

BASEMENT 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

- ☐ Floor Plan – MUST include all below listed elements
 - ☐ Proposed and existing rooms
 - ☐ Room use – furnace room, bathroom, family room, bedroom etc.
 - ☐ Location, sizes and swing direction of doors
 - ☐ Location and sizes of windows
 - ☐ All fixtures, countertops and appliances – tub, shower, sink, fireplace etc.
- ☐ 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
- ☐ Plumbing Permit Application Form to be submitted to questions@inspectionsgroup.com
- ☐ Gas Permit Application Form to be submitted to questions@inspectionsgroup.com

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:

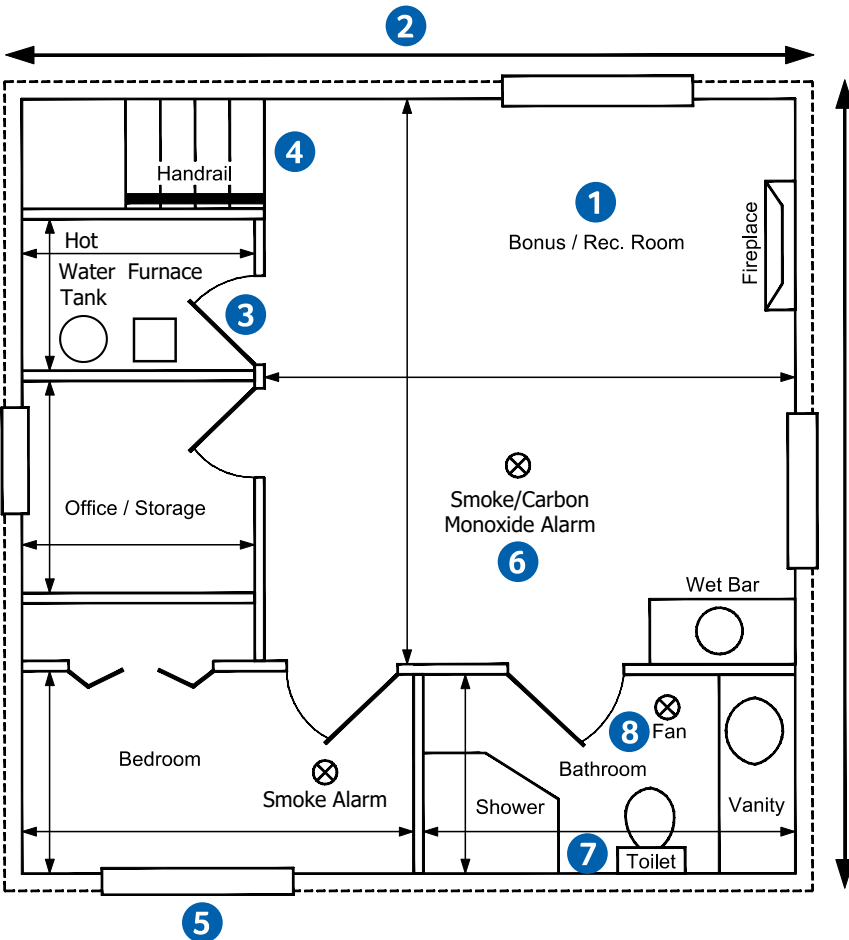
By checking the "I agree" box, you agree and authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature.
I agree ☐

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Basement Development

Sample Floor Plan

A well-drawn and properly dimensioned floor plan will speed up the application review process.



