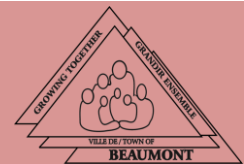


Town of Beaumont

New House Permit Application Package



Updated: 2018-03-12

INCLUDES:

Application Documents

- New House Permit Application Checklist
- Permit Application
- Declaration - Absence of Abandoned Wells on Parcel
- Performance/Damage Agreement
- License of Occupation
- Business License Application

Information Documents

- Energy Code Requirements
- Plot Plan Requirements

E & OE

**Town of Beaumont
Planning & Engineering Division
5600-49 Street
Beaumont, AB T4X 1A1
Phone: 780-929-8782
Fax: 780-929-3300
Email: development@beaumont.ab.ca**



TOWN OF BEAUMONT New House Permit Application Checklist

E & OE

All forms and supporting documents (listed below) **MUST** be submitted at time of application and be made out in the same business name and business address as registered with new Home Warranty.

- Development/Building Permit Application Form (Attached)**
- Declaration – Absence of Abandoned Wells on Parcel Form (Attached)**
- Performance/Damage Agreement Form (Attached)**
- License of Occupation Form (Attached)**
- Business License Application Form (Attached)**

All Builders/Owners require a current year business license, which covers all sub-trades used on the project. This fee is only paid once per year.

- New Home Warranty Certificate**
 - With valid Builder License OR Owner Builder Authorization
- Architectural Approval from Developer (as applicable)**
- Sets of Drawings**
 - Blue Prints with Elevations (3 sets) (11" x 17")
Front elevation must show peak to main floor building height
 - Surveyor's Plot Plan (3 copies) (8.5" x 14").
See attached plot plan requirements.
 - Supplier's Letter for Pre-Engineered Structural Components
 - Layouts for Pre-Engineered Roof Trusses & Floor System Layouts (11" x 17")
Must be printed in colour.
 - Foundation Plans, Beams, Columns, Column Loadings, Pad & Concrete Details
If ICF (insulated concrete form) is being used, it must be shown on the drawings with the product type & manufacturer listed.
 - Garage Foundation Details
If a Pile & Grade Beam system is being used, an Engineer's stamped design is required.
 - Tall Wall framing details (as applicable)
Engineered as per Alberta Building Code Standata 14-BCV-002.
 - Hydronic radiant floor heating (as applicable)
Options: 1) following Standata 06-BCI-012. Submit pre-engineered package and site-specific schematic diagram OR 2) provide Engineer stamped system design.

- Fees (See current Planning, Development & Building Permit Fee Schedule)**
MUST BE PAID AT TIME OF APPLICATION (cash/debit/cheque payable to Town of Beaumont)

Questions regarding development or completing application: development@beaumont.ab.ca | 780-929-1350
Questions regarding building portion of application: buildinginspection@beaumont.ab.ca | 780-929-1363



Town of Beaumont - New House Permit Application

Combined Development & Building Permit

Planning & Engineering
5600 – 49 Street
Beaumont, AB T4X 1A1
780-929-8782
development@beaumont.ab.ca

DATE RECEIVED
OFFICE USE ONLY

DATE PAID
OFFICE USE ONLY

OFFICE USE ONLY

Permit Number: _____

Authorization or ID Received

Land Use District: _____

Subdivision: _____

Tax Roll: _____

Permitted Use

Permitted Use w/ Variance

Discretionary Use

Property Information

Street Address: _____

Plan: _____ Block: _____ Lot: _____

Applicant and Property Owner Information

Applicant/Contractor Name: _____

Mailing Address: _____

Town: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email (required): _____

Is the Applicant also the Registered Owner? Yes (Do not fill out below) No (Fill out below – written authorization from registered owner required)

Owner Name: _____

Mailing Address: _____

Town: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email (required): _____

Fees Receipt #:

Development Permit: _____

Building Permit: _____

Safety Code Council: _____

Damage Deposit: _____

Street Cleaning: _____

Construction Water: _____

*Lot Grading: _____

*Sidewalk Inspection: _____

*Water Meter: _____

*Waste Bin: _____

*Organic Bin: _____

*GST: _____

Business License: _____

Variance Fee: _____

Notification Fee: _____

Total Fees: _____

Proposed Development

Construction Value (Do not include cost of land): \$ _____

Check one of the following:

