



**Town of Elk Point**  
 PO Box 448  
 ELK POINT, AB T0A 1A0  
 Phone: (780) 724 3810  
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 www.elkpoint.ca



**BUILDING PERMIT APPLICATION FORM**

Application Date: DD / MMM / YYYY \_\_\_\_\_

Estimated Project Completion Date: DD / MMM / YYYY \_\_\_\_\_

Applicant Type:  Homeowner  Contractor

Cost of Installation (Market Value Including Equipment) \$ \_\_\_\_\_

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 & payment must accompany this application\*\***

Owner Name: \_\_\_\_\_ Mailing 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 or will reside on the property. I am doing the work myself, and assume responsibility for compliance with the applicable Act and Regulations"

Company Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
 Contractor/Architect/Engineer Name

\_\_\_\_\_  
 Signature

**Project Location in the Town of Elk Point:**

Work:  not started  in progress  complete

Street Address: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_

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 \_\_\_\_\_
- 2<sup>nd</sup> 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.

Payment Type:  Cash  Cheque  Interac  M/C  Visa

Permit Fee: \$ \_\_\_\_\_

+ SCC Levy\*: \$ \_\_\_\_\_

+ Admin Fee: \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

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

**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  
 questions@inspectionsgroup.com

**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.