



RESIDENTIAL 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 <input type="checkbox"/> Other – please fill out the below. Applicant (Name and/or Company): _____ Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____ Email: _____ Home 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 to determine if your planned construction requires a Development Permit Approval before applying for a Building Permit. Does this project require a Development Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , provide the approved Development Permit #: _____			
Foundation Permit Requested: <input type="checkbox"/> *check here to request a Foundation Permit (partial permit) before Building Permit issuance. Additional fee applies.			
Other work requiring permits (Please submit individual subtrade permit application forms for each that apply. Subtrade Permit applications are required to be applied for at the same time as the Building Permit application): <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"/> Accessory Building (Garage, Shed, Shop etc.) <input type="checkbox"/> Accessory Dwelling Unit <input type="checkbox"/> Basement Development (renovation) <input type="checkbox"/> Deck or covered porch <input type="checkbox"/> Fireplace / Stove: Wood Burning <input type="checkbox"/> Geothermal <input type="checkbox"/> Hot Tub <input type="checkbox"/> Hydronic in floor heating <input type="checkbox"/> Manufactured home <input type="checkbox"/> Move on Home (relocation of an existing home) <input type="checkbox"/> Multi Family (townhomes, condos) <input type="checkbox"/> Semi Detached Residential (duplex) <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Solar Panels <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Tent or Air Supported Structure <input type="checkbox"/> Tent: Temporary Event: Date of set up: _____ Tear down date: _____ <input type="checkbox"/> Other: _____	TYPE OF WORK <input type="checkbox"/> Addition (renovation that adds sq ft to the building) <input type="checkbox"/> New Construction <input type="checkbox"/> Renovation / Alteration (does not add sq. ft to the existing structure) <input type="checkbox"/> Other: _____	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"/> Undeveloped Basement <input type="checkbox"/> Developed Basement <input type="checkbox"/> Fireplace / Stove: Wood Burning <input type="checkbox"/> Fireplace: Gas <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Other work: _____	DETAILS Main Floor: _____ SF Second Floor: _____ SF Basement (Developed): _____ SF Basement (Undeveloped): _____ SF Garage: _____ SF Decks, Covered Porches/Canopies: _____ SF Total square footage: _____ SF Exterior Finish Type: _____ Foundation Type: _____ Construction Value: \$ _____ (include all labour and materials, exclude land costs) Optional Add-on Inspections (Additional Fees apply): <input type="checkbox"/> Post and pad inspection: To be used if the pad footings will be covered by a hydronic installation or pouring the floor prior to framing inspection stage. <input type="checkbox"/> Sheathing inspection: To be used if the exterior sheathing, windows and doors installation will be covered prior to framing inspection. <input type="checkbox"/> Poly and insulation inspection: Optional Inspection for additional compliance monitoring.
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: _____