Single-detached Semi-detached Multi-attached Number of units: _____

Upper Floor Area: _____ SF	Main Floor Area: _____ SF	Total Floor Area: _____ SF	
Developed Bsmnt Floor Area: _____ SF	Garage Floor Area: _____ SF	Total Floor Area: _____ m ²	

Will this house be a show home? Yes No

What is included with the house? (Check all that apply):

Attached garage Detached garage Covered Deck Uncovered Deck

Basement Development Secondary Suite - Number of Bedrooms in suite: _____

Other: _____

Applicant Authorization

1. I am the owner/agent with the consent and authority of the owner that is the subject matter of this permit application.
2. I hereby give my consent to allow any authorized person pursuant to the Municipal Government Act Section 542 the right to enter the land and/or building(s) with respect to this application only.
3. I understand this is only an application and does not constitute approval to commence construction.
4. I declare that the information contained in this application is correct and true to the best of my knowledge.
5. I declare that I will notify the Development Authority of any proposed changes to the plans submitted with this application.
6. I consent to receiving notifications & correspondence regarding this application via email to the address provided on this application.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Development Permit

Date Deemed Complete: _____ Date of Decision: _____
(See attached Notice of Decision)

Building Permit

Engineered Fill? Yes (Submit drawings) No

Approved Approved subject to conditions below or attached Refused

Safety Codes Officer: _____ Designation No. _____ Date: _____

The personal information requested on this form is being collected under the MGA and in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act. The information is required and will be used for the purpose of carrying out planning, development and/or building related matters, and may be used for statistical data. The name of the permit holder and the nature of the permit is available to the public upon request. If you have questions about collection or use of your personal information, contact the Town of Beaumont FOIP Coordinator at 780-929-8782.



VILLE DE/TOWN OF
BEAUMONT

5600 - 49 Street
Beaumont, Alberta T4X 1A1
Phone: (780) 929-8782
Fax: (780) 929-3300
Email: development@beaumont.ab.ca

DECLARATION - ABSENCE OF ABANDONED WELLS ON PARCEL

I, _____, have reviewed information from the Energy Resource and Conservation Board ("ERCB") and can advise that the information shows the absence of any abandoned wells on the parcel that is the subject of the attached application for Development Permit.

Subject Parcel:

Lot: _____ **Block:** _____ **Plan:** _____

Municipal Address: _____

Signature

Printed Name

Date

SEE REVERSE FOR INFORMATION

DECLARATION – ABSENCE OF ABANDONED WELLS ON PARCEL

Why do I need to disclose information about abandoned wells on my parcel?

New Requirements

Effective November 1, 2012, the Subdivision and Development Regulation (Alberta Regulation 160/2012) has changed. The changes relate to the Subdivision and Development requirements around abandoned well sites. The new provisions require some changes to our business practices. In addition to our current application submission requirements, all new Development Permit and Subdivision Applications must include the following:

Development Permit Application

An application for a development permit for **a new building that will be larger than 47 square meters, or an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters**, must include:

- Information provided by the Energy Resources Conservation Board (ERCB) identifying the location or confirming the absence of any abandoned wells within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.
- This information can be obtained by either contacting the Energy Resources Customer Care Centre at 1-855-297-8311 (toll free) or using the GeoDiscover Alberta Map at: https://maps.srd.alberta.ca/GDA_View/Viewer.aspx?Viewer=GDA to confirm whether an abandoned well is located on your property.

If you **do not have an abandoned well site on your property**, you will be required to fill out the “Declaration – Absence of Abandoned Wells on Parcel” form and include it with your development application.

If you **do have an abandoned well on your property**, you will be required to meet the requirements as set out in ERCB’s Directive 079.

The information is not required if it was submitted to the same development authority within the last year.

The following links provide further information on the added provision.

