

DECK 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)

* NOTE: Decks below 0.60 metres (24 inches) in height (from grade to deck floor at all points) do not require a permit*

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

DEVELOPMENT PERMIT REQUIREMENTS

- ☐ Site Plan - must include:
 - ☐ Address of Property
 - ☐ Location and dimensions of the deck
 - ☐ Lot and house dimensions
 - ☐ Distance the deck will be from rear and side property lines
 - ☐ Distance the house is from rear and side property lines (include distance to front property line if application is for a front yard deck)
 - ☐ Location from grade to deck floor
 - ☐ Location of deck steps, if any
- ☐ Declaration re Wells - Only required for new buildings larger than 47m² (505 square feet) or additions to existing buildings resulting in the building being larger than 47m² (505 square feet).

BUILDING PERMIT REQUIREMENTS

- ☐ Elevation View & Guardrail Design Drawing:
 - ☐ Height from grade to deck floor
 - ☐ Height of guardrail
 - ☐ Distance between guardrail posts
 - ☐ Stair details (number of steps, rise of steps, height of hand rail, etc.)
 - ☐ Distance deck extends from house
 - ☐ Distance of deck foundation from house
 - ☐ Size, depth, and type of deck foundation
- ☐ Floor Plan/Framing Detail
 - ☐ Size of beam and post spacing
 - ☐ Location of piles
 - ☐ Size and spacing of joists and joist span
 - ☐ Material used for decking
- ☐ 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.

