



REQUEST FOR PERMIT REACTIVATION / RENEWAL

This form is to request Reactivation / Renewal of a closed / expired Permit.

Please complete this form and upload the request to your [myBuild | Rocky View County](#) account for processing.

Date (Month/Day/Year): _____

Building Permit Number: _____

Please fill out all information to update your permits information for reactivation / renewal. 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. For any projects that have had no inspections in the initial permit term – Rocky View County may require a progress inspection to view the status of the project. Any associated subtrade permits (plumbing, gas, electrical, sewer connection and private sewage) may require renewal along with the Building Permit.

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: _____

Property Owner: *Please review your contact information as listed on the original permit documents to ensure all contact information is current and correct.

If there are no changes to the Owners or contact information from the original permit applications, check here: ☐

Current Property Owner Name(s): _____

Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

Permit Numbers – please list all permits you are requesting the renewal/reactivation for:

Building Permit Number: **PRBD** _____

Plumbing Permit Number: **PRPL** _____

Gas Permit Number: **PRGS** _____

Gas Fireplace Permit Number: **PRGS** _____

Electrical Permit Number: **PREL** _____

Private Sewage Permit Number: **PRPS** _____

Other Permit Numbers: _____

Contractors:

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

To update a contractor on an existing permit, please review and submit a Contractor Change Form for either your Building or Subtrade Permit(s). The forms can be found on our website at www.rockyview.ca/building-forms-documents.

Please note that a change in contractor / builder **may** require submission of current New Home Warranty Coverage and / or proof of Alberta Builders Registry License.

Renewal Requested / Submitted by:

Name(s): _____ Relation to project: ☐ Property Owner ☐ Contractor / Builder ☐ Other: _____

"I have read, understood and agree to abide by the permit information, permit holder responsibilities and all previous permit inspection reports and permit conditions, and I hereby declare the submitted 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."

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 PERMITS

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).

- **Permit holders are 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.
- 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.*
- **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

Request or manage your inspections by logging on to your MyBuild Portal account: Mybuild.rockyview.ca