



# City of Beaumont

## New House Permit Application Package

Updated: 2026-03-11

### INCLUDES:

#### Application Documents

- New House Permit Application Checklist
- Permit Application
- Performance/Damage Pilot Agreement
- Declaration – Absence of Abandoned Wells on Parcel
- Fire Safety Plan

#### Information Document

- Plot Plan Requirements

E & OE

City of Beaumont  
Planning & Development  
5600-49 Street  
Beaumont, AB T4X 1A1  
Phone: 780-929-8782  
Fax: 780-929-3300  
Email: [development@beaumont.ab.ca](mailto:development@beaumont.ab.ca)

## NEW HOUSE PERMIT 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. Property information and builder information **MUST** match what the applicant registered with New Home Registration. Conflicting information will render the application incomplete.

- Digital submissions must be in legible, clear, to scale and in PDF format only and emailed to [development@beaumont.ab.ca](mailto: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

- Development/Building permit application form
  - Project address & legal description *\* does this match New Home Registration?*
  - Applicant name, mailing address, phone and email *\* does this match New Home Registration?*
  - Owner information completed
  - Construction Value (Do not include cost of land)
  - All applicable fields completed
  - Ensure application is not cut off
  - Signed and dated

- Performance/Damage Pilot Agreement
  - Applicant name, mailing address, phone *\* does this match New Home Registration?*
  - Project address & legal description *\* does this match New Home Registration?*
  - All applicable fields completed
  - Ensure agreement is not cut off
  - Signed

- Declaration re Wells
  - Applicant *\* does this match New Home Registration?*
  - Project address & legal description *\* does this match New Home Registration?*
  - Signed and dated

- New Home Registry Approval Certificate  
*All new residential construction will need to meet the requirements of the New Home Buyer Protection Act. For more information contact Alberta Municipal Affairs at 1-866-421-6929*

- Surveyor's Plot Plan
  - 8.5" x 14" legal size (pdf format) – Mandatory Size, surveyor's original, and at scale
  - Project address & legal description *\* does this match New Home Registration?*
  - Applicant name *\* does this match New Home Registration?*
  - The dimensioned site plan must show:
    - Land Use District
    - All dimensions to scale (preferably 1:200)
    - North arrow
    - Municipal address
    - Legal land description
    - Site area and coverage
    - Area of the driveway
    - Property lines
    - Title block – showing name and contact information for designer/draftsperson
    - Front, sides and rear setback distances (building pocket)
    - Retaining walls, including height and grade (if applicable)
    - Easement, Utility Right of Ways
    - Roadway access
    - Adjacent streets
    - Foundation outline of dwelling, cantilevers, decks and other projections
    - Outline of all accessory building (if applicable)