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: _____

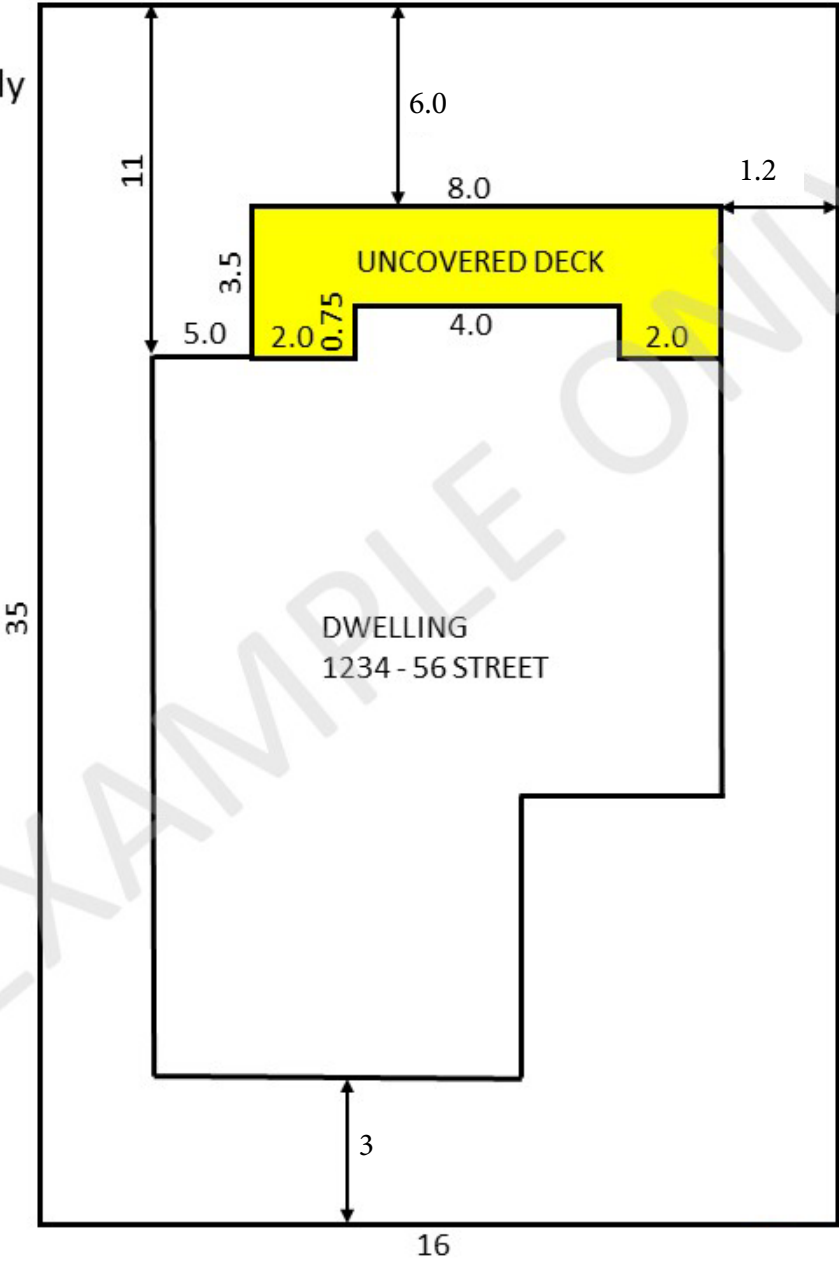
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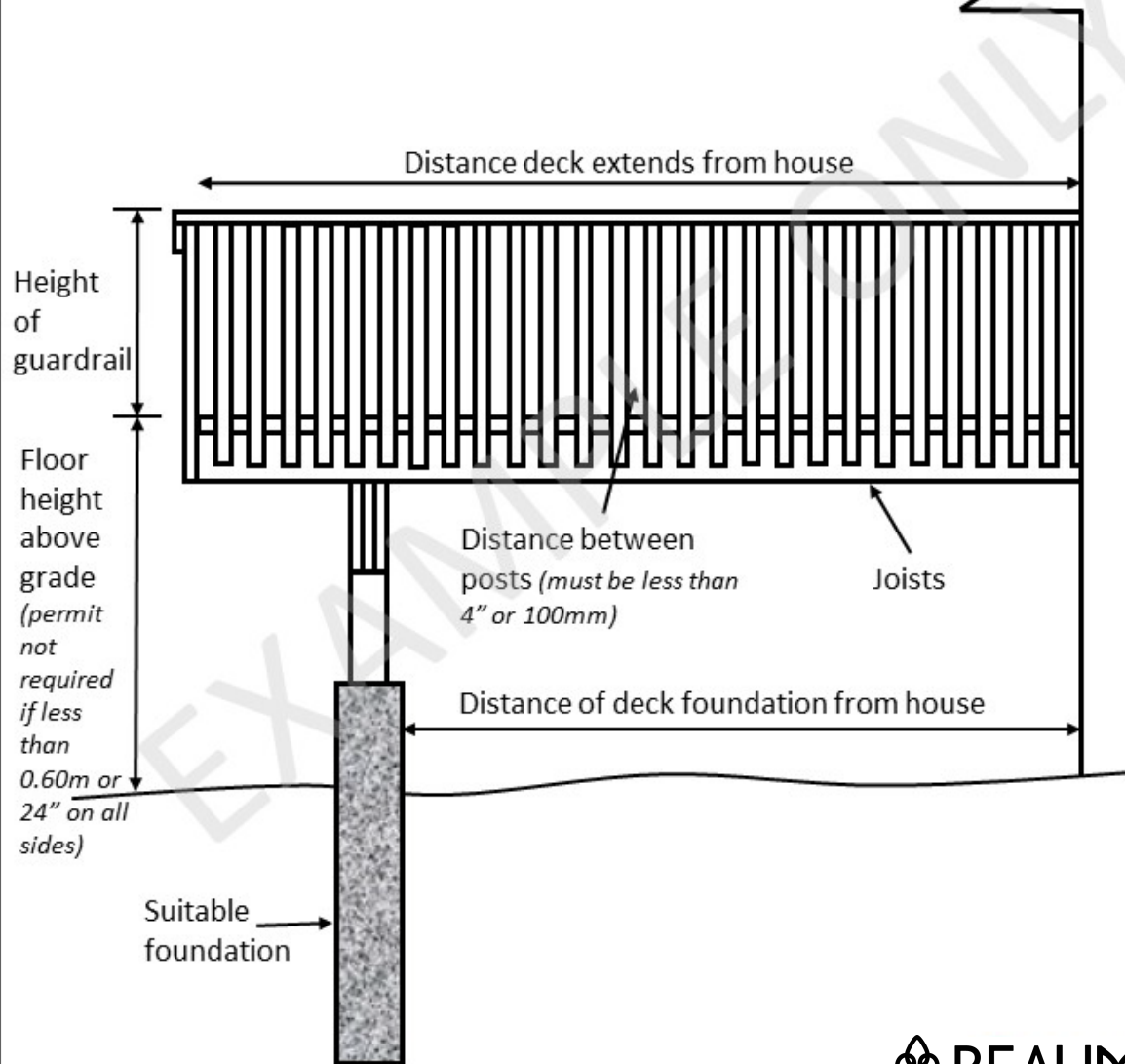
I agree ☐

