



BUILDING PERMIT APPLICATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4
Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: planning@leduc.ca

Project Municipal Address: _____

Project Legal Description: _____

Plan _____

Block _____

Lot _____

OFFICE USE ONLY

Application Received Date: _____

Application Number: _____

RESIDENTIAL

USE OF OCCUPANCY:

Single Detached Dwelling Duplex Dwelling Townhouse (3 to 6 Units) Other (Specify) _____

TYPE OF WORK:

New Home Construction / New Home Warranty Registration #: _____

New Construction Only - Area (m²)

1st Floor	2nd Storey	Attached Garage	Detached Garage	Basement Development

- Deck
- Shed
- Swimming Pool
- Covered Deck
- Detached Garage
- Addition
- Secondary Suite
- Alteration
- Basement Development
- Wood Stove / Fireplace
- Hot Tub
- Demolition
- Manufactured Home | Alberta Label # _____
- Other / Specify: _____

Total Area (m²): _____ Market Value of Project (\$): _____

Description of Work: _____

COMMERCIAL / INDUSTRIAL / MULTI-RESIDENTIAL

USE OF OCCUPANCY:

Commercial Industrial Institutional / Government Multi-Residential / No. of Residential Units: _____

TYPE OF WORK:

New Construction Foundation Demolition Addition Alteration

New Construction Only

No. of Floors	Area of Largest Floor (m ²)	Total Area (m ²)

Addition Only

Total Area (m ²)

Alteration Only

Total Area (m ²)

Market Value of Project (\$): _____

Description of Work: _____



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Property Owner's Name: _____
Address: _____ Postal Code: _____
Phone: _____ Mobile: _____ Fax: _____
Email: _____

APPLICANT

Applicant is Homeowner:

Fill out if different from Property Owner:

Name: _____
Address: _____ Postal Code: _____
Phone: _____ Mobile: _____ Fax: _____
Email: _____

Interest of Applicant: _____

I hereby accept responsibility to have the installation completed in accordance with the requirements of the *Safety Codes Act, Code, and Regulations*. I accept responsibility to ensure that the installation is inspected by a Safety Codes Officer prior to concealing any work, and upon completion of the installation. Neither the granting of a permit, nor inspections by a Safety Codes Officer shall in anyway relieve the Contractor from full responsibility for carrying out the work in accordance with the *Safety Codes Act, Codes, and Regulations* pursuant to the Act.

Signature: _____ Date: _____

Contractor's Company Name: _____
City of Leduc Business Licence #: _____
Address: _____
Postal Code: _____ Phone: _____ Fax: _____
Email: _____

WHEN APPLYING FOR A COMMERCIAL, INDUSTRIAL OR INSTITUTIONAL/GOVERNMENT USE, PLEASE COMPLETE FORM B "BUSINESS INFORMATION FORM" (attached)

FOIP Statement: The personal information requested on this form is being collected under the *Safety Codes Act* and the *Municipal Government Act* for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The information is being collected in accordance with Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. NOTE: The name of the permit holder and the nature of the permit is available to the public upon request. Questions regarding the collection of this personal information may be directed to the City Clerk at (780) 980-7177 at #1 Alexandra Park, Leduc, AB, T9E 4C4.

Do you need a permit?

Yes. You **must** obtain a building permit for any basement development as determined by your local authority.

Building permits are required for most major construction projects, including new buildings, additions, renovations, or a change of use in any existing building.

Benefits of getting a permit

- You have access to the expertise of certified safety codes officers (inspectors), who will help you comply with the Alberta Building Code.
- Your plans will be reviewed by a certified safety codes officer to identify potential problems. This will help you make changes in the planning stage and avoid costly corrections after construction.
- Inspections will be carried out by certified safety codes officers, who will provide you with inspection reports and followup of any outstanding deficiencies related to the Alberta Building Code.

Basement suites

This brochure provides information about basement development for single-family homes only. It does **not** include the province-wide standards for the construction of secondary suites that are now included in the Alberta Building Code and the Alberta Fire Code.

For more information on basement suite requirements, please see the *Secondary Suites* brochure, or contact Municipal Affairs using the contact information on the back of this brochure.

Alberta's Safety System

Alberta Municipal Affairs works in partnership with the Safety Codes Council, municipalities, corporations, agencies, and other organizations to deliver effective community-focused public safety programs and services to Albertans.