The floor plan diagram illustrates a basement layout with the following features and labels:

- 1** Label rooms: Bonus / Rec. Room, Office / Storage, Bedroom, Bathroom, Wet Bar, Vanity, Toilet.
- 2** Basement perimeter: Indicated by a dashed line around the entire room area.
- 3** Door size: Indicated by arrows showing the width of the door between the Office/Storage and Bonus/Rec. Room.
- 4** Locations and direction of stairs, handrails and guards: Indicated by arrows showing the path of the stairs and handrails in the upper left corner.
- 5** Window size and clear openings for bedroom windows: Indicated by arrows showing the width of the window in the Bedroom.
- 6** Location of smoke and carbon monoxide alarms: Indicated by 'X' marks in the Bonus/Rec. Room and Bedroom.
- 7** Plumbing fixtures: Indicated by circles representing the Wet Bar, Toilet, and Shower.
- 8** Location of exhaust fans: Indicated by 'X' marks in the Bathroom and Bonus/Rec. Room.

	PROJECT TITLE SAMPLE FLOOR PLAN	
	ADDRESS	DATE

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: _____

"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"

Master Electrician Signature

Directions: _____

ANNUAL PERMIT: ☐ Yes ☐ No

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.

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City of Beaumont
5600 49 Street
BEAUMONT AB T4X 1A1
Phone: 780 929 8782
www.beaumont.ab.ca



PLUMBING PERMIT APPLICATION FORM

Application Date: DD / MMM / YYYY

Estimated Project Completion Date: DD / MMM / YYYY

Applicant Type: ☐ Homeowner ☐ Contractor

Cost of Installation (Labor & 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.

Owner Name: _____ Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____ Fax: _____

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".

Company Name: _____ Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____ Fax: _____

Cell: _____ Email: _____

Installer's Number: _____ Print Installer's Name: _____ Installer's Signature: _____

Project Location in the City of Beaumont:

Street Address: _____ Tax Roll #: _____

Legal Subdivision: Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____

Subdivision Name: _____ Lot: _____ Block: _____ Plan: _____

Directions: _____

TYPE OF OCCUPANCY:

- ☐ Residential
☐ Farm/Ranch
☐ Commercial
☐ Industrial
☐ Oilfield/Gas
☐ Institutional
☐ Mobile
☐ Manufactured

Square Footage: _____

NUMBER OF FIXTURES:

Kitchen Sinks _____
Basins _____
Showers _____
Laundry _____
Toilets _____
Washers _____
Bathbubs _____
Floor Drains _____
Grease Traps _____
Bidets/Water Fountains _____
Urinals _____
Other _____

WATER AND OR SEWER SERVICE:

- ☐ Disconnect from Septic Connect to
Municipal Sewer

☐ Water and/or Sewer Services

☐ Mobile Home/Factory Assembled
Building Connection

PLUMBING DESCRIPTION OF WORK:

☐ ANNUAL PERMIT

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

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City of Beaumont
5600 49 Street
BEAUMONT AB T4X 1A1
Phone: 780 929 8782
www.beaumont.ab.ca



GAS PERMIT APPLICATION FORM

Application Date: DD / MMM / YYYY

Estimated Project Completion Date: DD / MMM / YYYY

Applicant Type: ☐ Homeowner ☐ Contractor

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.

Owner Name: Mailing Address:

City: Prov: Postal Code: Phone: Fax:

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"

Company Name: Mailing Address:

City: Prov: Postal Code: Phone: Fax:

Cell: Email:

Installer's Number

Print Installer's Name

Installer's Signature

Project Location in the City of Beaumont:

Street Address: Tax Roll #:

Legal Subdivision: Part of: Section: Township: Range: West of:

Subdivision Name: Lot: Block: Plan:

Directions:

TYPE OF OCCUPANCY:

- ☐ Residential
☐ Farm/Ranch
☐ Commercial
☐ Industrial
☐ Oilfield/Gas
☐ Institutional
☐ Mobile
☐ Manufactured

NUMBER OF OUTLETS:

Furnace _____
Water Heater _____
Fireplace _____
Dryer _____
Unit Heater _____
Range _____
Room Heater _____
Boilers _____
Conversion _____
Replacement Appliance _____
Secondary Risers _____
Barbeque _____
Other _____

COMMERCIAL/INDUSTRIAL APPLICATION ONLY:

Total BTU _____

Name of Gas Supplier _____

DESCRIPTION OF WORK FOR ALL GAS PERMITS:

PROPANE INSTALLATION:

No. of Tanks _____

Tank Size _____

Serial # _____

- ☐ Vaporizer
☐ Refill Centre
☐ Service Line from Tank
to Building
☐ Temporary Heat

☐ ANNUAL PERMIT

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

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**IMPORTANT
Information for your
BASEMENT
RENOVATION
Ensure you Read!**



PERMITS

Do you have all the permits you need?

