



**COMMERCIAL
BUILDING PERMIT APPLICATION FORM**

All required forms, documents and permit application processes are available on our website at: www.rockyview.ca/building-permits
No work is to begin unless a permit has been issued.

Application Date (Month/Day/Year): _____			
Owner Information:			
Property Owner Name(s): _____			
Mailing Address: _____		City: _____ Prov: _____ Postal Code: _____	
Email: _____		Home Phone: _____ Cell: _____	
Project Location:			
Municipal Address: _____		Unit / CRU number (if applicable): _____	
Legal Address: Part of: _____		Section: _____ Township: _____ Range: _____ West of: _____	
Lot/Block/Plan: Lot: _____ Block: _____ Plan: _____ Subdivision Name / Direct Control District Name (if applicable): _____			
Contractor Information: Same as: <input type="checkbox"/> Owner			
Contractor (Name and/or Company): _____			
Mailing Address: _____		City: _____ Prov: _____ Postal Code: _____	
General office Email: _____		Phone: _____ Cell: _____	
Applicant Information: Same as: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor			
Applicant (Name and/or Company): _____			
Mailing Address: _____		City: _____ Prov: _____ Postal Code: _____	
Email: _____		Phone: _____ Cell: _____	
Tenant Information (if applicable): Same as: <input type="checkbox"/> Applicant			
Tenant (Name and/or Company): _____			
Mailing Address: _____		City: _____ Prov: _____ Postal Code: _____	
Email: _____		Phone: _____ Cell: _____	
Current Stage of Work: <input type="checkbox"/> Work has not started <input type="checkbox"/> Work is in progress <input type="checkbox"/> Work is complete			
No work is to begin unless a permit has been issued.			
Development Permits: *please reference the Rocky View County Land Use Bylaw, any Direct Control Bylaws, Area Structure Plans or Conceptual Schemes applicable to your area and project to determine what Development Permit Approvals are required before applying for a Building Permit. Provide the approved Development Permit #: _____			
Foundation Permit Requested: <input type="checkbox"/> *check here to request a Foundation Permit (partial permit) before full Building Permit issuance. Additional fee applies.			
Other work requiring permits (Please submit subtrade permit applications separately for each that apply):			
<input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Gas <input type="checkbox"/> Gas Fireplace <input type="checkbox"/> Temporary Gas <input type="checkbox"/> Private Sewage <input type="checkbox"/> Sewer Connection			
MAIN APPLICATION TYPE <input type="checkbox"/> Commercial, Industrial & Institutional (new or base building)* <input type="checkbox"/> Commercial Renovation / Alteration (does not add sq. ft to the existing structure)* <input type="checkbox"/> Commercial Addition (renovation that adds sq ft to the building)* <input type="checkbox"/> Tenant Bay Development (does not add sq. ft to the existing structure)* <input type="checkbox"/> Geothermal <input type="checkbox"/> Hydronic in floor heating <input type="checkbox"/> Racking* <input type="checkbox"/> Solar Panels <input type="checkbox"/> Tent or Air Supported Structure (permanent) <input type="checkbox"/> Tent: Temporary Event: Date of set up: _____ Tear down date: _____ <input type="checkbox"/> Other: _____	CLASSIFICATION <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Industrial / Institutional <input type="checkbox"/> Article 3.2.2. _____ <input type="checkbox"/> Part 9 <input type="checkbox"/> Other: _____ USE OF BUILDING: _____ _____ _____ _____ _____	ADDITIONAL WORK ITEM DETAILS <input type="checkbox"/> Hydronic Heating <input type="checkbox"/> Geothermal Heating <input type="checkbox"/> Solar Panels <input type="checkbox"/> Sprinklered <input type="checkbox"/> Fireplace / Stove: Wood Burning <input type="checkbox"/> Fireplace: Gas <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Racking <input type="checkbox"/> Other work: _____ Construction Value: \$ _____ * New Buildings, Renovations, Additions, Racking and Tenant Bay Developments are required to enter the value as calculated on the 'Construction Value Calculator for Commercial/Industrial and Institutional Buildings' form.	DETAILS Main Floor: _____ SF Second Floor / mezzanine: _____ SF Additional Floors: _____ SF Basement: _____ SF Decks, Covered Porches/patios: _____ SF Total square footage: _____ SF Exterior Finish Type: _____ Foundation Type: _____ DESCRIPTION OF WORK: _____ _____ _____

*** THIS PERMIT APPLICATION CONTINUES ON PAGE 2 ***

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 is 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.



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Please read the following information and sign below to accept and acknowledge permit responsibilities and conditions to complete the permit application form

Permit Information:

No work is to begin unless a permit has been issued.

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).

Building Permits and Subtrade permits require inspections at specified stages of the Project. Please review the Inspection Requirements at: www.rockyview.ca/building-inspection-requirements

Permit Applications and Issuance:

Permit **applications** must be completed within ninety (90) days from the date of receipt of application. A permit application may be refused or cancelled if, within ninety (90) days from the date of receipt, adequate information and documentation is not supplied to Rocky View County.

Owners and/or agents are responsible for undertaking the construction, process or activity in accordance with the Act and applicable codes and standards.

Owners and/or agents are responsible for ensuring that construction will not damage or interfere with any utility, or any utility right of way or easement.

Owners and/or agents are responsible for ensuring the work being carried out complies with all applicable Land Use Bylaws, Subdivision requirements and/or Developers or Homeowners Associations Requirements.

Owners and/or agents are responsible for ensuring the work being carried out does not contravene the requirements of any restrictive covenants, caveats or any other restrictions registered against the property.

If signing as an agent or representative on behalf of the owner, you verify that you have full permission and authority to apply and act on the owners behalf in regards to the work and permits.

By submitting this form and signing below, you hereby certify that you have read and examined this application and know the same to be true and correct. All provision of laws and ordinances governing this type of application will be complied with whether specified herein or not. The approval of this application does not presume or give authority to violate or cancel the provisions of any other provincial or municipal bylaw.

Print Name: _____ **Signature:** _____ **Date:** _____

Relationship to Project: Owner Contractor Applicant Other: _____