



CURRENT PLANNING
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Residential Development & Building Application

- ADDITIONS / ALTERATIONS / DEMOLITIONS -

Office Use Only: **POSSE Project No** _____

Project Address: (Provide at least one of the following) – Please note: it can not be an intersection

PROJECT ADDRESS (MUNICIPAL): _____

LEGAL DESCRIPTION: PLAN: _____ BLOCK: _____ LOT: _____

Applicant Information: **Posse Customer ID for Applicant:** (if known) _____

APPLICANT / CONTACT: _____

APPLICANT IS THE: Owner of the property Contractor hired by the owner Owner's representative Other; _____

BUSINESS NAME (IF APPLICABLE): _____ LICENCE #: _____

MAILING ADDRESS: _____ CITY: _____

PROVINCE: _____ POSTAL CODE: _____ EMAIL: _____

PHONE #: _____ FAX #: _____ CELL #: _____

Description of Work (check all that apply)

- Addition Sunroom Interior alteration Gazebo Greenhouse Shed Pergola Hot tub
- Basement Development (no secondary suite involved) Detached Garage Detached Carport Swimming Pool
- Pond Covered Deck/Patio Uncovered Deck Solid Fuel Burning Appliance (eg wood, pellet, coal) Demolition
- Renewable Energy Devices (e.g. roof mount panels) Other (describe) _____

Describe what is being demolished: _____

Sq Footage of Construction (per structure if more than one structure involved) _____

Construction Value – COST (per structure) \$ _____

The construction value is the value of all materials and labour (excluding Professional fees) to do the project. For demolitions, the construction value is the total cost of the demolition

Subcontractors	POSSE Customer ID #	Business Name & Address
Building (if different from applicant)		

Signature: _____ **Date:** _____

For Office Use Only:

Minor Development Permit Required? Yes No Existing Without Permits? Yes No DP # _____

Zoning: _____ Overlay: _____

Sanitary Sewer Trunk Charge Required? Yes No Lot Grading Required? Yes No Development Fees to be charged: \$ _____

Development Permit Description: _____

Reviewed By: _____ Employee Initials: _____ Date: _____

Other Misc Building Permit Required? Yes No Employee Initials: _____ Date: _____
 If Yes – Permit to be entered by CSR? Yes No

Permit fees must be paid at time of application. Permit Fees may vary depending on the scope of the construction. If applying in person, payment options are: cash, debit, cheque or credit card. **If applying by mail, it is recommended that payment be done by credit card to avoid delays in issuing permits.**

Credit Card, check one: Visa MasterCard American Express

Card Number: _____ Expiry date: ____/____

Cardholder Name: _____

APPLICATION REQUIREMENTS

NOTE: Electrical and mechanical work is not included in this application. If mechanical work (plumbing, gas, heating and ventilation & electrical) is being done, separate mechanical permits must be applied for. Please see www.edmonton.ca for additional information on these permits.

Secondary Suite in an existing Single Family Home:

- Use the Secondary Suite Application for an existing Single Family Home. For renovations to an existing suite that has already received its Development & Building permits to operate as a secondary suite – follow the Interior Alterations section submission information.

Garage or Garden Suites:

- For new construction of a garage or garden Suite or application for a garage suite into an existing building- Use Garage or Garden Suite Application. For renovations to an existing suite that already received its Development & Building permits to operate as a garage or garden suite – follow the Interior Alterations section submission information.

New Single Family Home Construction with or without a Secondary Suite

- For construction of a new single family home with or without a secondary suite - Use the New Single Family House Permit Application

Addition / Covered Deck / Sunroom / Exterior Alterations

- 3 sets of drawings including:
 - site plan
 - floor plans
 - elevation plans
 - construction details

Detached Garage (this does not include Garage suites)

- 3 sets drawings including:
 - site plan
 - Garage Design Form (available on the Web www.edmonton.ca)
 - OR** 3 sets of Construction Drawings (see note below)

Note: Garage Construction drawings may not be required for standard garage packages from a Building Supplier. In these cases, usually filling out the Standard Garage Detail Form is the only building construction information that is required unless the garage is larger than 67 sq meters (728 sq ft) or if any dimension (length or width) exceeds 9 meters (30 ft) then the foundation drawings must be stamped by a professional engineer.

However, if the client is not using a standard package (i.e. garage has a loft, or has a stick frame roof, etc) or is constructing a custom design they must also provide:

- 3 sets of garage construction drawings (same as requirements for additions (*see above*))

Uncovered Deck: (if hot tub is being installed in deck – information requirements from Hot tub section is also required)

- 2 sets of drawings including:
 - site plan
 - Deck Design Form (available on the Web www.edmonton.ca)

Hot Tub/Private Swimming Pool:

- 3 sets drawings including:
 - site plan
 - For a hot tub – indicate the make, model and cover details, specifications and support details
 - Letter from supplier
 - For a swimming pool – plan of pool and all requirements per ABC 2006-B-73

Notes: - Any platform or deck construction, ladder and diving board or slide details will be required if these items are not part of a pre-manufactured swimming pool or hot tub package.

- Cover must be capable of supporting an adult and be lockable **or** six foot high fencing will be required.

Over Height Fences

- 3 copies of a site plan or real property report showing existing buildings and property lines, proposed fence location and height of fence

Parking of Recreational Vehicles on Residential Properties

- 3 copies of site plan or real property report showing existing buildings, property lines, location and dimensions of proposed parking space, existing accesses to the site and proposed access to the space.