<input type="checkbox"/> Fire Safety Plan <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant name</li> <li><input type="checkbox"/> Project address, subdivision, description of project</li> <li><input type="checkbox"/> Contact Personnel names and phone numbers</li> <li><input type="checkbox"/> Applicant</li> <li><input type="checkbox"/> Signed and dated</li> <li><input type="checkbox"/> Project address, emergency contact name and phone number</li> <li><input type="checkbox"/> Muster point location</li> <li><input type="checkbox"/> Emergency phone numbers</li> </ul>
<input type="checkbox"/> Floor and Elevations Plans <ul style="list-style-type: none"> <li><input type="checkbox"/> 11" x 17" tabloid size (pdf format) – Mandatory Size</li> <li><input type="checkbox"/> Front elevation needs to show the building height from grade to the eaves.</li> <li><input type="checkbox"/> Project address &amp; legal description <i>* does this match New Home Registration?</i></li> <li><input type="checkbox"/> Applicant <i>* does this match New Home Registration?</i></li> </ul>
<input type="checkbox"/> Pre-engineered Roof Truss layouts and Floor System layouts <ul style="list-style-type: none"> <li><input type="checkbox"/> 11" x 17" tabloid size (pdf format) – Mandatory Size</li> <li><input type="checkbox"/> Municipal address &amp; legal description <i>* does this match New Home Registration?</i></li> <li><input type="checkbox"/> Applicant/Contractor name <i>* does this match New Home Registration?</i></li> </ul>
<input type="checkbox"/> Supplier's letter for Pre-engineered Structural Components <ul style="list-style-type: none"> <li><input type="checkbox"/> Project address &amp; legal description <i>* does this match New Home Registration?</i></li> <li><input type="checkbox"/> Applicant/Contractor name <i>* does this match New Home Registration?</i></li> </ul>
<input type="checkbox"/> Cross Sections and Specification Details
<input type="checkbox"/> Foundation Plans, Beams, Columns, Column Loadings, Pad & Concrete Details <ul style="list-style-type: none"> <li><input type="checkbox"/> If ICF (insulated concrete form) is being used, it is to be shown on the drawings with the product type &amp; manufacturer listed</li> <li><input type="checkbox"/> Garage foundations, if Pile &amp; Grade Beam system is being used, an Engineer's approved stamped drawing is required</li> </ul>
<input type="checkbox"/> Engineer's approved and stamped drawings are required for the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Manufactured Stone used in Exterior Wall Cladding Systems or show conformance with Standata – 19BCV-018R1 (indicate on drawings)</li> <li><input type="checkbox"/> Pile design (example: deck)</li> <li><input type="checkbox"/> Tall Wall Framing Details for walls over 12'</li> <li><input type="checkbox"/> Hydronic radiant floor heating - certified designer or engineer stamped system design in accordance with Standata 19-BCI-011</li> </ul>
<input type="checkbox"/> Energy efficiency documents including insulation details (i.e. performance path or prescriptive path)
<input type="checkbox"/> PERMIT FEES are calculated within the Application form. Access the current Fee Schedule from our website at <a href="http://www.beaumont.ab.ca">www.beaumont.ab.ca</a> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff will phone to arrange payment ONLY after verifying the application is complete.</li> </ul>

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

**OFFICE USE ONLY**

Permit Number: \_\_\_\_\_

Authorization or ID Received

Land Use District: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Tax Roll: \_\_\_\_\_

Permitted Use

Permitted Use w/ Variance

Discretionary Use

**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): \_\_\_\_\_

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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): \_\_\_\_\_

**Fees      Receipt #:**

New House:

Development Permit: \_\_\_\_\_

Building Permit: \_\_\_\_\_

Safety Code Levy \_\_\_\_\_

Street Cleaning: \_\_\_\_\_

Construction Water: \_\_\_\_\_

\*Lot Grading: \_\_\_\_\_

\*Sidewalk Inspection: \_\_\_\_\_

\*Water Meter: \_\_\_\_\_

\*GST: \_\_\_\_\_

**Proposed Development**

**Construction Value (Do not include cost of land): \$**

Check one of the following:      Total Number of Units:

Single-detached       Semi-detached       Multi-attached

Upper Floor Area: _____ SF	Main Floor Area: _____ SF	Total Floor Area: _____ SF	
Developed Bsmnt Floor Area: _____ SF	Garage Floor Area: _____ SF	Total Floor Area: _____ m <sup>2</sup>	

**Will this house be a show home?**     Yes     No

What is included with the house? (Check all that apply):

Attached Garage

Basement Development

Secondary Suite - Number of Bedrooms in Secondary Suite: \_\_\_\_\_

Covered Deck

Uncovered Deck

Other: \_\_\_\_\_

Deck:

Development Permit \_\_\_\_\_

Building Permit \_\_\_\_\_

Safety Code Levy: \_\_\_\_\_

**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**

Engineered Fill?     Yes (Submit drawings)     No

Approved       Approved subject to conditions below or attached       Refused

\_\_\_\_\_

Safety Codes Officer: \_\_\_\_\_ Designation No. \_\_\_\_\_ Date: \_\_\_\_\_

The personal information requested on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected will be used for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from City Business Units. The name of the applicant and the nature of the permit will be available to the public. If you have any questions about the collection or use of your personal information, contact the City of Beaumont's FOIP Coordinator at 5600-49th Street, Beaumont, Alberta, T4X 1A1 or 780.929.8782.



