
**Questions and Answers Regarding Construction Permits
As of January 12, 2009
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- 1. I obtained permits from the previous service provider, who do I call now for inspections?**

Answer: Superior Safety Codes (phone: 780-715-7726) are inspecting and taking over all open files from the previous service provider.

- 2. How do I request inspections for permits issued by the previous service provider?**

Answer: Complete an inspection request form and fax to Superior Safety Codes (fax: 780-715-7731) with a copy of the permit issued by the previous service provider.

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

Answer: The type and discipline of the permit will determine the number of inspections required. At minimum electrical, plumbing and gas permits require a rough-in inspection; building permits require a foundation, framing and final inspection. If your permit was closed without these stages inspected, the file may be re-opened and Superior Safety Codes will provide the necessary inspections.

- 4. 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. These situations may be communicated by the permit applicant or the Regional Municipality of Wood Buffalo to the Safety Codes Council.

- 5. Do I require an occupancy certificate?**

Answer: Prior to January 1, 2009 occupancy certificates were not mandatory in the Regional Municipality of Wood Buffalo. Occupancy certificates are also not mandatory under the Safety Codes Act, the Alberta Building Code or any associated Regulations. However, the Alberta Permit Regulation AR 204/2007 does give a Municipality the right to require these as mandatory. The Regional Municipality of Wood Buffalo is in the process of creating a policy regarding occupancy certificates. Once the policy has been finalized, the public will be informed of the requirements.

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6. 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, fax or walk-in. Online permit applications will be available in the near future.

7. 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.

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

Answer: Building permits will be issued within five business day 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.

9. 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).

10. 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.

11. Can I check my inspection status online?

Answer: No. Superior Safety Codes is working with the Regional Municipality of Wood Buffalo to have this available by the spring of 2009.

12. What is the response time to inspection requests?

Answer: Superior will endeavor to complete the inspection within two business days of the request providing the request is complete and accurate.

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13. How do I request an inspection for a permit issued by the Regional Municipality of Wood Buffalo?

Answer: Phone in or complete and fax the inspection request form to Superior Safety Codes. If an inspection request is for a permit issued by the previous service provider, a copy of the permit must be faxed in as well.

14. How many inspections does my permit entitle me to?

Answer: The Municipal Quality Management Plan (QMP) has a general rule of one inspection for electrical, plumbing, gas, water and private sewage permits and two for building permits. However, Superior Safety Codes has committed to two inspections for electrical and plumbing permits, one inspection for gas, water and private sewage permits and three inspections for building permits.

15. What if I have deficiencies on my inspection report? Is an additional inspection required?

Answer: No, deficiencies can be signed off by contractors by completing the verification of compliance section at the bottom of the inspection report. If a contractor fails to complete the verification then Superior Safety Codes will conduct another inspection and may charge the contractor for the additional inspection.

16. Will the Regional Municipality of Wood Buffalo fax issued electrical and gas permits to the Utility Companies?

Answer: Yes.

17. 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.

18. Who do I call for technical advice?

Answer: Alberta Municipal Affairs, Technical Advice hotline at 1-866-421-6929 or call the Superior Safety Codes Office (780-715-7726) and ask for the Safety Codes Officer in the particular discipline that your question pertains to.