



Building Permit Application

Is your building permit application "checklist" attached? The City of Cold Lake does not accept incomplete applications. Instructions: Fields that have an asterisk (*) must be provided.

Application Information: * Applicant Name: _____ *Application Date: _____

*Mailing Address: _____ *City: _____ *Postal Code: _____

*Phone (Daytime): _____ Phone (Alternate): _____ Fax/email: _____

*Name of Owner: _____ *Address: _____

*City/Province: _____ *Postal Code: _____

*Phone: _____ Fax: _____

*Municipal Address: _____

*Legal Description: Lot(s): _____ Block: _____ Plan: _____

or Part Section _____ Section: _____ Twp: _____ Range: _____ Meridian: _____

Development Information: "What are you Developing?" Check all appropriate box(es)

- Single Detached Dwelling
- Single Detached Dwelling with Garage
- Duplex
- 3-plex
- 4-plex
- Demolition
- Multi-family Residential
- Manufactured Home
- Deck
- Garage
- Residential Alteration
- Commercial Building
- Industrial Building
- Institutional Building
- Commercial Alteration
- Industrial Alteration
- Institutional Alteration
- Addition to existing
- Accessory Building Structure
- Relocation
- Renovation
- Sign
- Other

*Additional Description: _____ Building Size: _____

*Height (grade to roof): _____ Storey(s): _____

*Floor Area: _____ *Estimated Construction Value: _____

*Estimated Start Date: _____ *Completion Date: _____

I hereby make application for building permit under the provisions of the Building Permit Bylaw. I hereby certify that I am the owner or the owner's agent of the property for the work identified in this Application. This personal information is being collected under the authority of section 39 of the Safety Code Act and will be used to administer the permit process. All work will be conducted in accordance to the plans submitted. I acknowledge that my signature on this permit also grants consent for the City to enter onto the subject property and release my personal information upon request and for statistical and research purposes. If you have any further questions, contact the Safety Codes Officer, City Hall, Cold Lake, (780) 594-4494.

Date Signed: _____ Print Name: _____ Signature of Applicant: _____

Date Signed: _____ Print Name: _____ Signature of Owner: _____

(If not the applicant) or letter of authorization



Building Permit Application

This checklist of submission requirements shall be attached to all Building Permit Applications. All boxes shall be checked as indicated when required information is supplied. Make sure you review and understand the information being collected. Instructions: Fields that have an asterisk (*) must be provided.

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THIS CHECKLIST ATTACHED

Three Copies (3) of Plans-recommended one blue print and 2nd and 3rd copy smaller scale or digital

- *Application Fee
- * Building Elevations (front, sides and rear)
- *Floor plan, including the room sizes and window sizes (metric or imperial soft conversions).
- *Foundation details (Note: PWF and pile/grade beam foundation systems shall be designed and sealed by a Professional Engineer or a PWF can be built using CAN/CSA-S406
- Cross-section
- Architectural approval stamp
- List of building materials
- Relocation Security
- Certified Copy of Title (if none provided at time of Development Application)

Commercial Application shall also include:

- Parking Information

Inspection Information

Remember that once a building permit is issued it is **your responsibility** to contact the Planning and Development Department to book inspection appointments at four critical stages. The City requires 48 hours notice. The four inspection stages are:

Inspection 1- Before backfilling the foundation call for an inspection once you have placed weeping tile and washed rock against the foundation;

Inspection 2- Before backfilling the water and sewer connections to City Services;

Inspection 3- Before you drywall; the inspection will review such elements as the framing, insulation and vapour barriers;

Inspection 4- Final Inspection and Occupancy Permit-To be carried out upon completion of the project in order to obtain an Occupancy Permit. No person shall reside in the building until an Occupancy Permit is issued.

Important Notice: This application does not permit you to commence construction until such time a notice of decision has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board. Contact the SDAB secretary at (780) 594-4494 for appeal information.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP) NOTICE

The information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP). The FOIP Act regulates the collection and disclosure of personal information. The privacy of personal information requested in this form is protected by the FOIP Act and is collected for the sole use of the City of Cold Lake.

Office Use Only	
Roll Number: _____	Build. Fee: _____
Date Application Complete: _____	Safety Codes: _____
Date of Issue: _____	Damage: _____
C of T: _____	Total: _____
Receipt #: _____	Dev Permit #: _____
Building Permit #: _____	Received by: _____