## PERFORMANCE/DAMAGE PILOT AGREEMENT

Applicant Name:		Phone:	
Mailing Address:			
Property Address:			
Legal Description:	Lot:	Block:	Plan:
Receipt Number:		Application Date:	

1. The Applicant agrees to construct a hard surfaced parking area, set rough grades per design elevation (inclusive of obtaining rough grade acceptance from the City), (as evidenced by the provision of a rough grade certificate); ensure the emergency sump discharge is installed properly; ensure the CC (curb stop) valve is operational and set at the final grade elevation; and, comply with the requirements of the development permit and the Land Use Bylaw. These items must be completed within 18 months of the date of final building occupancy, otherwise the Applicant will be charged for the completion of these items.
2. All trees that are identified by the City on the Development/Building Permit as requiring protection shall be adequately protected during development to ensure they are not disturbed or damaged in any way by development activity. Where damage to protected trees is noted by the City, the cost of tree replacement or a portion thereof will be charged to the Applicant.
3. The Applicant shall promptly, and in any event within thirty (30) days of the City's notice, repair, and if necessary replace, any damage to sidewalks, streets, curbs, gutters, cc (curb stop) valves, grading, land, and any other improvements, infrastructure, or utilities caused by the Applicant, their agents, contractors or employees in connection with the development of the above described lands.
4. The Applicant agrees to indemnify and save the City of Beaumont harmless from and against all claims, costs, expenses and charges related to or incidental to damage to and repair and replacement of sidewalks, curbs, gutters, cc (curb stop) valve(s), grading, land and other utilities and improvements in connection with the development on the above described land necessitated by damage or the negligence by the Applicant, their agents, contractors or employees.
5. Where damage to sidewalks, curbs, gutters, cc (curb stop) valves and/or the Emergency sump discharge is/are noted by the City and not promptly repaired or replaced as required herein, the City may undertake the repairs and/or replacement at a time when conditions permit. The cost of any repair and or replacement will be charged to the Applicant. The invoice(s) shall be paid within 30 days of issuance. Any amounts not paid when due shall be subject to interest at a rate of 1.5% per month from the due date until paid in full.
6. The Applicant acknowledges that they will be invoiced and required to pay the City of Beaumont for any of the said costs, expenses or charges of any repairs, construction, and/or replacement, as described above.
7. With regards to the asphalt, sidewalk and curb located at the above-mentioned property, the Applicant acknowledges that it is their responsibility to thoroughly assess and document existing infrastructure conditions, including but not limited to the sidewalk, curbs, and the operational status of curb stop (CC) valves, prior to the commencement of construction. The City will perform one inspection at the point of passing rough grade. If damages are observed at that time, the Applicant shall be responsible for repairing such damage. The Applicant is required to provide adequate proof of any pre-construction damages to the satisfaction of the City. Failure to provide such proof will result in the Applicant accepting full responsibility for any observed damage.
8. The Applicant acknowledges that they are participating in a pilot program to evaluate the benefits of removing the previous \$3,000 deposit requirements associated with this agreement. The City may, in its sole discretion, terminate this pilot project and upon such termination, the Applicant shall pay to the City a \$3000.00 deposit which will be held by the City as security for the performance of the Applicant's obligations herein, and applied by the City towards its costs if the Applicant fails in performance. The City reserves the right to amend the terms of this pilot project, or revoke this pilot at any time.
9. Any breach of this Agreement by the applicant shall be a contravention of the Applicant's development permit for the above described lands.