Information Bulletin, Alberta Municipal Affairs:

http://www.municipalaffairs.alberta.ca/documents/msb/information_Bulletin_05_12.pdf

ERCB Directive:

<http://www.ercb.ca/directives/Directive079.pdf>



VILLE DE/TOWN OF
BEAUMONT

5600-49 Street
Beaumont, AB T4X 1A1

P: (780) 929-8782
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PERFORMANCE/DAMAGE AGREEMENT
PART 1

Applicant Name:		Phone:	
Mailing Address:			
Property Address:			
Legal Description:	Lot:	Block:	Plan:
Receipt Number:		Application Date:	

- The Applicant agrees to indemnify and save the Town of Beaumont harmless from all costs, expenses and charges of and incidental to the repair and replacement of sidewalks, curbs, gutters, grading certificates, land and other municipal utilities and improvements in connection with the development on the above described land necessitated by damage or the negligence by the Applicant, their agents or employees.
- The Applicant agrees to deposit with the Town, securities or cash in the amount of THREE THOUSAND DOLLARS (\$3,000.00) for each development to be used at the sole discretion of the Town of Beaumont toward the payment of any of the said costs, expenses or charges of any repairs or, construction, or any unpaid utility accounts. It is understood that no interest will be paid on the deposit.
- The Applicant agrees to construct a hard surfaced parking area, set rough grades per design elevation, (as evidenced by the provision of a rough grade certificate); ensure the emergency sump discharge is installed properly; ensure the CC valve is operational and set at the final grade elevation; and, comply with the requirements of the development permit and the Land Use Bylaw. **These items must be completed within 18 months of the date of final building occupancy otherwise all damage deposit monies mentioned in section (2) above will be forfeited.**
- The deposit shall be refunded to the Applicant upon the completion of the development, including the requirements of this Agreement, and summarized as follows:
 - **All building inspections have been carried out and all deficiencies have been corrected.**
 - **The rough grade certificate is received and approved by the Town of Beaumont.**
 - **All sidewalks, curbs, gutters, lanes and other surface utilities have been completely cleaned of snow, mud, soil and other debris for inspection.**
 - **The CC valve is operational and set at final grade.**
 - **The emergency sump discharge (3rd pipe) system, where applicable, is installed and capped.**
- Where damage to sidewalks, curbs, gutters, cc valves and the Emergency sump discharge are noted at the time the Town inspects the property;
 - **the Town will undertake the repairs/replacement at a time when conditions permit.**
 - **the cost of any repair/replacement will be charged to the Applicant by first deducting the amount from the Performance/Damage Deposit. If sufficient funds are not available, the Applicant will be invoiced for the balance.**

PLEASE ENSURE YOUR SIDEWALKS AND CURBS ARE CLEANED OFF PRIOR TO YOUR INSPECTION TIME. If surfaces are not cleaned, Town of Beaumont Public Works reserves the right to postpone or cancel the inspection.

Please call 780-929-4300 to make an inspection appointment with Town of Beaumont Public Works Department.

With regards to the asphalt, sidewalk and curb located at the above-mentioned property:

Will Call for Inspection
(Call Public Works for Inspection)

Right to inspect waived

If the inspection is not completed by the permit issuance date or prior to the start of construction, the applicant assumes all responsibility for any and all damages and waives their right to inspect.

Witness Signature: _____ Applicant Signature: _____

Date: _____



TOWN OF BEAUMONT
(the "Town")

5600-49 Street
Beaumont, AB T4X 1A1

P: (780) 929-8782
F: (780) 929-3300
development@beaumont.ab.ca

LICENSE OF OCCUPATION
For use on New Home Construction

Permit # _____

LEGAL DESCRIPTION: LOT _____, BLOCK _____, PLAN _____

1. This license allows the use of the municipal property or road right-of-way between the front and/or side property lines for the above-mentioned property. The owner of said property may place driveway(s), driveway ramps, sidewalk(s), and plant grass on said property without a permit. All other uses of said municipal property require approval from the Town.
2. In accepting and using this License of Occupation, the Licensee acknowledges and agrees to hold free the Town from any liability or responsibility for damage to any structure built by the Licensee or his agent(s) arising from any work done by the Town or its agent(s) around, about or below the structure, either before or after the issuance of this License. Some examples of work done by the Town are:
 - Roadway maintenance (asphalt patching, overlaying, road construction), and snow removal.
 - Application of chemicals including fertilizers, herbicides; insecticides and other vegetation control liquids.
 - Repair and maintenance of utilities within the road right-of-way.
 - Replacement sidewalk being at a higher or lower elevation. Driveways may no longer match the grade of the sidewalk.
 - Settlement of trenches for water, sewer, storm and franchise utilities.
 - Repair of defective water and sewer services; and franchise utilities.
3. This License of Occupation is granted by the Municipality in full expectation of it being assigned from time to time to a new registered owner. By using the Town property which is covered by this license, it will be deemed that any assignee hereof accepts the terms herein.

