



## Requirements to apply for a **DECK COVER/ROOF** Permit:

### Check List:

- Landowner Authorization form  
(Contractor use only)
  
- Development Permit application  
(approval of the structure location)
  
- Site/Plot Plan or Real Property Report
  - Indicate the location and size of the structure including all setback measurements to property lines and existing structures
  
- Building Permit application  
(approval of the structure construction)
  
- Blueprint including list of materials
  
- Fire Safety Plan
  
- Payment for the permit fees



**LANDOWNER AUTHORIZATION**

**Date:** \_\_\_\_\_

**Civic Address:** \_\_\_\_\_

**Project:** \_\_\_\_\_

This letter is to advise that I/we, \_\_\_\_\_ am/are the registered owners of the above referenced property and hereby authorize \_\_\_\_\_ to act as an agent for the address noted above in all matters relating to this project including applying for development and building permits within the City of Leduc.

**Signature of registered owner(s):** \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/Prov: \_\_\_\_\_ Post. Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



# DEVELOPMENT PERMIT APPLICATION RESIDENTIAL / HOME OCCUPATION

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

Project Location's Municipal Address: \_\_\_\_\_

Project Legal Description:

Plan \_\_\_\_\_

Block \_\_\_\_\_

Lot \_\_\_\_\_

- or -

Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ Meridian \_\_\_\_\_

Land Use District \_\_\_\_\_

## OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Fee: \_\_\_\_\_

## EXISTING USE OF LAND/BUILDING:

\_\_\_\_\_

DESCRIPTION OF WORK:  New Construction  Addition  Other (specify) \_\_\_\_\_

## PROPOSED DEVELOPMENT OR USE:

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Single Detached       | <input type="checkbox"/> Show Home                 | <input type="checkbox"/> Shed   | <input type="checkbox"/> Secondary Suite within a Single Detached Dwelling   |
| <input type="checkbox"/> Duplex (side by side) | <input type="checkbox"/> Garage Suite Dwelling     | <input type="checkbox"/> Uncovered Deck<br>Height (m) _____<br>Area (m <sup>2</sup> ) _____ | <input type="checkbox"/> Mixed Residential Project                           |
| <input type="checkbox"/> Duplex (up/down)      | <input type="checkbox"/> Garden Suite Dwelling     | <input type="checkbox"/> Covered Deck<br>Height (m) _____<br>Area (m <sup>2</sup> ) _____   | <input type="checkbox"/> Townhouse (3-6 units):<br># of Dwelling Units _____ |
| <input type="checkbox"/> Fourplex              | <input type="checkbox"/> Hot Tub                   | <input type="checkbox"/> Swimming Pool  | <input type="checkbox"/> Apartment:<br># of Suites _____                     |
| <input type="checkbox"/> Triplex               | <input type="checkbox"/> Gazebo                    |   |  |
| <input type="checkbox"/> Manufactured Home     | <input type="checkbox"/> Home Occupation           |   |  |
|  | <input type="checkbox"/> Home Occupation (limited) |   |  |
|  | <input type="checkbox"/> Detached Garage           |   |  |
| <input type="checkbox"/> Other (specify) _____ |  |   |  |

## REGISTERED PROPERTY OWNER

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## APPLICANT INFORMATION (if not the same as registered land owner)

I have been designated as the representative of the property owner  
(written consent required to be attached to this application)

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

City of Leduc Bus. Lic. # (if applicable) \_\_\_\_\_

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# DEVELOPMENT PERMIT APPLICATION RESIDENTIAL / HOME OCCUPATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4

Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: [planning@leduc.ca](mailto:planning@leduc.ca)

**Where applicable:**

The applicant acknowledges and accepts that in accordance with policy and regulatory requirements, the City of Leduc may refer this application to external stakeholders for review. The applicant also acknowledges that any approval may be subject to appeal to either the Subdivision and Development Appeal Board or the Land and Property Rights Tribunal.

As, or on behalf of, the applicant, I hereby waive any claim of compensation pursuant to such referral or appeal.

Further, pursuant to Section 542(1) of the Municipal Government Act, I hereby consent to any authorized person entering the land and/or building referenced in this application.