Questions or more information:

Alberta Municipal Affairs

Safety Services Branch
16th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4

Phone toll-free: 1-866-421-6929
Fax: 780-427-8686
E-mail: safety.services@gov.ab.ca
www.municipalaffairs.alberta.ca/cp_index.cfm

Safety Codes Council

Suite 1000, 10665 Jasper Ave NW
Edmonton, Alberta T5J 3S9

Toll-free within Alberta:
Phone: 1-888-413-0099
Fax: 1-888-424-5134
www.safetycodes.ab.ca

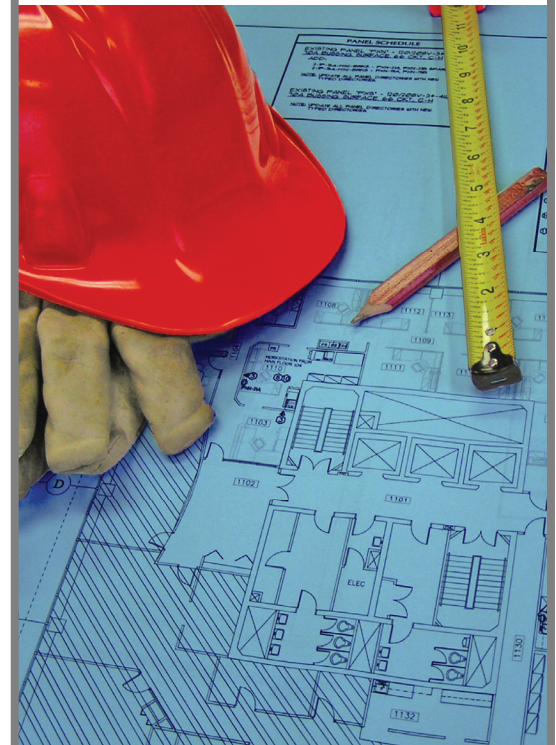
Please place your agency or municipality contact information in the space below.

These brochures may be updated periodically. They have no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect.

April 2010
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Safety Tips

Finishing your basement



Government
of Alberta ■
Municipal Affairs



Finishing your basement

Required plans information

You must submit plans with your building permit application to your local authority before starting any construction. The plans should contain the following **floor plan** and **cross-section** information:

Floor plan requirements

- Show proposed and existing rooms.
- Indicate the use and dimensions of the proposed rooms under development.
- Indicate details of any structural changes.
- Show locations of smoke alarms.
- Indicate locations, sizes and swing direction of all doors.
- Indicate window sizes and locations.

Cross-section requirements

Cross-section details shall be provided where required by the safety codes officer and should incorporate the following:

Insulation: The perimeter of the foundation wall is to be insulated from the top of the wall to a minimum of 600 mm (24 inches) below the exterior finished ground level. This insulation is to have a minimum thermal resistance value of RSI 1.4 (R8).

Foamed plastic insulation materials:

These can be dangerous when exposed to fire and must be protected by a thermal barrier (i.e. drywall).

Vapour Barrier installed on the heated side of the insulation.

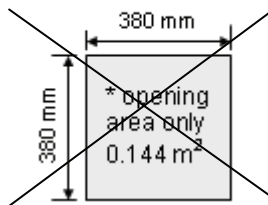
Bedroom windows

Unless a bedroom has a door that leads directly to the building exterior, or the basement is sprinklered, each bedroom must have at least one window that can be opened from the inside without the use of tools or technical knowledge.

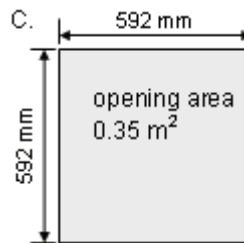
This window must provide an unobstructed opening with a minimum area of 0.35 m^2 (3.77 ft^2 or 543 square inches), and no dimension less than 380 mm (15 inches). See the drawings below for further clarification.

Examples of conforming and non-conforming bedroom windows

A. Does not conform to area requirements



The opening in example A is only 0.144 m^2 , and it will not allow the average occupant to pass through the window as an alternate means of escape during a fire emergency.



Examples B and C conform to height, width and area requirements

Window egress into window-well

If a window opens into a window-well, a clearance of at least 550 mm (about 22 inches) between the window and the wall of the window-well is required.

An awning-style window opening into a window-well may pose a challenge in maintaining this clearance, and it could interfere with the occupant's ability to exit through the window-well. The required clearances **must** be maintained when the window is in the open position.

Gas-fired furnaces

In developed basements, gas-fired furnaces and water heaters must be enclosed in a separate room from the living space, as required in the current edition of the Alberta Building Code.

Smoke alarms

Smoke alarms located in both the main dwelling and the basement must be installed as per the current edition of the Alberta Building Code.