Signature of Owner or Agent

Date

ISSUED THIS _____ DAY OF _____, 20_____

Town of Beaumont

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT (FOIP) The personal information requested on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected will be used for matters relating to business licensing. If you have any questions about the collection or use of your personal information, contact the Town of Beaumont's FOIP Coordinator at 5600-49th Street, Beaumont, Alberta, T4X 1A1 or (780) 929-8782.



Business License Application

Businesses in the Town of Beaumont are required to have a valid business license. **Completion of this form does not guarantee approval of a business license.** Business shall not commence prior to a license being issued. License fees apply to calendar year January 1 to December 31. If the license is approved, fees are non-refundable.

APPLICATION TYPE

New Business Business Name Change Owner Information Change No longer in business _____(M/D/Y)

OWNER / LICENSEE CONTACT INFORMATION

Owner / Licensee Name: _____

Owner / Licensee Address: _____ City: _____ Prov: _____

Postal Code: _____ Phone: _____ Email: _____

BUSINESS CONTACT INFORMATION

Legal or Registered Business Name: _____

*Operating or Trade Name: _____

Operator / Manager (if different from owner): _____

*Business Phone: _____ Alternate Phone: _____ Fax: _____

Email: _____ Website: _____

Operating Address of Business: _____ City: _____ Prov: _____ PC: _____

Mailing Address of Business: _____ City: _____ Prov: _____ PC: _____

**Information will be included free of charge in the Town of Beaumont Business Directory and website. See reverse for more information*

BUSINESS TYPE

COMMERCIAL STORE FRONT

HOME OCCUPATION

OUT OF TOWN

CONTRACTOR

NEW HOME BUILDER

SEASONAL: APR 1 – OCT 31 NOV1 – MAR 31

TEMPORARY (72 HOURS OR LESS)

DOOR-TO- DOOR

SPECIAL EVENT

TENDER

Number of employees: 0 1-2 3-6 7-12 13-25 26-50 51-100 101+

Are there other businesses currently operating at this address? NO YES

PLEASE INDICATE THE NATURE OF YOUR BUSINESS

Accountants/Bookkeeping Services

Advertising/Marketing/Promotion

Automotive/Gasbar/Carwash

Amusement/Entertainment

Appliance & Household Repair/Service

Catering, Baking, Vending

Childcare Services

Clothing – Retail/Tailor/Dry Clean

Computer Sales/Service/Consulting

Construction/General Contractor

Consulting

Eating & Drinking Establishment

Education and Training

Electrical Contractor

OTHER: _____

Engineering/Surveying

Event Planning

Excavating/Concrete/Demolition

Financial Services/Insurance/Registry

Fitness / Health & Wellness

Fleet Services/Transportation

Florist/Gift /Specialty Shops

Food/Grocery/Liquor/Convenience

Handyman/Household Repair & Services

Janitorial & Cleaning Services

Landscaping/Lawn Care

Legal Services

Massage Therapy

Medical/Dental/Optical/Pharmacy

Motel/Hotel/Lodging

Music/Drama/Dance/Art - Lessons

Painting

Photography/Picture Framing

Plumbing/HVAC/Gas Fitter

Real Estate

Salon - Hair/Nail/Esthetics/Tanning

Sanitary/Recycling/Utility Services

Sporting Goods

Storage Facilities

Travel

Veterinarian/Pet Grooming/Pet Supplies

Welding/Fabricating/Manufacturing

Wholesale/Direct Sales

FIRE DEPARTMENT INFORMATION

Do you possess/store/maintain hazardous goods and/or controlled products? YES NO N/A

YES, please attach the following:

a) Site plan showing storage location(s) and list of hazardous good ATTACHED

IMPORTANT: Business Owners shall be responsible for carrying out the provisions of the Alberta Fire Code. The Beaumont Fire Department may conduct periodic inspections of businesses to ensure compliance with the Alberta Fire Code and local fire safety requirements. If you require further information, please contact the Town of Beaumont Fire Department.

