



RESIDENTIAL CONSTRUCTION APPLICATION PACKAGE

INCLUDES:

- **RESIDENTIAL CONSTRUCTION CHECKLIST**
- **DEVELOPMENT PERMIT APPLICATION FORM**
- **NEW CONSTRUCTION BUILDING PERMIT APPLICATION FORM**
- **DECLARATION - ABSENCE ON PARCEL OF ABANDONED WELLS**
- **VARIANCE REQUEST FORM**
- **INSPECTION REQUEST FORM**

Town of Vegreville
Planning & Development Department
Box 640
4829 50 Street
Vegreville, Alberta
T9C 1R7
PH: 780-632-6479
FX: 780-632-6856
Email: jpd@vegreville.com

Updated: January 2018

TOWN OF VEGREVILLE

RESIDENTIAL CONSTRUCTION-Permit Application information Checklist

*When applying for a new home permit, **ALL DOCUMENTATION AND FEES**, as noted below, **MUST** be submitted at time of application. Application will not be accepted or held at the Town's Planning and Development Office without all documentation and fees. No exceptions will be made.*

- Two Sets of Blue Prints – size 11 inches x 17 inches to scale and/or a digital copy (if plans are larger than a digital copy must be submitted)
- New Home Warranty Certificate or Exemption – Effective February 1st, 2014 (for information Contact New Home Buyers Protection Office @ 1-866-421-6929, homewarranty.inquiries@gov.ab.ca or <http://www.homewarranty.alberta.ca/>)
- Declaration – Absence of Abandoned Wells on Parcel
- Check High Intensity Residential Fires (HIRF) Requirements. Homes built on Plans registered after Dec. 31/10 may not have side windows if side yard is less than 2m. More information at: www.municipalaffairs.alberta.ca/1147.cfm
- A copy of the Surveyor's Plot Plan with Elevations (for new homes, hand drawn is fine for other than new) see attached plot plan requirements
- Supplier's letter for pre-engineered structural components.
- Shop drawings for pre-engineered roof trusses, floor trusses and beams.
- Pile and grade beam for attached garages require Engineer's design.
- Project specific details for tall-wall construction MUST appear on the drawings submitted.
- Is ICF (insulated concrete form) foundation being used?
 - Is it shown on Plans _____.
 - Is it a listed product (Name of product/manufacturer) _____ *Notify Building Inspector.*
- Hydronic radiant floor heating requires engineering to be provided by:
 - 1) following Standata 06-BCI-012. Submit pre-engineered package and site-specific schematic diagram OR
 - 2) provide engineer stamped system design.
- Development/Building Permit Application forms (to be completed): **Note:** If the applicant is not the owner, proof of authorization to act as an agent is required from the owner. Identification with current address is required.

Fees MUST BE PAID AT TIME OF APPLICATION payable to the Town of Vegreville

Questions regarding development or completing application - contact Planning & Development Department at 780-632-6479 or fax 780-632-6856, or email ipd@vegreville.com

Questions regarding the building portion of application please contact The Inspections Group Inc. at 1-866-554-5048.



Development Permit Application Form

Town of Vegreville
 PO Box 640
 VEGREVILLE AB T9C 1R7
 Phone: 780 632 6479
 Fax: 780 632 6856
www.vegreville.com
ipd@vegreville.com

New Construction Addition Renovation Demolition Change of Use Business License Fence Sign Other

Permit Number: _____

File Number: _____

APPLICANT INFORMATION:

Applicant: _____ Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____ Email: _____

Registered Landowner (if same as Applicant, check here)

Registered Name(s): _____ Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____ Email: _____

DEVELOPMENT INFORMATION:

Project Address/Location: _____ Lot: _____ Block: _____ Plan: _____

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

Land Use District: _____ Tax Roll: _____ Proposed Use: _____

Project Description: _____

Total Floor Area: _____ m² / sq. ft. (circle one) Building Height: _____ m / ft. (circle one)

Description of Property: Corner Lot Interior Lot Length _____ m / ft. Width _____ m / ft. Area _____ m² / sq. ft.

