

All forms and supporting documents (listed below) must be submitted at time of application. **Note:** Single storey structures smaller than 10m<sup>2</sup> (107 square feet) that do not require a foundation DO NOT require a permit (but must still meet relevant setback requirements).

- Development/Building Permit Application Form (Attached)
- Consent Form (Attached) (only required in applicant is not home owner)

### Development Permit Requirements

- Site Plan (See example on page 4)
  - Lot and house dimensions (This information can be obtained from your most recent Real Property Report, a survey of your property conducted by a registered Alberta Land Surveyor)
  - Location and dimensions of the structure
  - Distances the structure will be from rear and side property lines
  - Distances the house is from rear and side property lines
  - Address of the property
- Height of Structure (From ground level to roof peak. Provide on Construction Details Information Sheet or elevation drawings)
- Declaration of Abandoned Wells (Only required for new buildings larger than 47m<sup>2</sup> (505 square feet) or additions to existing buildings resulting in the building being larger than 47m<sup>2</sup> (505 square feet).

### Building Permit Requirements

- Construction Details Information Sheet (Attached)
- Foundation Plan
  - Foundations **smaller** than 55m<sup>2</sup> (590 square feet) may be supported on a pressure treated mud sill or minimum 4 inch concrete slab (32 MPa)
  - Foundations **larger** than 55m<sup>2</sup> (590 square feet) require engineered drawings
- Floor Plan
  - Outside dimensions of building
  - Door locations, sizes, and swing direction
  - Window locations and sizes
  - Any interior walls or partitions, with description of rooms
- Elevations (If not provided on Construction Details Information Sheet)
  - Roof slope/pitch (i.e. 4:12)
  - Wall height (from top of floor slab to top of wall plates)
  - Height of Structure (From ground level to roof peak)
  - Door and window locations and sizes
- Roof Design (Roof trusses require Engineer's design)
- Fees (See Development Fee Schedule)
  - MUST BE PAID AT TIME OF APPLICATION (cheques payable to City of Beaumont)
  - Please note we cannot accept credit card payments at this time

Questions regarding development or completing application: [development@beaumont.ab.ca](mailto:development@beaumont.ab.ca) | 780-929-8782

Questions regarding building portion of application: [buildinginspection@beaumont.ab.ca](mailto:buildinginspection@beaumont.ab.ca) | 780-929-1363

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

DATE RECEIVED  
OFFICE USE ONLY

DATE PAID  
OFFICE USE ONLY

**Note:** You may apply for a Building Permit and/or a Development Permit with this one combo application. Electrical, Plumbing, and Gas Permits each have their own application forms.

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? <input type="checkbox"/> Yes (Do not fill out below) <input type="checkbox"/> No <span style="font-size: small;">(Fill out below - written authorization from registered owner required)</span>	
Owner Name: _____	
Mailing Address: _____	
Town: _____	Postal Code: _____
Phone: _____	Cell Phone: _____
Email (required): _____	

Proposed Development	
<b>Construction Value:</b> _____ \$ <i>(Approximate cost of material &amp; labour)</i>	
I am applying for a: <input type="checkbox"/> Development Permit AND/OR <input type="checkbox"/> Building Permit	
Check one of the following:	
<input type="checkbox"/> Uncovered Deck <sup>SQ FT:</sup> _____	<input type="checkbox"/> Hot Tub <sup>SQ FT:</sup> _____
<input type="checkbox"/> Covered Deck <sup>SQ FT:</sup> _____	<input type="checkbox"/> Corner Lot Fence**
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Accessory Building (Other than Garage) <sup>SQ FT:</sup> _____
<input type="checkbox"/> Additional Dwelling Unit <sup>SQ FT:</sup> _____	<input type="checkbox"/> Accessory Building (Detached Garage) <sup>SQ FT:</sup> _____
<input type="checkbox"/> Home Based Business*** <input type="checkbox"/> Major <input type="checkbox"/> Minor	Basement Development* <sup>SQ FT:</sup> _____
	Number of Bedrooms in Dwelling: _____
	Business Name: _____
Has work on the above indicated item already commenced? <input type="checkbox"/> Yes <input type="checkbox"/> No	

