
**Questions and Answers Regarding Commercial and Industrial Building Permits
As of January 1, 2009
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1. How do I request inspections for permits issued by the previous service provider?

Answer: Contact Greg Wolf or Terry Booth at Superior Safety Codes at 780-715-7726. Superior will require as much information as possible on the file and at minimum will require a copy of the issued permit, copies of any plan reviews and any previous compliance monitoring documentation. Superior may request that the owner or owner's representative provide a letter that details the percentage complete of the particular project.

2. What do I do with permits that were closed by the previous service provider but a final inspection was not conducted?

Answer: Commercial and Industrial building permits require that a final inspection be conducted. If your permit was closed without the final inspection, the file will be re-opened and Superior Safety Codes will provide the necessary inspections.

3. What do I do if I applied and paid for a permit before January 1, 2009 with the previous service provider but did not receive a copy of the permit?

Answer: Contact the previous service provider (phone: 1-800-461-8706) requesting a full refund with all application information or the issued permit. If the previous service provider fails to provide a refund or the issued permit, then evidence of payment would have to be submitted to Superior Safety Codes along with previous permit application information in order for Superior Safety Codes to take over the file.

4. Do I require an occupancy certificate?

Answer: All commercial and industrial projects in the Regional Municipality of Wood Buffalo require occupancy certificates before the building is put into service or occupied. Superior will issue occupancy certificates once the final inspection has been conducted and has confirmed that no deficiencies exist. All required schedules will also be required before occupancy certificates are issued. The Regional Municipality of Wood Buffalo Safety Services/Fire Department approval may also be required prior to the issuance of occupancy certificates.

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5. Where do I apply for permits?

Answer: As of January 1, 2009 the Regional Municipality of Wood Buffalo will be issuing all permits (3 Powder Drive, Fort McMurray). Permits can be applied for by mail or walk-in. Preliminary code analysis is a service offered by Superior Safety Codes and is highly recommended. Superior will make sure you application is complete prior to submission helping to avoid delays in the issuance process. For large projects, Superior has Senior Safety Codes Officers in each of our Provincial offices. These Safety Codes Officers can be consulted during the application process and in most cases can take the applicant right to the issuance phase prior to submission of the application to the Municipality. There is no additional charge for this service as it is covered in the permit fee. All permit fees should be made payable to the Regional Municipality of Wood Buffalo and submitted with the application. .

6. Are there any Municipal conditions that would hold up issuance of my permit?

Answer: Yes. Permit applications may include a condition that Development and Building Permits be obtained prior to issuance.

7. How long will it take to issue a permit?

Answer: Building permits will be issued within five business days but may take longer depending on the complexity of the project. This timeframe is also subject to the application being complete and accurate with no outstanding Development Permit conditions. Electrical, plumbing, gas and private sewage permits will be issued within two business days providing the information submitted is complete and accurate and have no outstanding conditions such as requirement of a Development or Building Permit.

8. What are the payment options available for permits?

Answer: Visa or Mastercard (up to \$5,000.00 per permit), Debit, Cash, Cheque (made payable to the Regional Municipality of Wood Buffalo).

9. Am I able to obtain permits on account?

Answer: No, however, the Regional Municipality of Wood Buffalo is looking into the ability for contractors to set up trust accounts. There may be a minimum deposit of \$5,000.00 required.

10. What are the hours of Operation for the Regional Municipality of Wood Buffalo and Superior Safety Codes?

Answer: The Regional Municipality of Wood Buffalo is open Monday to Friday from 8:30am to 4:30pm. Superior Safety Codes is open Monday to Friday from 8:00am to 4:30pm.