



CURRENT PLANNING
 5th FLOOR, 10250 - 101 STREET NW
 EDMONTON, AB T5J 3P4
 PHONE: 311 or if outside of Edmonton 780-442-5311
 FAX: (780) 496-6054
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New Semi-Detached or Duplex Housing Application

(2 dwelling units side by side)

(2 dwelling units one wholly or partially above the other)

Office Use Only

SECTION 1 – DEVELOPMENT PERMIT INFORMATION

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: _____

Has a house or residential dwelling existed on this lot previously? Yes No

Applicant Information:

POSSE Customer ID # _____

APPLICANT / CONTACT: _____

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

BUSINESS NAME (IF APPLICABLE): _____

MAILING ADDRESS: _____ CITY: _____

PROVINCE: _____ POSTAL CODE: _____ EMAIL: _____

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

Description of Work: (in addition to the standard dwellings - check applicable proposed construction)

attached garage attached carport covered deck uncovered deck veranda fireplace
 balcony basement development demolition & redevelopment Other: _____

****Please go to Page 2 to complete "SECTION 2 & 3" (Building permit information)****

For Office Use Only:

Minor Development Permit Required? Yes No Create Sub-job from Project No. _____

Sanitary Sewer Trunk Charge Required? Yes \$ _____ No Lot Grading Required? Yes No

Zoning: _____ Overlay: _____ Development Fees to be charged: \$ _____

This project is: Discretionary Use Permitted Use Demolition

Development Permit Description: _____

Reviewed By: _____ Date: _____

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: _____

SECTION 2 – BUILDING PERMIT INFORMATION:

POSSE Project # _____

1) # of new gas meters? _____

2) What is the construction value for the entire building (both units)? \$ _____
 (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)

3) Square Footage for the entire building (both units but not including basement levels or garage space)? _____ sq ft.

4) Subcontractor List

Subcontractors	POSSE Customer ID #	Business Name & Address
Building (if different from applicant)		
Heating & Ventilation		
Plumbing & Gas		
Sewer		
Electrical – Wiring		
Electrical – Underground		

SECTION 3 – DEVELOPMENT/BUILDING PERMIT SUBMISSION REQUIREMENTS: See page 3 for additional information

Three (3) complete sets of drawings that include the following: (Minimum scale: metric 1:100 / imperial 1/8")

CHECK OFF APPLICABLE INFORMATION SUBMITTED WITH THIS APPLICATION **Incomplete submissions can not be processed**

- plot plan or site plan with grade elevations (at the four corners of site) and main floor geodetic elevation
- main floor elevation
- block face plan, for properties within the Mature Neighbourhood Overlay
- floor and elevation plans (include a basement floor plan if applying for basement development)
- cross sections and specifications details
- foundation plans/beams / columns/column loading / pad details / type of concrete to be used
- grade beam and/or pile foundation details for attached garage, veranda, covered deck, etc.
- foundation lateral support details (include site-specific engineered foundation / window / stairwell bracing or reinforcing details)
- engineered roof truss layout and supplier letter, or stick built roof layout (include bearing details & load transfer points)
- engineered floor joist/truss and engineered beam layout and supplier letter(s)
- tall wall framing details of specific wall / window / door framing details (engineered or per Standata 06-BCI-018)
- structural details not covered under ABC 2006 – Division B – Part 9 (engineer stamped drawings / details)
- applicable fees

Signature : _____ **Date:** _____

The personal information on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address of where the development/use is being proposed may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact the City of Edmonton Call Centre at 311.

PLAN SUBMISSION REQUIREMENT DETAILS

To **minimize delays in processing your application**, the application form must be completed and accompanied by the required plans/information for your project. Additional information may be required as considered necessary, to demonstrate compliance with applicable Edmonton Bylaws and Alberta Building Code, to enable the permit to be issued. Incomplete submissions can not be processed. **NOTE: Faxed or emailed applications will not be accepted.**

Plot Plan or Site Plan to show the following

- north arrow, scale and date of preparation
- municipal address and legal description
- dimensions of the site (property lines)
- dimensions and location of all proposed and existing structures including cantilevers and overhangs and distances to property lines
- dimensions/location of existing and proposed accesses to the site
- elevations of finished grades, bottom of footings, top of foundation wall, finished main floor

Block Face Plan - see Mature Neighbourhood Overlay Information package (available on the web)

Floor Plans to show the following – minimum scale- metric 1:100 imperial 1/8”

- dimensions of proposed structure
- all levels and square footage of each level
- dimensions and layout, location of walls; doors; and windows (include sizes) and use of all rooms/areas

Building Elevations and Sections to show the following

- all sides of the house
- building height
- finished ground level
- exterior finishing materials
- materials and assemblies of materials forming floors, walls, roofs, decks etc.

Manufactured structural component information required to be submitted (see Standata 06-BCI-015)

- Supplier letters* for roof trusses, floor joists, and/or structural beams & columns
- Layouts* for:
 - a) roof
 - b) floor joists of simple or continuous spans

Note: Where continuous spans are incorporated into the design, the layout schematic should also show all joist and/or beam reactions and all construction details that are covered in the manufacturer’s product guide

- Manufacturer’s design drawings* for all manufactured structural components not covered by (a) or (b) above
- Beam calculations* where loads are being transferred to the beam other than through uniform loading covered by ABC 2006 - Division B - Part 9.
- Design of *engineered columns* where loads exceed 8000 lbs, including pad footing details

Aspects of building that may require professional or engineer involvement (stamped design/engineer letter etc)

- | | |
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| <ul style="list-style-type: none"> <input type="checkbox"/> foundation construction not in Code (PWF, ICF, etc.) <input type="checkbox"/> foundation design where geotechnical information indicates it is required <input type="checkbox"/> foundation lateral bracing for wall length, height or backfill condition <input type="checkbox"/> grade beams & piles not per Standata 90-DR-092 <input type="checkbox"/> structural concrete (slabs, brackets, etc) <input type="checkbox"/> retaining walls connected to building or required for building integrity <input type="checkbox"/> complex roof or floor (stick framed or engineered) <input type="checkbox"/> flush connections for built up beams | <ul style="list-style-type: none"> <input type="checkbox"/> exterior walls exceeding Code height limits <input type="checkbox"/> dimension lumber joists exceeding Code table limits <input type="checkbox"/> cantilevered joists not in Code <input type="checkbox"/> masonry supported on wood frame <input type="checkbox"/> concrete topping on wood floor system <input type="checkbox"/> construction with uncommon housing materials (steel, precast concrete, straw bale, SIP, ICF, etc.) <input type="checkbox"/> installation of renewable energy devices (solar collectors etc) <input type="checkbox"/> exterior cladding systems not in Code <input type="checkbox"/> hydronic heating systems <input type="checkbox"/> spray foam products and installation |
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