\* No Development Permit required

\*\* No Building Permit required

\*\*\*Business License also required, Building Permit may be required

OFFICE USE ONLY	
Permit Number: _____	
Mail <input type="checkbox"/> Pick-up <input type="checkbox"/>	
<input type="checkbox"/> Authorization or ID Received	
Land Use District: _____	
Tax Roll: _____	
<input type="checkbox"/> Permitted Use	
<input type="checkbox"/> Permitted Use w/ Variance	
<input type="checkbox"/> Discretionary Use	
Fees	Receipt #:
Development Permit: _____	
Building Permit: _____	
Safety Code Council: _____	
Electrical Permit: _____	
SCC Electrical: _____	
Plumbing Permit: _____	
SCC Plumbing: _____	
Gas Permit: _____	
SCC Gas: _____	
Variance: _____	
Notification Fee: _____	
GST: _____	
Other: _____	
<b>Total Fees:</b> _____	

Applicant Authorization	
<ol style="list-style-type: none"> <li>I am the owner/agent with the consent and authority of the owner that is the subject matter of this permit application.</li> <li>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.</li> <li>I understand this is only an application and does not constitute approval to commence construction.</li> <li>I declare that the information contained in this application is correct and true to the best of my knowledge.</li> <li>I declare that I will notify the Development Authority of any proposed changes to the plans submitted with this application.</li> <li>I consent to receiving notifications &amp; correspondence regarding this application via email to the address provided on this application. <span style="float: right;">I agree</span></li> <li><b>By checking the "I agree" box above, you agree and authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature.</b></li> </ol>	
Electronic Signature: _____	Date: _____

OFFICE USE ONLY	
Development Permit	
Date Deemed Complete: _____	Date of Decision: _____ <small>(See attached Notice of Decision)</small>
Building Permit	
See Attached Report	
Safety Codes Officer: _____	Designation No. _____ Date: _____

**DEVELOPMENT / BUILDING PERMIT AUTHORIZATION FORM****OWNER INFORMATION**

I (We), \_\_\_\_\_

(name(s) of Registered Land Owner(s))

being the registered land owners of:

Municipal Address: \_\_\_\_\_ Postal code \_\_\_\_\_

Legal Description: \_\_\_\_\_

Owner Phone number: \_\_\_\_\_

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

Do hereby authorize:

**APPLICANT INFORMATION**

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code \_\_\_\_\_

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

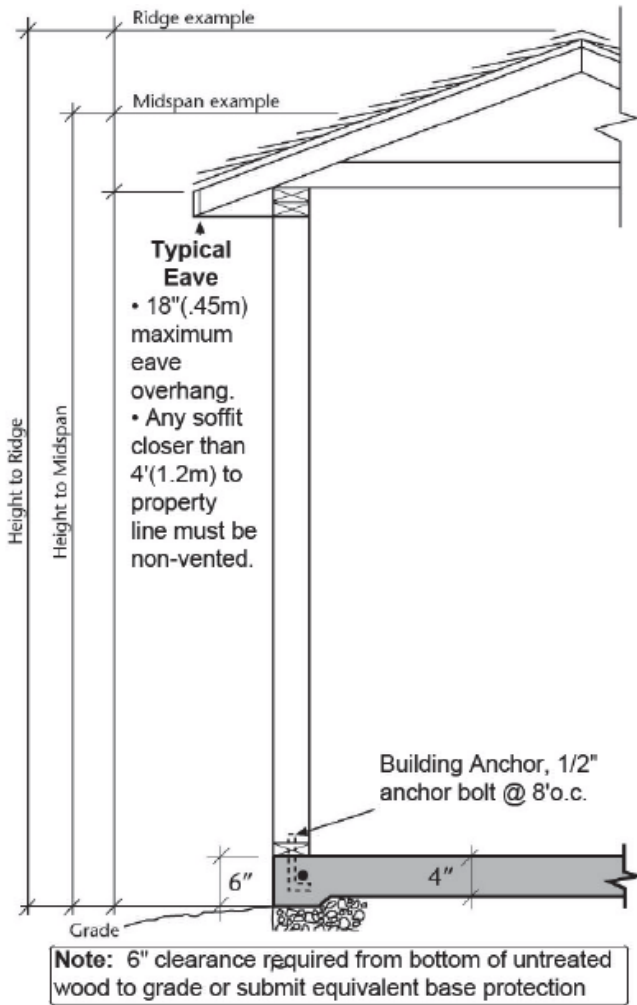
Email: \_\_\_\_\_

to make application for the necessary building / development permits required to complete the following project: \_\_\_\_\_

