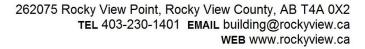


## **BUILDING PERMIT - CONTRACTOR CHANGE REQUEST**

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: <u>building@rockyview.ca</u>

ate (Month/Day/Year): Building Permit Number:							
Any changes to If any changes to the peri	o owners, contract mit holders or sco						
Project Location:							
Municipal Address:			Unit/CRU number (if applicable):				
Legal Address: Part of:	_ Section:	Township:		Range:	We	st of:	
Subdivision Name (if applicable)		Lot:	Block:		_ Plan:		
Previous Contractor: Please note applicable).	that a change in contr	actor/builder <b>may</b> re	quire submis	sion of currer	nt New Home	Warranty Cove	rage (when
Contractor (Company):		Pho	ne:		Email: _		
Last stage of work completed by	<u>previous</u> contract	tor:					
New Contractor: Please note that a	change in contractor/l	builder <b>may</b> require s	submission o	f current New	Home Warr	anty Coverage	when applicable).
Contractor (Company):			Addr	ess:			
City: Prov	: Post	al Code:	Main	Office Phon	ie:		
Cell:	Email (main office contact):						
Project Contact Name:	Phone:	C	ell:		Email :		
Required supplementary document	ation: D New Hom	e Warranty Regist	tration I	🗖 Alberta B	uilders Reg	istry License	Not applicable
Change Requested/Submitted by	: Same as: 🗖 N	ew Contractor 🛛	Owner(s)				
Name(s):							
Mailing Address:		Ci <sup>r</sup>	ty:		Prov:	Postal Cod	e:
Phone:	Cell:		Email:	Email:			
Relation to project:							
"I have read, understood and agree to a the submitted application information pr verify that I have full permission and au all permit holders and owners to submit	ovided on this form to thority to apply and ac	be true, complete ar	nd correct. If	signing as an	agent or rep	presentative on	behalf of the owner, I
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. ROCKY VIEW COUNTY Building Services



## 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:
  - o 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