TOWN INFORMATION SERVICES

Business Directory: Information indicated with this symbol (*) will be included *free of charge* in the Town of Beaumont Business Directory and website. Your business information may also be made available to the public in a number of other ways. These include, but are not limited to, being provided to the Beaumont Chamber of Commerce and / or appearing in the Town’s Business Directory advertisement for Small Business Week. We do not sell information.

PUBLISH DO NOT PUBLISH

Bilingual Services: As we frequently receive inquiries about available bilingual local services and to recognize the Town of Beaumont’s official bilingual status, we wish to acknowledge local businesses that offer bilingual services

Do you provide bilingual (French/English) business services? YES NO

Disclaimer – While every care has been exercised in compiling and publishing the data on this page, and in recognition that the information is being published free of charge, the Town of Beaumont accepts no responsibility for any errors or omissions.

DECLARATION

- I hereby certify that the above information is true and properly sets out all businesses or combination of businesses which are carried out by the applicant / operator and/or by any person or persons employed by / associated with said business or combination thereof.
- Further, I also understand that should the above business stay active that I must renew by January 31 of any given business year in which I intend to operate and that if I do not renew in time that I may be liable for any and all administrative costs and/or fines.
- I acknowledge I have read and understood the contents of this form.

Printed Name of Applicant

Signature of Applicant

Date

The personal information on this form is collected under the authority of Business Licensing Bylaw 831-14 and will be used to administer the Town of Beaumont Business License program. It will be treated in accordance with the privacy provision of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) to assess all matters relevant to your application for this license. The Town may request input from employees of other Town of Beaumont departments, Alberta Health Services, Beaumont RCMP, Edmonton & Area Child and Family Services and/or Alberta Gaming and Liquor Commission in order to properly assess your application for this license or to determine appropriate conditions, if any, for this license. Therefore, the Town requests your written consent to disclose the personal or other information provided in your application to other Town employees or to the other named entities as may be required for these purposes, pursuant to section 40(1)(d) of FOIP. If you have any questions regarding the collection, use or disclosure of your personal information please contact the Town of Beaumont’s FOIP Coordinator at (780) 929-8782.

FOR OFFICE USE ONLY

License #		Customer #:		Tax Roll:	
Dev. Permit:		Receipt:		Bus Type:	
License Fee:		District:		Use:	
Approval Date:		Access Update:		GP Update:	
Directory Updated:		Receipt to Accounting:		Legal Description:	



2014 9.36 Energy Efficiency Information Required on Drawings

Choose one of the 4 options below to achieve *Energy Efficiency* compliance for Zone 7A

1. Prescriptive Path: Drawings shall show and meet all information required below.

(ABC 9.36.2-9.6.4)

- Applies to all Part 9 "C" *residential occupancies*
- Applies to Part 9 D & E & F3 buildings under 300m² floor area

2. Prescriptive Path with Trade Off: Drawings shall show all information below PLUS provide calculations of trade-offs used for any deviations from the minimum requirements.

- Applies to all Part 9 "C" *residential occupancies*
- Applies to Part 9 D & E & F3 buildings under 300m² floor area

3. Performance Path: Drawings shall show all values PLUS a performance report **(ABC 9.36.5)** of the proposed building in question with values matching the drawings. Must be site specific and contain credentials of the person performing the report & the software system used.

- Performance path may only be applied to dwellings and residential buildings with common spaces not exceeding 20% of the total floor area. Not an option for commercial/industrial occupancies

4. NECB: Building must conform to the requirements stated within the NECB.

- Can be applied to all buildings but not beneficial to residential or small commercial buildings

The requirements below are the minimum values for each assembly/product under the **Prescriptive Path**. Regardless of the *Option 1-4* used above, the assemblies shall be listed on the drawings showing their proposed values. Should any value be less than the minimum, trade-off calculations shall be provided for each deviation from the minimum - except where the **Performance Path** is chosen. Below requirements are the **"effective"** values not product alone values.