Applicant's Signature: \_\_\_\_\_

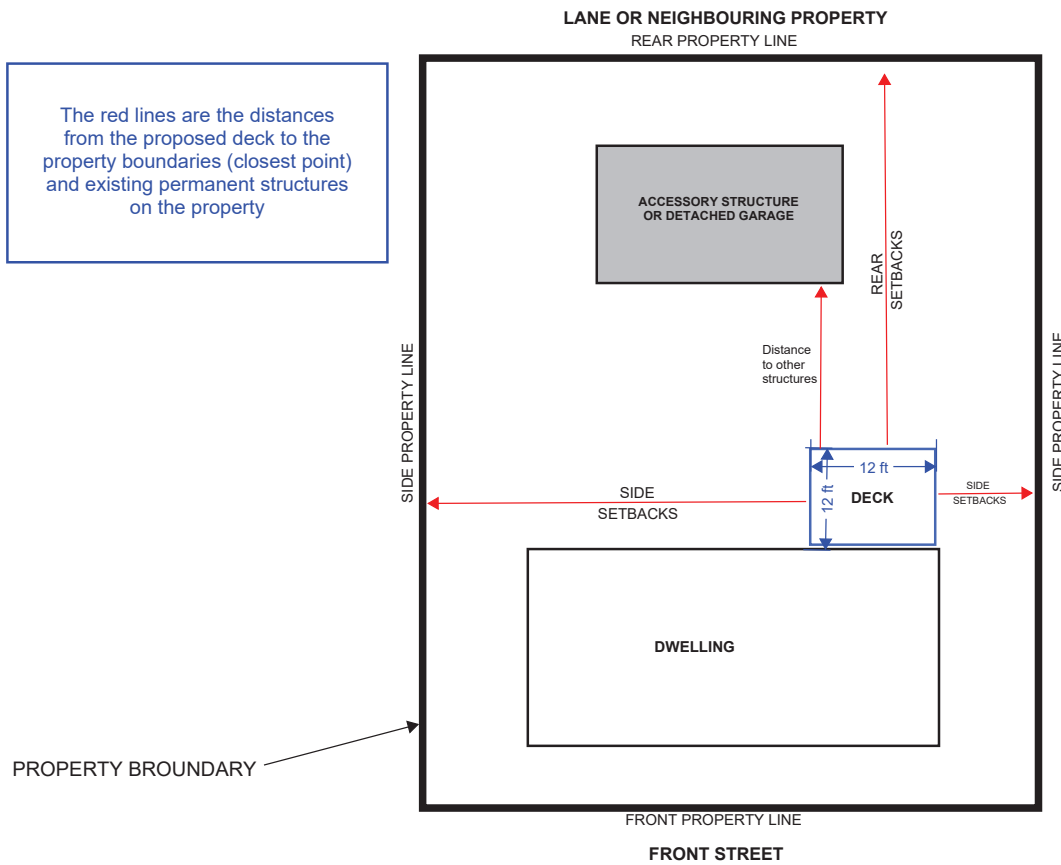
Date: \_\_\_\_\_

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.

# SITE/PLOT PLAN SAMPLE ONLY

Please use this sample to assist you with knowing what to include on the plan.  
For best results, use an existing Real Property Report or Site/Plot Plan as a base drawing and add the information similar to below.

Note: If you are not using an existing Real Property Report or Site/Plot Plan, be sure the plan meets the Minimum Requirements <https://www.leduc.ca/minimum-requirements-plan-submittal-residential-development-permit-applications>





# 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 (m<sup>2</sup>)

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 (m<sup>2</sup>): \_\_\_\_\_ 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 <sup>2</sup> )	Total Area (m <sup>2</sup> )

#### Addition Only

Total Area (m <sup>2</sup> )

#### Alteration Only

Total Area (m <sup>2</sup> )

Market Value of Project (\$): \_\_\_\_\_

Description of Work: \_\_\_\_\_



# BUILDING PERMIT APPLICATION

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

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.



## POST ON CONSTRUCTION SITE

Builder / Owner Name: \_\_\_\_\_

Construction Site Address: \_\_\_\_\_

Contact Ph#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Property Type

Residential

Commercial

Industrial

### Type of Work Being Done (Check All That Apply)

New Construction  Renovation  Demolition  Other Structures Over 9.38 m<sup>2</sup>   
(i.e.: Shed / Tent)

### Hot Works

Yes

No

**IF Yes Fill Out Sections E**

*Definition: Hot works involving open flames or producing heat or sparks, including but not limited to, cutting, welding, soldering, brazing, grinding, adhesive bonding, roofing operations, thermal spraying and thawing pipes.*

### Description of Work Being Completed

Anticipated Completion Date: \_\_\_\_\_

### Type of Fire Safety Plan

**Basic** - For Buildings: UNDER 600m<sup>2</sup> / 3 Stories or Less / Unoccupied / Detached Garages  
Renovations / Basement Developments

**Comprehensive** - For Buildings OVER 600m<sup>2</sup> / 4 Stories or Higher and/or Occupied

**IF Basic Fire Safety Plan Fill Out Sections A, B, E (if applicable), F**

**IF Comprehensive Fill Out Sections A, B, C, D, E (if applicable), F**





## Section A

**CONSTRUCTION SITE ADDRESS: Must be visible from the street at every phase of construction.**

City of Leduc Bylaw No. 495-2001

**Muster Point Location:** \_\_\_\_\_

*Must be within one block of the construction site*

## Section B

### Requirements for Adjacent Property Protection

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

\*\*\*Not required for: Interior Renovations or Interior Developments, Demolitions, Sheds and / or Tents.