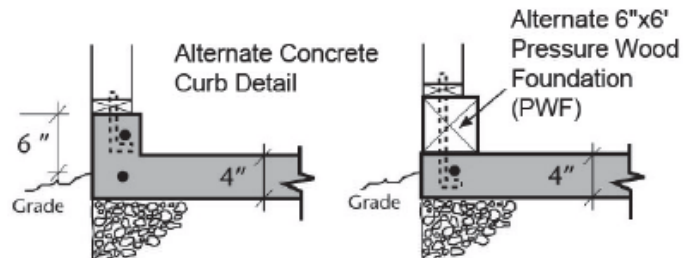
**For Commercial Only:****Owner is responsible for all costs associated with water metering changes, including all piping, and removal and/or replacement of water meter(s). Changes are required to water meter (please circle)    Yes                      No****If yes, please contact Public Works at 780-929-4300.****ALL REPORTS WILL BE PROVIDED TO OWNER AND APPLICANT**\_\_\_\_\_  
(Print name of Registered Land Owner)\_\_\_\_\_  
(Print name of Registered Land Owner)\_\_\_\_\_  
(Signature of Registered Land Owner)\_\_\_\_\_  
(Signature of Registered Land Owner)\_\_\_\_\_  
Date\_\_\_\_\_  
Date

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 the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from City Business Units. The name of the applicant and the nature of the permit will be available to the public. If you have any questions about the collection or use of your personal information, contact the City of Beaumont's FOIP Coordinator at 5600-49th Street, Beaumont, Alberta, T4X 1A1 or 780.929.8782.

# CONSTRUCTION DETAILS INFORMATION SHEET



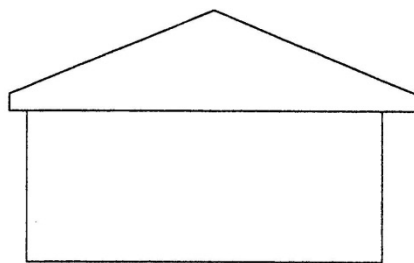
PLEASE COMPLETE BUILDING DETAILS	
<b>Wall Framing</b>	<b>Roof Framing</b>
<input type="checkbox"/> 2 x 4 @ 16" o.c.	<input type="checkbox"/> Pre-manufactured Engineered Truss
<input type="checkbox"/> 2 x 4 @ 24" o.c.	<input type="checkbox"/> Any other roof required construction drawings (e.g. stick frame, I-joist, structural insulated panel (S.I.P.))
<input type="checkbox"/> 2 x 6 @ 16" o.c.	
<input type="checkbox"/> 2 x 6 @ 24" o.c.	
<input type="checkbox"/> Insulated Walls and Ceiling	
<input type="checkbox"/> Interior Finish (Drywall etc.)	
<input type="checkbox"/> Other (e.g. Concrete Block, Structural Insulated Panel (S.I.P.))	
<b>Wall Sheathing</b>	<b>Roof Sheathing</b>
<input type="checkbox"/> 3/8" OSB/Plywood	<input type="checkbox"/> 3/8" OSB/Plywood
<input type="checkbox"/> 1/2" OSB/Plywood	<input type="checkbox"/> 7/16" OSB/Plywood
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<b>Exterior Wall Finish</b>	<b>Roof material</b>
<input type="checkbox"/> Vinyl Siding	<input type="checkbox"/> Asphalt Shingles
<input type="checkbox"/> Cement Based Stucco	<input type="checkbox"/> Cedar, Pine Shakes & Shingles
<input type="checkbox"/> Metal Siding	<input type="checkbox"/> Metal Roofing



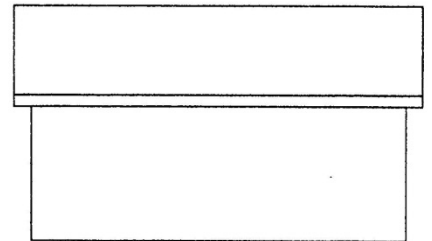
## STANDARD ELEVATIONS

You may complete your elevations here if your structure resembles these drawings.

If it does not resemble these drawings, please submit separate detailed drawings.