HRV Proposed Use this Column

No HRV Proposed use this Column

Above-Ground Assemblies	Minimum ETR (m ² K/W) (RSI)	Minimum ETR (m ² K/W) (RSI)
Ceiling below attic	8.67 (R-49)	10.43 (R-59)
Cathedral ceiling -or- flat roof	5.02 (R-28)	5.02 (R-28)
Wall, and foundation exposure average ≥ 600mm	2.97 (R-17)	3.08 (R-18)
Floor over unheated space	5.02 (R-28)	5.02 (R-28)
Tall wall	2.97 (R-17)	3.08 (R-18)
Below-Grade or Ground Contact Assemblies		
Wall and foundation exposure average up to 600 mm	2.97 (R-17)	3.46 (R-20)
Unheated floor – below frost line (4ft)	Not Required	Not Required
Unheated floor – above frost line (4ft)	1.96 (R-11)	1.96 (R-11)
Heated Floor	2.84 (R-16)	2.84 (R-16)
Slab-on-ground with integral footing	2.84 (R-16)	3.72 (R-21)
HRV must conform to CAN/CSA-C439, "Rating the Performance of Heat/Energy-Recovery Ventilators" sensible HR efficiency ≥ 60% @ 0C & ≥ 55% @ -25C		

Continued on Next page.....

Minimum Efficiency Values For

Windows	Maximum "U" value 1.60	9.36.2.7.A (min ER rating of 25)
Exterior Doors	Maximum "U" value 1.60	9.36.2.7.A
Single Exterior Door	Maximum "U" value of 2.60	9.36.2.7 (5)
Glass Block	Maximum "U" value of 2.90	9.36.2.7(4) up to 1.85m2 area
Skylights	Maximum "U" value of 2.70	9.36.2.6 (4)
Attic Access	Minimum "R" Value of 15	9.36.2.7 (8)
Garage Overhead Door	Minimum "R" Value of 6	9.36.2.7 (7)
Gas Furnace	Minimum Performance of 92%	222,000 Btu/h or less
Gas Water Tank	Minimum EF of >0.67	77,000Btu/h or less
Combo Water Tank/heat	Minimum TPF 0.65	250,000Btu/h or less
Boiler	Minimum TPF 0.65	308,000Btu/h or less
Electric Water Tank	See 9.36.4.2 Chart	454L or less
Tankless Water Heater	See 9.36.4.2 Chart	
Water line Insulation (interior)	½" insulation	Distance of 2M from inlet & outlet of tank
Water line Insulation (exterior)	Same "R" value required for exterior walls above grade	Entire distance where located outside the building envelope

The information above is only a guideline to assist with a successful permit application. The information above shall be shown on the drawings submitted in support of a permit application. The values shown are the **effective values** which must take into consideration thermal bridging such as wall studs, lintels etc. which reduce the **actual effective values**. Should any information be missing, inaccurate or not meet the minimum requirements, the permit application may be refused therefore prolonging the permit issuance. The applicant is responsible to provide the required information and to understand the basic minimum Building Code requirements. The applicant shall be responsible to direct onsite activities and instruct the installation of appropriate systems to meet the minimum energy efficiencies. A Safety Codes Officer will verify compliance onsite to the approved drawings by way of a site inspection. Deviations from the submitted drawings shall not be accepted without a secondary review by Safety Codes Officer. A fee may be applied for a secondary review where substantial deviations warrant a 2nd review. Additional information/calculations may be required from the applicant for a secondary review to be performed. Should a deviation after construction is completed not be verifiable by way of calculations, a blower door test or performance modeling may be required prior to occupancy being granted.

The above requirements may not cover all the requirements in your construction, or changes made on site. The owner is still responsible for full compliance with the requirements of the Alberta Building Code 2014. If you have any questions, please contact the Town of Beaumont office at (780) 929-1363.



TOWN OF BEAUMONT Plot Plan Requirements

When submitting a New House Development and Building Permit application please ensure that the house and any attached garage and/or deck over 0.60m in height fits entirely within the building pocket.