Witness Signature: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**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 NEXT PAGE 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/Viewer.aspx?Viewer=GDA](https://maps.srd.alberta.ca/GDA_View/Viewer/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](http://www.municipalaffairs.alberta.ca/documents/msb/information_Bulletin_05_12.pdf)

ERCB Directive:

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



# Fire Safety Plan for Construction/Renovation (Small Buildings)

THIS PLAN MUST BE POSTED AT EACH JOB SITE AND EMPLOYEES ARE EXPECTED TO BE TRAINED IN HOW TO FOLLOW ITS PROVISIONS

Applicant:	
Project Address:	
Subdivision:	
Description of Project:	

### General Considerations:

- A warning system will be in place at all sites to warn of potential threats, and facilitate evacuation
- Each site will have a muster point where workers can be accounted for
- A method of notifying the fire department, or other emergency agency shall be available at all times
- Fire extinguishers will be available at all times at every site while workers are present
- Access to fire hydrants and buildings for fire apparatus must be maintained

### Hazard Control:

- At the end of each day combustibles will be cleared from the site area, disposed of in bins, or stored in neat piles
- No open-flame devices will be used inside buildings unless a dedicated watch is in place – this includes hot works
- LPG tanks or flammable liquids containers are not allowed within buildings

### Emergency Response Numbers:

FIRE/POLICE/AMBULANCE: 9-1-1

### Contact Personnel:

Provide a list of names and telephone numbers of person(s) to be contacted during non-operating hours or in emergency situations. (Available 24 hrs.):

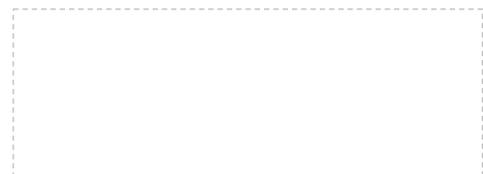
Name:	Name:
Phone:	Phone:

This plan is designed in conformance with Section 2.8.2 of the National Fire Code -2019 Alberta Edition, and on signature, becomes an agreement between the building owner/contractor and Beaumont Fire Services.

\_\_\_\_\_  
Applicant/Contractor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Office Use Only - SCO Approval





## POST ON CONSTRUCTION SITE

Address	
Emergency Contact Name	
Emergency Contact Phone #	
Muster Point Location	

### IN CASE OF A FIRE EMERGENCY

#### Upon discovery of fire

- Leave fire area immediately.
- Close all doors behind you. Turn off equipment if safe to do so.
- Notify occupants verbally, sound horn or activate fire alarm system.
- Call the Fire Department by dialing 9-1-1 on a telephone from a safe location.
- Use nearest exit, do not use man lifts or elevators.
- Try to extinguish a very small fire only.
- If you have the slightest doubt about whether or not to fight the fire – DON'T. Instead, evacuate, and close the door behind you to slow the spread of fire.
- Go to muster point, stay there until instructed to do otherwise.
- A supervisor must await the arrival of the Fire Department at a location that is safe to do so.

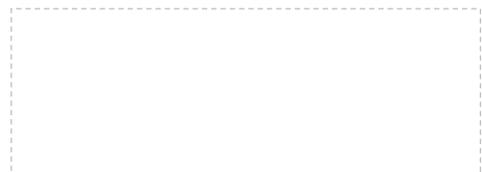
#### Upon hearing of a fire event

- Turn off equipment.
- Use the nearest exit; do not use man lifts or elevators.
- Close all doors behind you where practical.
- Go to the designated mustering point, be accounted for.
- Do not leave the designated muster point until instructed to do so.
- Designates must account for all people expected to be on site and report any missing persons to the Fire Department and local authorities.

### EMERGENCY PHONE NUMBERS

Fire/Rescue/Dangerous Goods/Ambulance/Police	9-1-1
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Power:	
Water:	
Gas:	



When submitting a New House Development and Building Permit application please ensure that the house and any attached garage and/or deck over 0.60m in height fits entirely within the property lines.

