



Mountain View
C O U N T Y

BUILDING PERMIT APPLICATION

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM OW0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

INFORMATION AND CHECKLIST REQUIREMENTS

A Building Permit Application will only be processed when it is completed in its entirety. This checklist **must be completed by the applicant and attached** to the Building Permit Application in order for the application to be considered complete. All boxes should be checked and the required information attached to the application. **The Planning and Development Department will accept the application when all of the following requirements are addressed. All boxes must either be a ✓ or N/A (not applicable).**

Required Information

- Approved Development Permit** – if applicable. Building Permit Applications may be submitted at the same time as the Development Permit Application;
- Application Form** – completed (please put N/A in spaces which are not applicable);
- Signature of Applicant on Permit Applicant Declaration**
- Site Plan/Site Sketch** – legible and showing all structures on the property and the location of the proposed development, including setbacks. Applicants may use the Site Plan from an approved Development Permit or an existing Real Property Report;
- Plans/Blueprints** – three sets and one electronic copy must be included with the application. Please call the Development Department to ensure that your plans include all of the required details;
- Supplement Information Sheet** – required *in lieu of Plans/Blueprints* for an Accessory Building, Detached Garage, Manufactured Home, Covered Deck, Deck 24 inches or greater in height, Foundation or Wood Burning Stove. Information Sheets are available at the County office or on the County website.
- Application fee** – payable by cheque, debit, credit card (Visa or MasterCard accepted), money order or cash to Mountain View County. See the Fee Schedule attached to the Application form.

IMPORTANT INFORMATION

- **Incomplete applications may be returned or cause delays in the processing of the application.**
- Statistics Canada requires information on the project value. Please complete this section.
- Upon review of the application, additional information may be requested by the Permit Issuer.
- Additional permits (electrical, gas, plumbing and/or private sewage) may be required for development of structures.
- If development commences prior to obtaining approval, a fine as specified in Section 7 of Land Use Bylaw No. 10/10 may be applied.
- Permits are valid for 1 year but construction must commence within 90 days of issuance and cannot be suspended for more than 120 days.
- Mountain View County does not have an inspector on staff, but works with Superior Safety Codes Inc. The initial contact will be through the County Office and once the permit is issued you will then be responsible to contact the agency for the required inspections as noted on your permit. Contact information for Superior Safety Codes Inc. is as follows:

Superior Safety Codes Inc.

Phone: 403-717-2344 or 1-888-717-2344

Fax: 403-717-2340 or 1-888-717-2340

Please allow 48 hours* notice for an inspection.



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Permit Type: Owner Contractor

Development Permit Number: _____

Application Date (M/D/Y): _____

Other Permits/Applications: Electrical Gas Plumbing PSDS

Landowner: _____
Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____
Phone: _____ Fax: _____ Alternate Phone: _____
Email Address: _____

Applicant: _____
Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____
Phone: _____ Fax: _____ Alternate Phone: _____
Email Address: _____

Contractor: _____
Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____
Phone: _____ Fax: _____ Alternate Phone: _____
Email Address: _____

Legal: Part of: _____ ¼ Sect: _____ Twp: _____ Rg: _____ W of: _____ **Roll Number (Office Use):** _____
Plan: _____ Block: _____ Lot: _____ **Rural Address:** _____
Directions: _____

Estimated Completion Date: _____ **Estimated Project Value:** \$ _____

Project/Building Classification: <input type="checkbox"/> Dwelling Unit <input type="checkbox"/> Detached Garage <input type="checkbox"/> Accessory Building <input type="checkbox"/> Basement Development <input type="checkbox"/> Deck <input type="checkbox"/> Foundation <input type="checkbox"/> Wood Burning Stove <input type="checkbox"/> Other (please specify) _____	Type of Work: <input type="checkbox"/> New Construction <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Modular Home <input type="checkbox"/> Relocation <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> Change of Occupancy	Building Use: <input type="checkbox"/> Agricultural <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Oil & Gas <input type="checkbox"/> Other (please specify) _____	Details: Building Height (ft or # stories): _____ Main Area: _____sq ft 2nd Floor Area: _____sq ft Basement Area: _____sq ft Garage Area: _____sq ft Total Area: _____sq ft Basement developed at time of construction? <input type="checkbox"/> yes <input type="checkbox"/> no
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Definition of: Manufactured Home – transportable in single or multiple sections; is ready for residential occupancy upon completion of setup
Modular Home – assembled on the parcel in sections, but such sections or units have neither chassis, running gear, nor its own wheels

