage (when applicable).*
Contractor (Company): _____ Phone: _____ Email: _____
Last stage of work completed by previous contractor: _____

New Contractor: *Please note that a change in contractor/builder may require submission of current New Home Warranty Coverage (when applicable).*
Contractor (Company): _____ Address: _____
City: _____ Prov: _____ Postal Code: _____ Main Office Phone: _____
Cell: _____ Email (main office contact): _____
Project Contact Name: _____ Phone: _____ Cell: _____ Email: _____
Required supplementary documentation: New Home Warranty Registration Alberta Builders Registry License Not applicable

Change Requested/Submitted by: Same as: New Contractor Owner(s)
Name(s): _____
Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____
Phone: _____ Cell: _____ Email: _____
Relation to project: _____

"I have read, understood and agree to abide by the permit information and all previous permit inspection reports and permit conditions, and I hereby declare the submitted application information provided on this form to be true, complete and correct. If signing as an agent or representative on behalf of the owner, I verify that I have full permission and authority to apply and act on the owners' behalf in regards to the work and permits and I confirm that I have authority from all permit holders and owners to submit this change request":

Signature: _____ **Date:** _____

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 are 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.



IMPORTANT INFORMATION ABOUT BUILDING PERMITS

- Under the Safety Codes Act, the owner and/or agent is responsible for ensuring that any thing, process or activity to which this Act applies, meets the requirement of the Safety Codes Act. **It is the owner and/or agents responsibility to ensure that all required inspections are booked and finalized with no outstanding deficiencies before the permit expiry.**
- **All permits expire one year from the date of issuance.** Extensions to the permit expiration date can be requested from Rocky View County Building Services in writing, before the expiration date. If the permit expires, renewal fees will apply to reactivate / renew the permit(s).
- **The permit holder and/or property owner is responsible for:**
 - Complying with the terms and conditions of the permit. Please ensure the permit conditions are reviewed thoroughly.
 - Undertaking the construction, process or activity in accordance with the Safety Codes Act and applicable codes and standards.
 - Notifying the permit issuer if:
 - there is a change in ownership and/or contractor from what was submitted on the permit applications,(a permit is not transferable to any other person unless the transfer is authorized in writing by the permit issuer).
 - there is a change to the owners, applicants or contractors contact information.
 - there are changes to submitted plans or scope of work, (Changes to the work in type, size and value has an impact on a permit. Unapproved changes, incorrect/insufficient information can result in cancellation of a permit).
 - the permit holder (owner or contractor) does not intend to complete the undertaking.
- **Inspections and Requirements:**
Make sure that you're familiar with the inspection requirements and other pre-booking information. The inspection requirements are available for review on our website: **www.rockyview.ca/inspections**

To Book a Building Permit Inspection:

Please book three to five business/working days prior to your desired inspection date.

Online: **www.rockyview.ca/inspections**