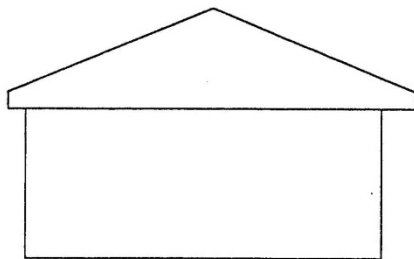


Elevation

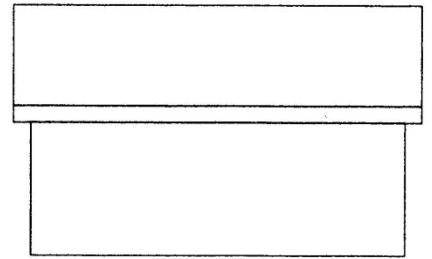


Elevation

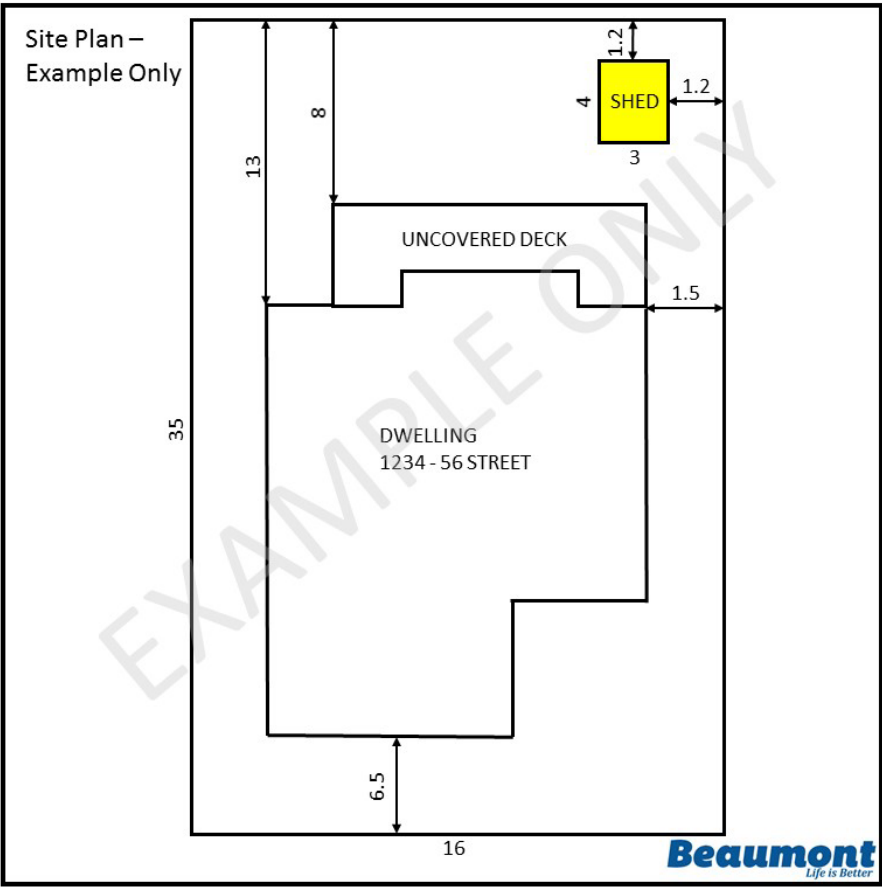
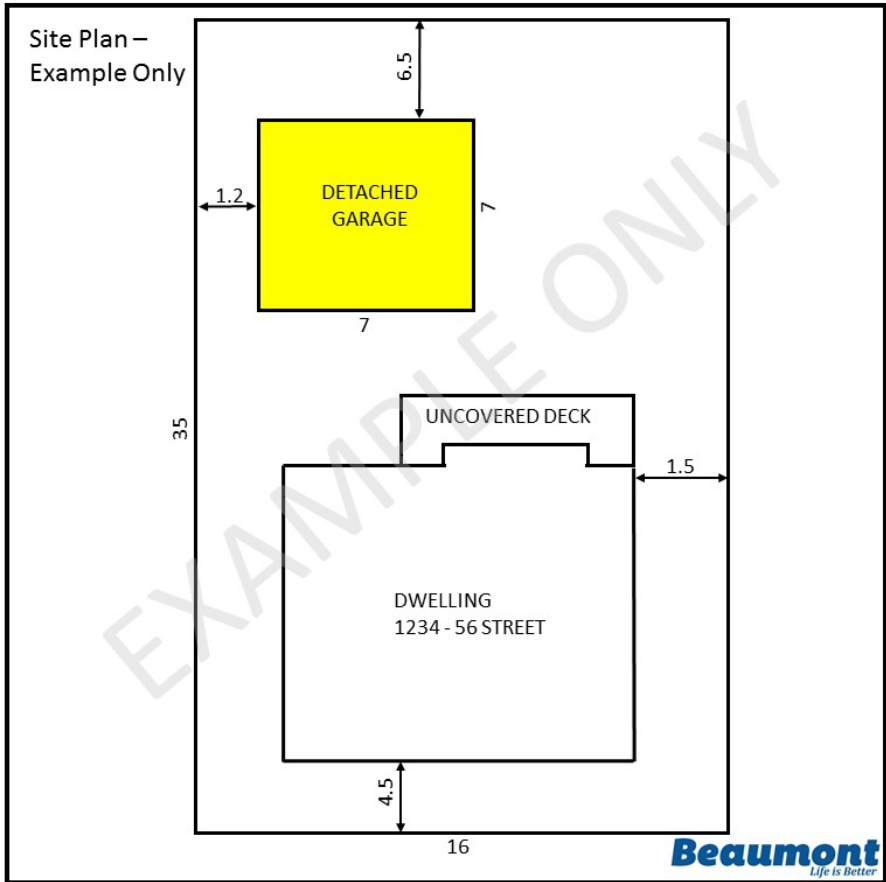
Show roof slope