Interior Alterations & Basement Development (for suites refer to Secondary Suites section):

- 3 sets including:
 - Site plan
 - basement floor plan
 - indicate floor to ceiling height
 - show the location of the stairs exiting the basement
 - show location of the smoke and carbon monoxide detector (s) (*must be hard wired*)
 - show plumbing, heating and ventilation and electrical changes
 - materials of construction

Demolition of a Residential Building:

- 3 sets including:
 - site plan
 - letter of confirmation building is asbestos free and all utilities will be disconnected prior to demolition

NOTE: All demolitions require Development and Building Permit approvals. If there is more than one building being demolished a separate Building Demolition Permit will be required for each building.

Solid Fuel Burning Appliances (wood, pellet or coal):

- 3 sets including:
 - site plan (only if a chase is being constructed outside of the building)
 - construction plans including:
 - If pre-manufactured, need make and model of fireplace and chimney including ULC or WH evaluation
 - If built on site (masonry) need drawings of fireplace structure
 - Floor plans showing location where fireplace is to be installed and size of hearth
 - Location of outside combustion air (how will fresh air get from outside to inside for the fireplace)
 - Cross section showing height of chimney above roof
 - What flooring materials will be used under the hearth (must be non combustible)
 - Location of carbon monoxide detector required if fireplace does not have air tight doors

Accessory Structures (includes sheds, gazebos, and greenhouses):

- 3 sets including:
 - site plan
 - construction details (including fire separations, plumbing, heating and ventilation)
 - wall and roof framing details including type of exterior finish
 - door and window details
 - if structure is pre-manufactured include specs from manufacturer

****Plan Requirements**

All Plans MUST be to scale

<p>1. Site Plan/Real Property Report</p> <ul style="list-style-type: none"> □ a north arrow □ corresponding street and avenue □ dimensions of the site (property lines) □ location of proposed and existing buildings/structures □ location of existing and proposed accesses to the site □ grade elevations (for additions) □ identification of all caveats, covenants, easements <p>*Note: For information relating to grade, please refer to Section 6.1.(33) and 52 of the Zoning Bylaw 12800</p>	<p>2. Elevation Plans</p> <ul style="list-style-type: none"> □ showing all sides of the building (proposed and existing) □ the building height (distances from peak to mid roofline and to main floor) □ exterior finishing materials and colors □ showing all windows and doors <p>*Note: Elevation plans shall include height information for proposed buildings and structures. For information relating to height please refer to Section 6.1. (36) and 52 of the Zoning Bylaw 12800 for further information.</p>
<p>3. Floor Plans</p> <ul style="list-style-type: none"> □ the size of the building (dimensions and square footage) □ dimensioned room layouts indicating uses and activities □ location of walls, doorways and windows (include all sizes) 	<p>4. Construction Details</p> <ul style="list-style-type: none"> □ cross section showing all materials used for the structure □ wall/floor/roof assembly details □ foundation plans and construction specifications

2012 Permit Fees

(Payment must be submitted with the application)

Type of Construction	Development Permit	Building Permit	Safety Code Fee	Total
Additions (includes covered decks and attached carports)	\$400 + (\$40 if development permit is discretionary and notices need to be sent out)	Use construction value table below.	4% of building permit fee (\$4.50 min. up to \$560)	Varies
Interior Alterations (if applying for a secondary suite, use secondary suite application form – If applying for a garage or garden suite – use garage or garden suite form)	Varies depending on Project	Use construction value table below.	4% of building permit fee (\$4.50 min. up to \$560)	Varies
Demolition	\$74 + \$40 if development permit is discretionary & notices need to be sent out For one or more structures see the ** See Note below	\$88 Separate building permit are required for each structure being demolished.	\$4.50 for each building that is being demolished	\$166.50 or 206.50 if notices required
Uncovered Deck with/without Hot Tub, Hot Tub, Accessory Structure, Detached Garage, Swimming Pool	\$114 + (\$40 if development permit is discretionary and notices need to be sent out)	\$88	\$4.50	\$206.50 or \$246.50 if notices required
Exterior Alterations, *Wood Fireplace (includes pellet & coal)	\$114 + + (\$40 if development permit is discretionary and notices need to be sent out) *this fee is changed only if chimney is built on the outside of house.	Use Construction value table below	4% of building permit fee (\$4.50 min. up to \$560)	Varies
Over Height Fences & Parking of Recreational Vehicles on Residential Properties	\$149.00 + (\$40 if development permit is discretionary and notices need to be sent out)	n/a	n/a	\$149.00 or \$189.00 if notices required

Building Permit Construction Value Table

Use the range below based on the construction value of your project.

VALUE OF CONSTRUCTION (2012)	
\$0 - \$5,000	\$ 88.00 + \$4.50 (Safety Code Fee) = \$92.50
\$5,001 - \$10,000	\$ 128.00 + \$5.12 (Safety Code Fee) = \$133.12
\$10,001 - \$25,000	\$ 250.00 + \$10.00 (Safety Code Fee) = \$260.00
\$25,001 - \$50,000	\$ 465.00 + \$18.60 (Safety Code Fee) = \$483.60
\$50,001 - \$100,000	\$ 903.00 + \$36.12 (Safety Code Fee) = \$939.12
OVER \$100,000	\$ 1760.00 + \$70.40 (Safety Code Fee) = \$1830.40

****Note:** Demolitions require both a Development Permit and a Building Permit. If we receive an application which includes the construction of a new building and the demolition of an existing building together, the Development Permit fee for the demolition of the building is not applied. However, if these applications are submitted separately each project will have a Development permit fee associated to it.

Fees for Buildings/Structures Existing without Permits

If you are applying for permits after the structure has been built, only the Development and Building Permit fees are doubled - the safety code fee will only be charged once