



City of Beaumont

New Building Condominium Application Package

Updated: 2026-09-17

INCLUDES:

Application Documents

- New Building Condominium Application Checklist
- Building Condominium Application

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City of Beaumont
Planning & Development
5600-49 Street
Beaumont, AB T4X 1A1
Phone: 780-929-8782
Email: planning@beaumont.ab.ca

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

- ☐ Building Condominium Application (Attached)
- ☐ Certificate of Local Authority
- ☐ Surveyor's Confirming Letter
- ☐ Consent to Register the Plan(s) – Owner
- ☐ Consent to Register the Plan(s) – if applicable for any other affected parties
- ☐ Restrictive Covenants, Easements or Municipal Caveats registered against the property, if applicable
- ☐ Certified up-to-date (30 days or less) Copy of Title and copies of any easements, caveats or other registered agreements that affect the use of the subject lands
- ☐ Proposed Condominium Plan showing all units to be registered (in AutoCAD, PDF and GIS format (shapefile or geodatabase))
 - ☐ Files must be projected with a defined coordinate projection of NAD83, 3TM 114W
- ☐ Proposed Plan of Subdivision (in AutoCAD, PDF and GIS format (shapefile or geodatabase))
 - ☐ Files must be projected with a defined coordinate projection of NAD83, 3TM 114W
- ☐ A list attributing each Condominium Unit Number to individual suite numbers
- ☐ Real Property Reports
- ☐ Development and Building Permit Numbers
- ☐ Additional information may be required by the Subdivision Authority (refer to Land Use Bylaw 5.9.2)
- ☐ Fees (See current Planning, Development & Building Permit Fee Schedule)

MUST BE PAID AT TIME OF APPLICATION (cash/debit/cheque payable to City of Beaumont)

In cases where the building was previously developed and occupied by residents and/or tenants prior to the application for condominium conversion, a complete code analysis will be required as part of the submission to the City. A code analysis must be performed by either a registered Engineer or Architect. Following the results for the code analysis, the City of Beaumont may require consent from the landowner to enter into the complex. The acceptance of a code analysis shall be at the discretion of the Safety Codes Officer for the City of Beaumont.

Note: For an existing building, the City may undertake an inspection (fees may apply) as a condition of the condominium certificate to determine if the building conformed to approvals and permits issued when the building was constructed. If the building does NOT conform, the Building Condominium Certificate will not be issued until compliance issues are resolved to the satisfaction of the City's Safety Codes Officer or designates.

For a new building, the Building Condominium Certificate cannot be issued until completion of the development is acknowledged through issuance of the Occupancy Permit.

It is the responsibility of the building owner or acting agent to ensure that all municipal approvals have been obtained prior to applying for Building Condominium Certificate.

Questions regarding planning or completing application: planning@beaumont.ab.ca | 780-929-8782

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DATE RECEIVED
OFFICE USE ONLY

DATE PAID
OFFICE USE ONLY

OFFICE USE ONLY

File Number:

Land Use District(s):

Subdivision:

Fees

Receipt #:

Building Condominium

Application:

Notification Fee:

Total Fees:

1. Property Information

All/part of the ¼ Sec. , Twp. , Rge , West of the 4th Meridian

OR Being all/part of Lot: Block Plan

OR Municipal Address:

C.O.T. No(s):

Area of the above parcels of land to be subdivided Hectares (Acres)

2. Applicant and Property Owner Information

Applicant/Consultant Name:

Mailing Address:

Municipality: Province: 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:

Municipality: Province: Postal Code:

Phone: Cell Phone:

Email (required):

3. Existing and Proposed Use of Land to be Subdivided

a. Existing use of the Building:

b. Total Number of Proposed Condominium Units within the above building:

c. Number of Parking Stalls on site:

4. Applicant Authorization

I, hereby certify that

I am the registered owner,

I am the agent authorized to act on behalf of the registered owner

And that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for building condominium approval.

Signed: Date:

TO BE COMPLETED BY THE REGISTERED OWNER

The registered owner of the land, if not the applicant, authorizes this application and consents to paying for any additional fees that may be incurred by the City of Beaumont as a result of the review of this application, including, but not limited to, consultant fees, legal fees or other disbursements. Payment must be received within thirty (30) days of the City of Beaumont providing a copy of any relevant invoice to the registered owner of the property. Should payment not be received with thirty (30) days, the registered owner agrees that the City of Beaumont may apply the balance owing to the tax account for the property.

Authorization is hereby granted to the City of Beaumont and their Agents to enter the subject land for the purpose of conducting a site inspection in connection with this application.

Signed: Date: (Signature of Registered Owner)

This is an APPLICATION ONLY and does not excuse the registered owner or agent from complying with all relevant municipal, provincial or federal regulations and requirements or the conditions of any easement, covenant, caveat or agreement affecting the building or land.

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.