#### **Protection of Adjacent Properties**

**1) Protection shall be provided for exposed adjacent buildings or facilities from fire originating from buildings, parts of buildings, facilities and associated areas undergoing construction, alterations or demolition operations.**

Adjacent Property Protection product used: \_\_\_\_\_

## Section C

Contact Information	Name	Phone #	Cell#
Site Supervisor			
Key Holder			
Security			
Alarm Company			

## Section D

### Diagram

A legible base floor / site plan **MUST BE submitted with a Comprehensive Fire Safety Plan for review** and then be posted on the construction site in a conspicuous area(s).

A diagram should include the following:

- Footprint of Building including any rooms
- Building Dimensions
- Location of exit(s)
- Location of evacuation route(s)
- Location of muster point(s)
- Identify adjacent & adjoining streets
- Location of first aid station (if any)
- Location of Flammable or Combustible liquids/Hazardous Processes
- Location of fire extinguisher(s) **One per Exit with a maximum travel distance of 150ft (45m) between each**



## Section E

### Hot Works

The National Fire Code (Alberta Edition) requires that a Hot Works Fire Safety Plan be prepared for all activities involving Hot Works. Fire Safety Plans that involve hot works must be submitted to us for review and acceptance.

### Hot Works Fire Safety Plan

<p><b>Location of Hot Works</b></p>	
<p><b>Type of Hot Works to be Completed</b></p>	
<p><b>Mitigation of Risk That Will be Undertaken</b></p>	
<p><b>Other Required Information</b></p>	



## Section F

I have read and understand the requirements of the fire safety plan

Date \_\_\_\_\_

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

- 1) Keep a copy of the Fire Safety Plan on site for safety orientation and review.
- 2) Submit a copy of the Fire Safety Plan to:

The Planning and Development Department  
#1 Alexandra Park,  
Leduc AB, T9E 4C4  
Ph 780-980-7177  
Fax 780-980-7127  
E-Mail: [planningshared@leduc.ca](mailto:planningshared@leduc.ca)

- ★ All applicable sections must be fully completed before final processing can be initiated.
- ★ See website for further details of Adjacent Property Fire Protection and Construction Fire Safety Plans by clicking [here](#), or by using the QR codes below.



Single Attached and Detached Homes - Fire Protection



Row Housing and Semi-detached Homes - Adjacent Property Fire Protection



Buildings Four Stories or Less - Adjacent Property Fire Protection



Construction Fire Safety Plan - Additional Information

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## Section G (For Fire Services Use Only)

FIRE SERVICES REVIEWED

Signature \_\_\_\_\_



## CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines are to protect life and property. These guidelines are intended mainly for contractors.

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

- 1) 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.
- 2) Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.
- 3) 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.
- 4) **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.**
- 5) 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.
- 6) 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.**

- 7) Hot works shall be performed only by personnel trained in the safe use of hot works equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least **one 10lb ABC portable extinguisher** and a pail of water shall be provided in the hot works area.
- 8) 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.

## **Emergency Numbers**

**Fire / Police / EMS: 9-1-1**  
**POWER: 780-310-9473**  
**WATER: 780-980-7108**  
**GAS: 1-866-222-2068**



### CREDIT CARD AUTHORIZATION FORM

I, \_\_\_\_\_ of \_\_\_\_\_  
(Print name) (Company name)

ADDRESS: \_\_\_\_\_

CITY/PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

I hereby authorize the City of Leduc to use the following credit card number to the cover cost of:  
**(Please choose one per form)**

City Permits

Pet Licence

Utility Deposit

Business Licence

Other: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

Card issued to: \_\_\_\_\_ \*CVD/CVV # \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**\*CVD/CVV is the three digits on the back of your Visa or Mastercard, or the 4 digits on the front of your American Express**

Planning #: _____ _____ _____
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The personal information on this form is collected to provide payment to the City of Leduc. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information can be directed to the City Clerk at 780-980-7132, #1 Alexandra Park, Leduc, Alberta, T9E 4C4.