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Site Plan –
Example Only



Elevation and Guardrail Design – Example Only

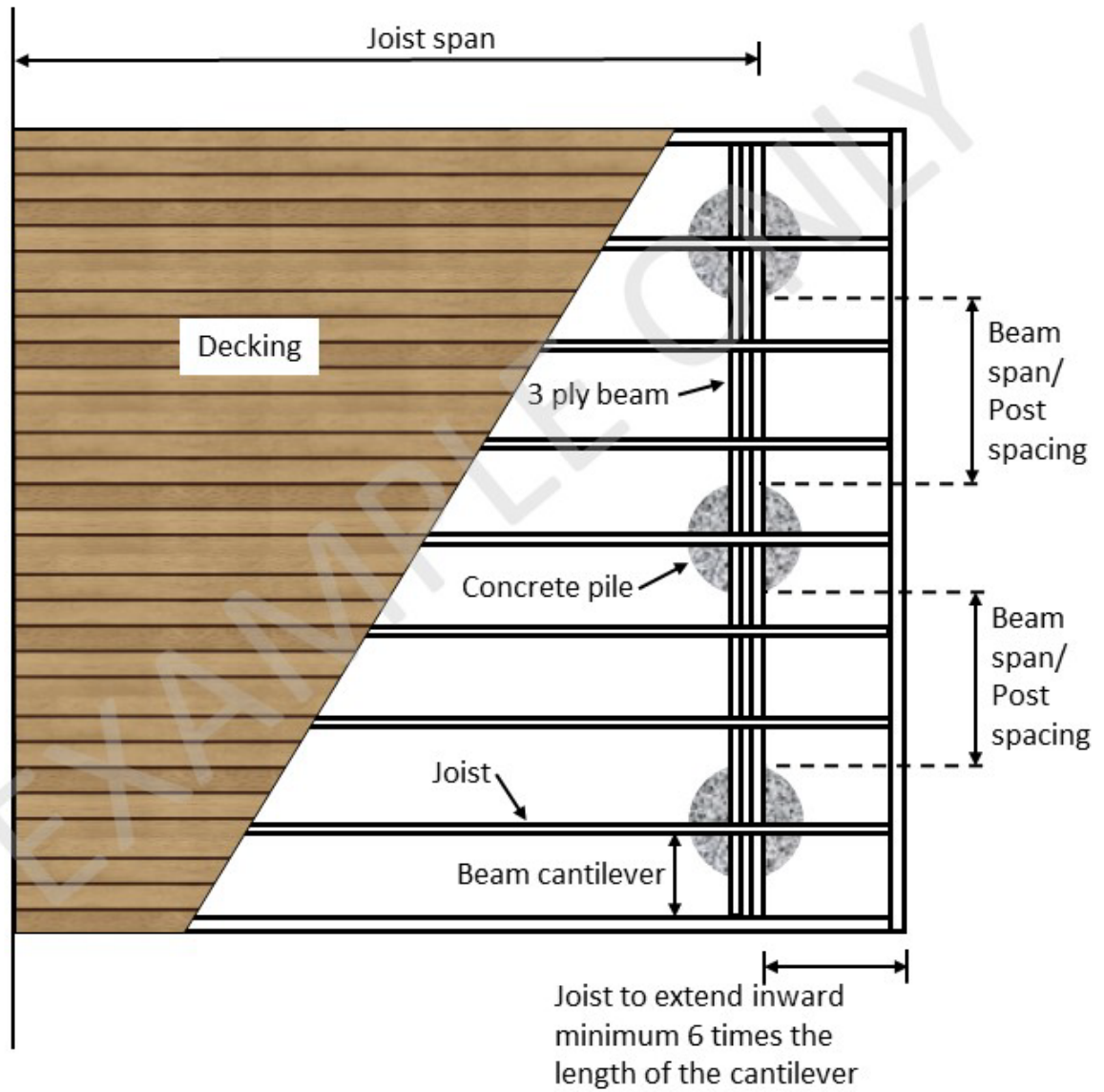


 BEAUMONT

Note:

- If the floor to grade distance is more than 6', the guardrails must be at least 42" (1.07m) high.

Floorplan/Framing Detail– Example Only



Maximum Framing Spans				
Joists Span	16" o.c.	24" o.c.	Beam Span	Post Spacing
2 x 6"	9'-4"	8'-2"	n/a	n/a
2 x 8"	11'-7"	10'-9"	3-2x8	9'-9"
2 x 10"	13'-7"	12'-11"	3-2x10	11'-11"
2 x 12"	15'-7"	14'-8"	3-2x12	13'-10"



City of Beaumont
5600 - 49 Street
Beaumont, Alberta T4X 1A1
Phone: (780) 929-8782
Fax: (780) 929-3300
Email: development@beaumont.ab.ca

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 Development Permit.