Yard Setbacks: Front _____ m / ft. Side A _____ m / ft. Side B _____ m / ft. Rear _____ m / ft. % of Lot Occupied _____

Accessory Building: Detached Attached Shed Deck Other Accessory Building Height _____

If applying for a deck: Uncovered Covered Enclosed

Accessory Bldg Setbacks: Front _____ m / ft. Side A _____ m / ft. Side B _____ m / ft. Rear _____ m / ft. % of Lot Occupied _____

Off-Street Parking Spaces: Qty _____ N/A Off-Street Loading Spaces: Qty _____ N/A

Estimated Cost of the Project or Contract Price (all construction costs including labour) \$ _____

Estimated Start Date: _____ Estimated Completion Date: _____

*Applicant Signature: _____ *Date: _____

By submitting an application I am allowing right of entry to allow all authorized persons the right to enter the above land and or building with respect to this application

The information on this form is collected under Section 33(t) of the Freedom of Information and Protection of Privacy Act (FOIP). The FOIP Act regulates the collection and disclosure of personal information. The privacy of personal information requested in this form is protected by the FOIP Act and is collected for the sole use of the Town of Vegreville to process your application, and the information on this form may be used for preparing documents made available to the public and the issuance of permits. For more information please contact the Town Manager at 780-632-2606.

OFFICE USE ONLY

FEES:

Development: \$ _____	Building: \$ _____	Total
Discretionary/Variance: \$ _____	SCC Fee: \$ _____	DP & BP Fees Due: \$ _____
Penalty: \$ _____	Penalty: \$ _____	Receipt No: _____
Total DP Fees: \$ _____	Total BP Fees: \$ _____	

Town of Vegreville Plot Plan Requirements

When submitting a Residential 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 building pocket as well as any and all accessory buildings over 10m².

Please see the Vegreville Land Use Bylaw 02-2013 for the required setbacks or visit the Planning & Development Department for assistance.



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The Inspections Group Inc.
 12010 - 111 Avenue
 EDMONTON AB T5G 0E6
 Phone: 780 454 5048
 Fax: 780 454 5222
 www.inspectionsgroup.com
 Toll Free: 1 866 554 5048
 Toll Free: 1 866 454 5222

New Construction Building Permit Application Form

Building Permit Number: _____ Development Permit Number: _____ File Number: _____

Builders License Number: _____ License Type: Owner Contractor Builders License Expiry Date: _____

Estimated Start Date (Y/M/D): _____ Estimated Completion Date (Y/M/D): _____

Permit Type: Owner Contractor Cost of Installation (Labor & Material) \$ _____

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act & Regulations and shall commence within 90 days. This permit expires after one year without an extension request.

Owner Name: _____ 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 on the property. I am doing the work myself, and assume responsibility for compliance with the applicable Act and Regulations"

Contractor Name: _____ Address: _____

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

Cell: _____ Email: _____

Contractor/Architect/Engineer Name

Signature

Project Location:

Municipality/Town/City: _____ Street Address: _____

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

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

Directions: _____

Project Information (2 sets of plans/specifications and payment must accompany this application):

Building Type: Commercial Residential Multi Family Industrial

Institutional Mobile/Manufactured Home: CSA # _____ Model _____

Type of Work: New Work Renovations Garage Basement Development Deck Other _____

Wood Stove: Certification Label Number _____

Measurement in: Sq Ft / m² (circle one)

Basement/Footprint _____ Main Floor _____ 2nd floor _____ Garage _____

Number of Storeys _____ Application Date (Y/M/D) _____ Building Classification _____

Description of Work: _____

Type of Payment: Cash Cheque Visa MC Other

Credit Card # _____ Expiry _____

Permit Fee: \$ _____ + SCC Levy \$ _____

\$4.50 or 4% of the permit fee (whichever is greater) maximum \$560.00

Total Cost: \$ _____ Receipt #: _____

AUTHORIZATION

Issuing Officer's Name: _____

Issuing Officer's Signature: _____

Designation #: _____

Issued Date: _____

PLEASE CONTACT THE INSPECTIONS GROUP INC. FOR INSPECTIONS ALLOWING TWO WORKING DAYS NOTICE.

