

SOLAR PERMIT APPLICATION CHECKLIST

ALL of the requirements set out in this checklist are necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept only complete applications.

- ☐ Digital submissions must be in legible, clear, to scale and in PDF format only and emailed to development@beaumont.ab.ca
- ☐ Hard copy applications can be dropped at the City Office (5600 49 St) between 8:30am – 4:30pm (Closed from 12:00pm-1:00pm)

APPLICATION REQUIREMENTS

- ☐ Permit Application Form
 - ☐ Project address & legal description
 - ☐ Applicant name, mailing address, phone number and email
 - ☐ Owner information completed
 - ☐ Construction Value
 - ☐ All applicable fields completed
 - ☐ Ensure application is not cut off
 - ☐ Signed and Dated
- ☐ Building Permit Authorization – To be completed only if applicant is not the registered homeowner
 - ☐ Owner name, mailing address, phone number and mail
 - ☐ Applicant name, mailing address, phone number and mail
 - ☐ All applicable fields completed
 - ☐ Ensure form is not cut off
 - ☐ Signed and Dated

BUILDING PERMIT REQUIREMENTS

- ☐ Site Plan – must include:
 - ☐ Proposed layout of solar panels
 - ☐ Details of any structural changes
- ☐ System Component Details (System components and their installation must comply with applicable codes, standards and regulations)
 - ☐ Collector(s)
 - ☐ Controller(s)
 - ☐ Inverter (s)
- ☐ Engineered Racking details (include ballast detail and installed system weight)
- ☐ Schematics or Site specific line diagram (ensure that all Part 3 Structure plans, elevations, details and schematics have been prepared by a professional engineer)
- ☐ Total kW capacity
- ☐ PERMIT FEES are calculated via the current Fee Schedule from our website at www.beaumont.ab.ca
 - ☐ Staff will phone to arrange payment ONLY after verifying the application is complete.
- ☐ Electrical Permit Application Form to be submitted to questions@inspectionsgroup.com



Residential Permit Application

Combined Development & Building Permit

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:
Electrical, Plumbing and Gas Permits each have their own application forms to be submitted to: questions@inspectionsgroup.ca

Property Information

Street Address: _____

Plan: _____ Block: _____ Lot: _____

Applicant and Property Owner Information

Applicant/Contractor Name: _____

Mailing Address: _____

City: _____ 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: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email (required): _____

Proposed Development

Construction Value: _____ \$

(Approximate cost of material & labour)

I am applying for a: ☐ Development Permit AND/OR ☐ Building Permit

Check one of the following:

Additional Dwelling Unit - Sq Ft: _____ - Number of proposed bedrooms in Dwelling: _____

Accessory Building (other than Garage) - Sq Ft: _____

Detached Garage - Sq Ft: _____

Basement Development* - Sq Ft: _____

Covered Deck - Sq Ft: _____

Uncovered Deck - Sq Ft: _____

Hot Tub - Sq Ft: _____

Corner Lot Fence**

Other: _____

Home Based Business*** - Major Minor - Business Name: _____

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

*No Development Permit Required **No Building Permit Required ***Business License Required, Building Permit may be required

OFFICE USE ONLY

Permit Number: _____

Land Use District: _____

Tax Roll: _____

☐ Permitted Use

☐ Permitted Use w/ Variance

☐ Discretionary Use

Fees	Receipt #:
Development Permit: _____	
Building Permit: _____	
Safety Code Levy: _____	
Variance: _____	
Notification Fee: _____	
GST: _____	
Other: _____	
Total Fees: _____	

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 give consent to allow 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.

3. I understand this is only an application and does not constitute approval to commence construction.

4. I acknowledge that notification fees associated for a discretionary use or variance application will be billed to me separately at cost. I will be notified of required payment of these fees via email that I have provided on this form. I am aware that not paying these fees promptly will cause delays in the review of my application.

5. I declare that the information contained in this application is correct and true to the best of my knowledge.

6. I declare that I will notify the Development Authority of any proposed changes to the plans submitted with this application.

7. I consent to receiving notifications & correspondence regarding this application via email to the address provided on this application.

8. 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 ☐

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Development Permit

Date Deemed Complete: _____

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

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, contact the Access and Privacy Officer at 780.929.8782.

Updated: 2026-09-14

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.

ELECTRICAL PERMIT APPLICATION FORM

Estimated Project Completion Date: DD / MMM / YYYY

Cost of Installation (Labour & Material Including Equipment) \$_____

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act. A permit may expire if the undertaking to which it applies: (a) is not commenced within 90 days of issue of the permit, (b) is suspended or abandoned for a period of 120 days. An extension can be considered when applied for in writing prior to permit expiry date.

Cell: _____ Email: _____

Owner's Signature / Declaration (Single Family Residential Only)

"I hereby declare I am the owner of the premises in which the work will be conducted, and reside or will reside on the property. I am doing the work myself, and assume responsibility for compliance with the applicable Act and Regulations"

Cell: _____ Email: _____

Master Electrician Signature

Project Location in the City of Beaumont:

Directions: _____

BUILDING TYPE:

- ☐ Single / Multi Family Dwelling
- ☐ Commercial
- ☐ Residential
- ☐ Industrial
- ☐ Institutional

Square Feet:

TYPE OF WORK:

- ☐ New Work
- ☐ Renovation
- ☐ Connection
- ☐ Temporary Service
- ☐ Other

SERVICE INFORMATION:

Does this installation Require a Service Connection

- ☐ Yes ☐ No

SUPPLY SERVICE: ☐ Overhead ☐ Underground

Service Information: Amps:

Volts: _____

Phase: _____

ANNUAL PERMIT: ☐ Yes ☐ No

Description of Work: _____

Payment Type: ☐ Cash ☐ Cheque ☐ Interac ☐ M/C ☐ Visa

Permit Fee: \$ _____

+ SCC Levy*: \$

Total Cost: \$

Receipt #:

*\$4.50 or 4% of the permit fee maximum \$560.00

The Inspections Group Inc.

300W, 14310 111 Avenue NW

Edmonton AB T5M 3Z7

Phone: (780) 454 5048 Toll Free: (866) 554 5048

Fax: (780) 454 5222 Toll Free: (866) 454 5222

www.inspectionsgroup.com

questions@inspectionsgroup.com

REMIT PAYMENT AND APPLICATION TO THE INSPECTIONS GROUP INC.

PLEASE CONTACT THE INSPECTIONS GROUP INC. FOR INSPECTIONS ALLOWING UP TO 5 WORKING DAYS NOTICE AND PROVIDE SAFE ACCESS.

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.