City of Beaumont - Building Permit Application Checklist

For Non-Residential

E & OE

A building permit is required for any renovations, additions or structural changes to a building or commercial space. Building permits are also required if cooking equipment is being replaced or moved. For further clarification about your specific permit needs with your commercial project, contact buildinginspection@beaumont.ab.ca.

All forms and supporting documents (listed below) must be submitted at time of application.

☐ Commercial Building Permit Application Form (Attached)

☐ Consent Form (Attached) (to be Signed by Owner of Commercial Building)

Building Permit Requirements

☐ **Provide a Drawing (3 sets) (11" x 17")**

- ☐ Proposed and existing rooms
- ☐ Indicate the room use
- ☐ Indicate details of any structural changes, renovations, etc
- ☐ Indicate locations, sizes of doors

Please note: Additional requirements for application may be deemed necessary by the Building Safety Codes Officer and may include:

- ☐ A&B Schedules of Professional Involvement
- ☐ Fire Alarm Designs
- ☐ Sprinkler Designs
- ☐ Electrical, Plumbing, Mechanical drawings
- ☐ Commercial Cooking Appliance Layout
- ☐ Commercial Cooking exhaust system designs
- ☐ Energy Modelling
- ☐ Structural Engineering

☐ **Contractor's License Application**

☐ **Fees (See Fee Schedule)**

CITY WILL CONTACT APPLICANT AFTER REVIEW OF SUBMITTED DOCUMENTATION
(cheques payable to: City of Beaumont)

If you have further questions regarding commercial development permits, please contact us at:
buildinginspection@beaumont.ab.ca | 780-929-8782

City of Beaumont - Building Permit Application

Commercial, Industrial, Institutional, Comprehensive Multi-Family

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:
Development, Electrical, Plumbing, and Gas Permits each have their own application forms.

OFFICE USE ONLY
Permit Number:
Development Permit Number:
Business License Number:
Contractors Business Number:
Mail ☐ Pick-up ☐
☐ Authorization or ID Received
Subdivision:
Land Use District:
Tax Roll:

Property Information

Street Address: _____

Plan: _____ Block: _____ Lot: _____

Applicant and Property Owner Information

Applicant/Contractor Name: _____

Mailing Address: _____

City/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: _____

City/Town: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email *(required)*: _____

Fees	Receipt #:
Building Permit:	
Safety Code Council:	
Street Cleaning:	
Construction Water:	
Water Testing:	
*Sidewalk Inspection:	
*GST:	
Other:	
Total Fees:	

Proposed Development

Building Permit for ☐ New Building OR ☐ Tenant improvements

Use of Occupancy ☐ Commercial ☐ Industrial ☐ Institutional ☐ Multi-Family

Description of Work:

Construction Value*: *(Approximate cost of material & labour)*	**Estimated Occupancy Date:**	**Square Footage (m^2):**
$		

Has work on the above indicated item already commenced? ☐ Yes ☐ No

* Construction Value required for building permits
** NOTE: Construction must start within 90 days of issuance and this permit is valid for one (1) year from date of issuance

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. I agree ☐
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

Building Permit

See Attached Report

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

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process your application and for administrative purposes directly related to the program or service for which you are applying. It may be entered into an automated system to generate content or make decisions, recommendations, or predictions. If you have questions about the collection or use of your personal information, please contact the Access and Privacy Officer at 780-929-8782. Updated: 2026-09-14

DEVELOPMENT / BUILDING PERMIT AUTHORIZATION FORM

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

Owner Information:

I (We), _____ being the registered land owners of:
(name(s) of Registered Land Owner(s)

Municipal Address: _____ Postal Code: _____

Legal Description: Plan:_____ Block:_____ Lot:_____

Owner Phone number: _____

Owner Email: _____

Do hereby authorize the below to make an application for the necessary development / building permits required to complete the project associated with this application:

Applicant Information:

Applicant/Contractor Name: _____

Contact Name: _____

Address: _____ City:_____ Postal Code:_____

Phone: _____

Email: _____

ALL REPORTS WILL BE PROVIDED TO OWNER AND APPLICANT

Registered Land Owner(s):

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Authorization:
By checking the "I agree" box, you agree and authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature.
I agree ☐

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process your application and for administrative purposes directly related to the program or service for which you are applying. It may be entered into an automated system to generate content or make decisions, recommendations, or predictions. If you have questions about the collection or use of your personal information, contact the Access and Privacy Officer at 780.929.8782.