



Town of Elk Point
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 Elk Point, AB T0A 1A0
 Phone: (780) 724 3810
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The Inspections Group Inc.
 #110, 4910 50 Avenue
 Cold Lake AB T9M 0G1
 Phone: (780) 594 4301 / (888) 853 6411
 Fax: (780) 594 3720 / (844) 750 3721
 www.inspectionsgroup.com

BUILDING PERMIT APPLICATION FORM

Application Date: _____

Estimated Project Completion Date: _____

Applicant Type: Homeowner Contractor

Cost of Installation (Labour & Material) \$ _____

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act. A permit may expire if the undertaking to which it applies: (a) is not commenced within 90 days of issue of the permit, (b) is suspended or abandoned for a period of 120 days. An extension can be considered when applied for in writing prior to permit expiry date.

****2 Sets of plans / specifications OR 1 set of PDF plans / specifications & payment must accompany this application** (Residential projects require New Home Warranty)**

Owner Name: _____ Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Cell: _____ Phone: _____ Fax: _____

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 or will reside on the property. I am doing the work myself, and assume responsibility for compliance with the applicable Act and Regulations"

Contractor Name: _____ Business Name: _____

Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

 Contractor/Architect/Engineer Name

 Signature

Project Location in Town of Elk Point:

Work: not started in progress complete

Street Address: _____

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

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

Directions: _____

BUILDING TYPE:

- Dwelling Unit
- Detached/Attached Garage
- Accessory Building
- Basement Development
- Deck
- Wood Burning Stove/Fireplace
- Certification # _____
- Foundation Type
- _____
- Other (specify)
- _____

TYPE OF WORK:

- New Construction
- Relocation
- Addition
- Renovation
- Demolition
- Change of Occupancy
- Manufactured Home*
- Modular Home*
- *CSA # _____
- Development # _____

BUILDING USE:

- Farm
- Single/Multi Residential
- Commercial
- Industrial
- Institutional
- Oil & Gas
- Other (specify)
- _____
- _____
- _____

BUILDING AREA IN SQ. FT.:

- Number of stories _____
- Main area _____
- 2nd floor _____
- Basement _____
- Garage _____
- Total Area _____
- Deck _____
- Basement developed at time of construction?
- Yes No

Description of Work: _____

Energy Compliance Method: Performance Trade-off Prescriptive

*Manufactured Home – transportable in single or multiple sections; is ready for residential occupancy upon completion of setup.

*Modular Home – assembled at site in sections; sections have no chassis, running gear nor its own wheels.

Cash Cheque C/C On Account Interac

Permit Fee: \$ _____

+ SCC Levy*: \$ _____

+ Admin Fee: \$ _____

Total Cost: \$ _____ Receipt #: _____

*\$4.50 or 4% of the permit fee maximum \$560.00

OFFICE USE ONLY

Issuing Officer's Name: _____

Issuing Officer's Signature: _____

Designation Number: _____

Permit Issue Date: _____

REMIT PAYMENT AND APPLICATION TO THE INSPECTIONS GROUP INC.

PLEASE CONTACT THE INSPECTIONS GROUP INC. FOR INSPECTIONS ALLOWING 2 – 5 WORKING DAYS NOTICE AND PROVIDE SAFE ACCESS.

The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.