If you are installing a space designed for commercial use or if you are installing a space for rental income a Development Permit is required.

Development permit: A document permitting a specific type of development on a specific parcel of land assuring conformance with zoning and development regulations under the Land Use Bylaw and its effect on adjacent property.

Building permit: addresses how the building is safely constructed with respect to life safety, structural integrity, property protections, use and occupancy.

OTHER PERMITS: Electrical, Plumbing, Gas

The City of Beaumont contracts **Inspections Group** to provide inspections for electrical, plumbing & gas installations.

Rough-in & final inspection required for electrical & plumbing. Final Inspection required for gas.



BUILDING PERMIT CONDITIONS

1. Permit is valid for one (1) year from date of issuance.
2. All construction methods and materials as per the latest edition of the Alberta Building Code Regulations.

INSPECTION CONDITIONS

To ensure conformity and compliance with the Alberta Building Code, inspections are done by the Building Inspector.

It is the applicant's responsibility to book their inspections.

You will typically have up to three different inspectors visit your residence.

City of Beaumont building inspector

Inspections Group inspector

Inspections Group inspector



building inspections

gas/plumbing inspections

electrical inspections

STAGE ONE INSPECTION: FRAMING / INSULATION (PRIOR TO DRYWALL)

- ☐ OBTAIN A BUILDING PERMIT FROM CITY OFFICE BEFORE CONSTRUCTION BEGINS
- ☐ Framing complete
- ☐ Electrical rough-in complete
 - ☐ all wire and boxes installed and visible
 - ☐ main service installed
 - ☐ bonding and grounding complete
 - ☐ book your Electrical inspection with Inspections Group
- ☐ Plumbing rough-in below grade or above grade complete (prior to covering)
 - ☐ all drain or sewer lines installed
 - ☐ all drain lines installed
 - ☐ all vent stacks installed
 - ☐ all water lines installed
 - ☐ book your Plumbing inspection with Inspections Group
- ☐ Install your insulation and vapor barrier
- ☐ Book your Framing / Insulation inspection with the City's inspections department.



After inspection a Site Inspection Report will be EMAILED to the Permit Holder.

STAGE TWO INSPECTION: FINAL (PRIOR TO OCCUPANCY)

- ☐ Hand rails in place
- ☐ Smoke alarms / carbon monoxide detectors installed
- ☐ Electrical ready for final inspection
 - ☐ all load devices and switches installed and operational
 - ☐ smoke detectors installed
 - ☐ panel labeled
 - ☐ book your final Electrical inspection with Inspections Group
- ☐ Plumbing ready for final inspection
 - ☐ all fixtures installed and operational
 - ☐ book your final Plumbing inspection with Inspections Group
- ☐ Gas ready for final inspection
 - ☐ all gas piping installed
 - ☐ pressure test completed
 - ☐ gas meter hung
 - ☐ appliances firing
 - ☐ book your final Gas inspection with Inspections Group
- ☐ Flooring, ceiling and doors installation complete
- ☐ Drywall and paint complete
- ☐ Interior finishing complete
- ☐ Other items required to complete your space. ***This list is general in nature and will not apply to all renovations. Please refer to your Plan Examination Report and your Site Inspection Report for specific details related to your renovation.***
- ☐ Book your Final Building inspection with the City's inspections department.



After inspection a Site Inspection Report will be EMAILED to the Permit Holder.