Description of Project Work and/or intended use or occupancy of the building:

INSPECTION REQUESTS please contact Superior Safety Codes at:
Ph. 403-717-2344 or 1-888-717-2344 Fax 403-717-2340 or 1-888-717-2340
Allow 48 hours notice for inspection

Permit Applicant Declaration: The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days and generally expires after one year without an extension request. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Superior Safety Codes Inc. is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out. The personal information provided on this form is protected by the Freedom of Information of Privacy Act.

I (am/represent)* the owner of the land and (will be/represent)* the owner of the building for which I am submitting this permit application. I have read and understood the statements printed on this form. I agree to all applicable laws in this jurisdiction.

*Strike out non-applicable word

Name (Please print) Signature

Payment Method: Visa M/C Debit Cheque Cash Auth / Chq. Number _____

Name of Cardholder: _____ Signature of Cardholder: _____

Credit Card #: _____ Expiry Date: _____ Date of Auth: _____

Permit Fee: \$ _____ *SCC Levy: \$ _____ (*4% of permit fee with a minimum of \$4.50) LRP Fee: \$ _____

TOTAL FEE: \$ _____

Office Use Only

Permit Validation Section to be completed by Permit Issuer:

Special Conditions: _____

Permit Issuer's Name (print or type) Permit Issuer's Signature

Permit Issuer's Designation Number: _____ Date of Issue (M/D/Y): _____

Bylaw No. 17/06
Schedule E - Excerpt
 Planning and Development Services

BUILDING PERMIT FEES

Type of Construction	Permit Fee
New Single Family Dwellings <i>(attached garage included in the permit fee but not calculated as part of the main floor square footage)</i>	\$0.40/sq foot main floor of dwelling
	\$0.30/sq foot additional storeys
	\$0.20/sq foot (if developing basement at time of construction)
Manufactured, Modular or Home Relocation on Foundation, Basement or Crawlspace	\$0.30/sq foot
Garages, Additions or Renovations	\$0.25/sq foot
	<u>Garages</u> up to 728 sq ft = \$100.00
	<u>Garages</u> over 728 sq ft = \$.25/sq foot
Manufactured Homes <i>not</i> on a foundation, Decks, Fireplaces, Demolition, Wood Burning Stoves or Other Small Building	\$100.00
Minimum Fee	\$100.00
Change of use or occupancy review inspection	\$100.00
Riding Arena	\$5.00 / \$1,000.00 const value/ min \$250.00
Institutional, Commercial and Industrial Construction	\$5.00 / \$1,000.00 const value to a max \$1,000,000.00 (min \$250.00)
	\$3.50/ \$1,000.00 const value above \$1,000,000.00

Add 4% Safety Codes Council Fee for each permit issued with a minimum of \$4.50 and a maximum of \$560.00
 (excluding Long Range Planning Administration Fee)

LONG RANGE PLANNING ADMINISTRATION FEE

Applicable to ALL building permits (non refundable)	
Agricultural, Ancillary Buildings (Agriculture, Residential, Direct Control (for individual lots))	\$25.00
Residential, Recreational Facilities and Ancillary Buildings, Direct Control and Ancillary Buildings (for common property)	\$50.00
Agricultural Commercial, Commercial and Ancillary Buildings, Industrial, Agricultural Industrial, Business Park and Ancillary Buildings, Airport District and Ancillary Buildings	\$75.00