The personal information provided as part of this application is collected under Sec. 43 of the Safety Codes Act and Sections 303 and 295 of the Municipal Government Act and in accordance with Section 32.c of the Freedom of Information and Protection of Privacy Act.

OTHER REQUIRED PERMITS: Electrical Gas Plumbing Private Sewage

ABANDONED WELLS CONFIRMATION FORM – Proposed development

Note: This form is to be signed by the applicant at the time of Development Permit Application, and to be submitted with a printout of the map(s) that was used to confirm the absence of abandoned well(s).

If Abandoned wells are absent within the site of the proposed development:

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 _____

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 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>

TOWN OF
Vegreville
Planning & Development Department

◊ P.O. Box 640 ◊ Lower Level, 4829 - 50th Street ◊ Vegreville, Alberta T9C 1R7 ◊ TELEPHONE: 780.632.6479 ◊
FAX: 780.632.6856 ◊ WEBSITE: www.vegreville.com ◊ E-MAIL: ipd@vegreville.com ◊

2. Have you considered revising the proposed project to eliminate/reduce the variance request?

3. How have you minimized the potential impact the variance will have on the adjacent property owners?

OFFICE USE ONLY:

(A) Land Use Bylaw Section	(B) Requirement to be Varied	(C) Requested Variance	Variance Percentage <i>(Determined by Development Officer)</i>

Applicant Signature

Application Date

NOTE: This information is being collected under the authority of the Town of Vegreville Land Use Bylaw and will be used to process the application. The information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information please contact the Town of Vegreville F.O.I.P Coordinator at 780-632-2606.

OFFICIAL USE ONLY	
VARIANCE FEE: \$	_____
RECEIPT #:	_____
DATE:	ZONE: _____
APPLICATION #:	_____



The Inspections Group Inc.
 12010 - 111 Avenue
 EDMONTON AB T5G 0E6
 Phone: 780 454 5048 Toll Free: 1 866 554 5048
 Fax: 780 454 5222 Toll Free: 1 866 454 5222
 questions@inspectionsgroup.com

PERMIT INSPECTION REQUEST

CONTACT INFORMATION:

Permit Applicant Contact Name:

Phone: Cell:

Additional Information:

Preferred Inspection Date:
(allow at least 48 hours from submission)

PROJECT INFORMATION:

Permit Number:

County/City/Town/Village:

Civic Address:

Legal Address:

Part of	<input type="text"/>	Sec	<input type="text"/>	Twp	<input type="text"/>	Rge	<input type="text"/>	West of	<input type="text"/>
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Subdivision, Lot, Block, Plan:

Subdivision	<input type="text"/>	Lot	<input type="text"/>	Block	<input type="text"/>	Plan	<input type="text"/>
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Directions:

INSPECTION INFORMATION: (number and type of inspections may vary depending on QMP requirements)

- Building**
- Foundation prior to backfill - footing & walls with forms removed, weeping tile & damp proofing in place
OR
 - Framing prior to drywall - framed walls, floors & roof complete prior to insulation, foundation backfilled, exterior doors & windows installed, outside sheathing, engineered floor & truss layout
AND
 - Final prior to occupancy - all items from previous inspection reports complete

- Electrical**
- Rough in prior to drywall - main service, all wire & boxes installed & visible, bonding & grounding complete
 - Final prior to occupancy - all items from previous inspection reports complete, panel labeled, smoke alarms installed, all load devices & switches installed & operational

- Gas (also see TIGI Gas Service Completion Notification form)**
- Rough in - for installations over 400,000 BTU
 - Final prior to occupancy - All gas piping installed, pressure test complete, gas meter installed, all fixtures installed, vented & operational

- Plumbing**
- Rough in prior to covering - All drain or sewer lines installed, all water lines installed, all vent stacks installed
 - Final prior to occupancy - All items from previous inspections reports complete, all fixtures installed & operational

- Private Sewage Disposal Systems**
- Rough in prior to backfill - Majority of system installed with a portion left open for inspection