Subject Parcel:

Lot: _____ Block: _____ Plan: _____

Municipal Address: _____

Signature

Printed Name

Date

SEE REVERSE FOR INFORMATION

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.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

ERCB Directive:

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

DECK INFORMATION

Civic Address _____ Legal _____

Applicant's Name (print) _____ Signature _____

Deck Construction Details

Deck Floor above Ground Height **(A)** _____

Guardrail Height **(B)** _____

Joist Span **(C)** _____ Joist Size **(D)** _____ Spacing **(E)** _____

Post/Pile Spacing **(F)** _____ Beam Size **(G)** _____

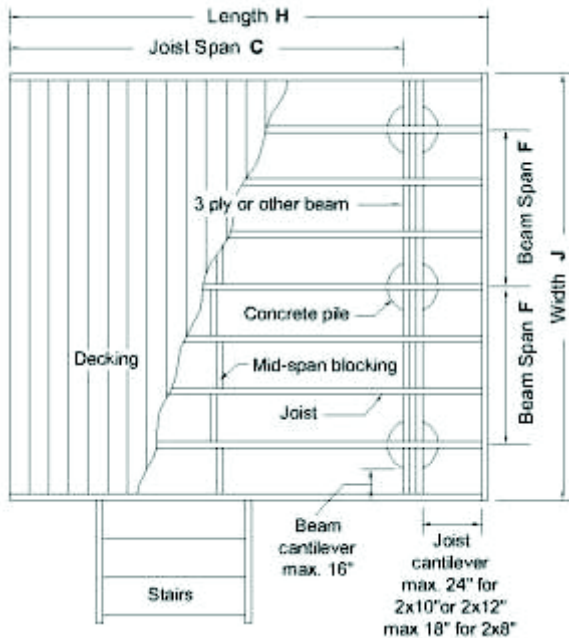
Deck Length **(H)** _____ Deck Width **(J)** _____

Decking Material _____

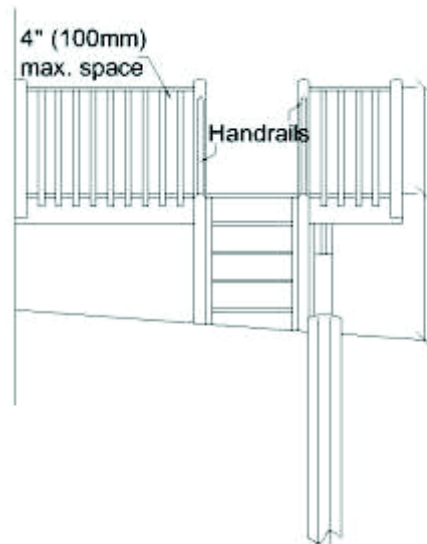
Foundation Type: ☐ Engineered Screw piles ☐ Concrete Pile (12" x 12", 2-15 m rebar) ☐ Other: _____

Additional Information: _____

Framing Details



Guardrail Design



NOTE: If the floor to ground distance is more than 6', **(A)** the guard height **(B)** is 42" (1.07m) minimum. If the distance **(A)** is less than 6', the guard height **(B)** is 36" (915mm) minimum. If the distance **(A)** is less than 2', no guard is required.

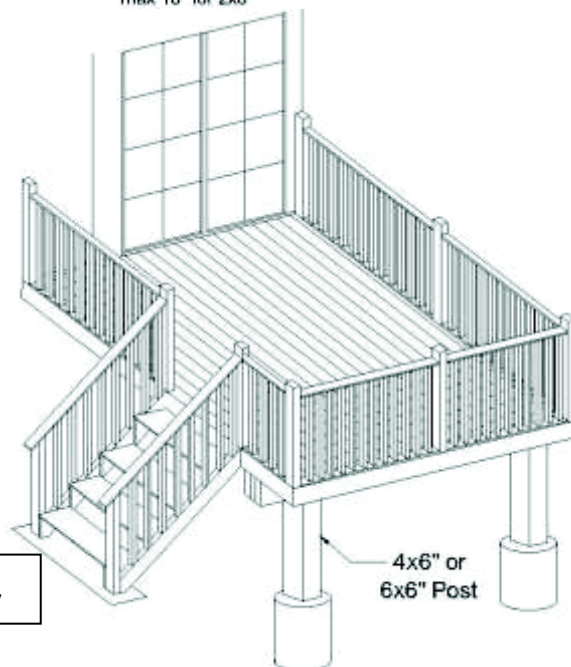
Maximum Joist Spans

Joist Size (D)	Span (C) (E) 16" o/c	Span (C) (E) 24" o/c
2x8"	11' - 0"	10' - 6"
2x10"	13' - 0"	12' - 4"
2x12"	14' - 10"	14' - 1"

Lumber Grade: SPF No. 1 & 2

Maximum Beam Spans

Beam Size (G)	Post/Pile Spacing (F)
3-2x8"	10' - 1"
3-2x10"	12' - 10"
3-2x12"	15' - 0"



STAIRS: Maximum rise = 8"
Min. step/tread = 10"