They must be hard-wired into an electrical circuit and interconnected so they will all operate in unison.

Carbon monoxide alarms

Carbon monoxide alarms shall be installed in every home containing a solid-fuel-burning appliance, as required in the current edition of the Alberta Building Code. The alarms are also recommended for existing homes.

Small Buildings Fire Safety Plan

Post on Construction Site

This form is to be used for the following. Please check all that apply.

- All buildings under 600 m²
- Projects over \$5000
- Housing & small buildings
- Unoccupied buildings
- 3 stories or less

Construction

- Residential
- Garage – detached
- Garage – attached
- Other _____

Renovation

- Residential
- Commercial*
- Other _____

* is this an occupied commercial building? If yes, then please submit comprehensive fire plan.

Address of Worksite: _____

Applicant Name/Contact Information: _____

Applicant e-mail: _____

Emergency Contact person/ phone number: _____

Muster Point Location (*must be within one block*) _____

Requirements for Adjacent Property Protection

Provide an outline of what option(s) are to be used for the protection of adjacent property as per Alberta Fire Code 2006 Sentence 5.6.1.2.

Adjacent Property Protection product used: _____
(*detached garage does not require adjacent property protection*)

FIRE EMERGENCY

Upon Discovery of Fire:

- Leave fire area immediately.
- Close all doors behind you, turn off equipment if safe to do so.
- Notify occupants verbally or sound horn or activate fire alarm system.
- Call the Fire Department **9-1-1** (from a safe location).
- Use nearest exit, do not use man lifts or elevators.
- Try to extinguish a very small fire only.
- Go to mustering point, stay there until instructed to do otherwise.
- A supervisor must await the arrival of the Fire Department at the main access point.

Upon Hearing of a Fire Condition:

- Turn off equipment.
- Use nearest exit, do not use man lifts.
- Close doors behind you where practical.
- Go to mustering point, be accounted for
- Do not leave the mustering point until instructed to do so.
- Designates must account for all people expected to be on site

Emergency Numbers 9-1-1

POWER: 780-310-9473

WATER: 780-980-7108

GAS: 1-866-222-2068

CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines is to protect life and property. These guidelines are aimed mainly at contractors managing smaller work sites.

Most issues at construction sites can be dealt with using simple precautions.

Street address of the site is to be posted and **clearly visible at all times** for all emergency response personnel including police, fire and ambulance. Address numbers should be affixed in a visible location at a level of about 2 m from the ground, or taped to the inside of a front facing window.

Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.

Fire Department Access is to be maintained at ALL times from start to completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.

Construction Heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire.

Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.

Outdoor Refuse Containers shall be kept at least 3 meters from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard. Burning of waste material at construction sites is **NOT PERMITTED**.

Hot works shall be performed only by personnel trained in the safe use of hot work equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least one 4-A:40-B:C portable extinguisher and a pail of water shall be provided in the hot work area.

If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. **Immediately Dial 911. Provide the operator with a street address and a description of the emergency.**

I have read and understand the requirements of the fire plan

Name (print) _____ **Signature** _____ **Date** _____

Return Fire Plan to: The Planning and Development Department
#1 Alexandra Park, Leduc AB T9E 4C4
Ph 780-980-7177: Fax 780-980-7127
E-Mail: planning @leduc.ca

City of Leduc Fire Services use only

APPROVED BY (Print) _____ **Name**
Signature _____

SCO # _____ **DATE** _____

Required Documentation:

A floor plan showing the following information:

Information Attached Yes

Complete floor layout showing all rooms and dimensions of rooms where work is being done	
Indicate the use of all rooms	
Indicate location of all doors and windows, and show dimensions	
List of all materials used to construct walls	
Interconnected smoke alarm location	

If applicable information:

Information Attached Yes No

Interconnected carbon monoxide alarm location (required for bedrooms)		
Type/size of bathroom exhaust fan (required for bathrooms)		
Electrical layout (required for any electrical additions or alterations)		
Plumbing layout (required for any plumbing additions or alterations)		
Heat layout (required for any heating additions or alterations)		
Removing or altering columns or beams / (engineering required)		
Relocating, or removing interior walls that are load bearing / (engineering required)		
Rebuilding or making openings in exterior walls including windows or doors		
CSA / ULC approved woodstove		
CSA / ULC approved factory built fireplace		

Materials:

Exterior walls 2 X 4	
Exterior walls 2 X 6	
Exterior walls Metal	
Interior walls 2 X 4	
Interior walls 2 X 6	
Interior walls Metal	
Insulation R12	
Insulation R20	