Elevation



Elevation



**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 Subdivision Application.

Subdivision Name: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Certificate of Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## 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/Viewer.aspx?Viewer=GDA](https://maps.srd.alberta.ca/GDA_View/Viewer/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](http://www.municipalaffairs.alberta.ca/documents/msb/information_Bulletin_05_12.pdf)

ERCB Directive:

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



## Building an Accessory Building? (eg. Detached Garage, Shed, Playhouse)



The City of Beaumont Land Use Bylaw establishes the requirements for accessory buildings on a residential property within the City of Beaumont.

### DO I REQUIRE A PERMIT?

- Accessory buildings over 10 square metres (107.64 sq. ft) require a development and building permit. (Measurements are from the outside of the walls)
- A development permit is a document permitting a specific type of development on a specific parcel of land in the City of Beaumont to proceed. It assures conformance with the zoning and development regulations under the Land Use Bylaw and its effect on adjacent property.
- A building permit ensures the building is safely constructed with respect to life safety, structural integrity, property protection, use and occupancy.

### LOCATING THE ACCESSORY BUILDING ON THE PROPERTY

The accessory building shall:

- be a minimum of 1.2m (4 ft.) from the side property boundary.
- be a minimum of 1.2m (4 ft.) from the rear property boundary.
- not be placed within Utility Rights of Way or drainage swales.
- not be attached to the principal dwelling.



### BUILDING REQUIREMENTS

- The total construction time to start and complete the building shall not exceed one (1) year from the date at which the building permit was issued.
- The maximum height of the accessory building shall not exceed two (2) storeys (max 4.5m per storey) but in any event, no taller than the principal building

### WHAT DO I NEED TO BRING WITH ME WHEN I APPLY FOR A PERMIT?

- A site plan is required to show where the accessory building is to be located on the lot. On the site plan you must also include the setbacks to other structures and to the property boundaries.
- A list of materials being used and a drawing or blueprint of the proposed structure.

### INSPECTIONS:

Please contact the Building and Inspections Department (780-929-1363) at least 72 hours in advance to schedule your inspection. Before calling for an inspection, ensure that the work is ready to be inspected. If the Building Inspector identifies any problems, it is your responsibility to have them corrected and to schedule a re-inspection. An additional fee may be assessed when a re-inspection is needed.

### APPLICATION FORMS AND FEES:

Application forms and fee schedules are available on our website:

If you require assistance in applying for any permit or have further questions, please email [development@beaumont.ab.ca](mailto:development@beaumont.ab.ca) or call 780-929-8782.

This pamphlet is published as a public information services. It has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect.