



Municipality of Crowsnest Pass  
PO Box 600  
Crowsnest Pass, Alberta, T0K 0E0  
PH: (403) 562-8833  
reception@crowsnestpass.com  
www.crowsnestpass.com



The Inspections Group Inc  
2825 18 Avenue N  
Lethbridge, Alberta, T1H 6T5  
PH: (587) 787-4143 TF: 1 (888) 852-3558  
Fax: (587) 787-4142  
south@inspectionsgroup.com  
www.inspectionsgroup.com

Please submit all permit applications to [reception@crowsnestpass.com](mailto:reception@crowsnestpass.com) for review and processing.

## BUILDING PERMIT APPLICATION FORM

Development Permit Number: \_\_\_\_\_

Estimated Project Completion Date: \_\_\_\_\_

New Home Warranty Number (if applicable): \_\_\_\_\_

Project Value (labour and material): \$ \_\_\_\_\_

Applicant Type:  Owner  Contractor

Work:  has not started  is in progress  is complete

**OWNER / APPLICANT:** \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT LOCATION:

Municipality: \_\_\_\_\_ Subdivision / Hamlet Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Legal Land Description: LSD: \_\_\_\_\_ Part of: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Tax Roll Number: \_\_\_\_\_

Directions: \_\_\_\_\_

BUILDING TYPE:	TYPE OF WORK:	BUILDING AREA:
<input type="checkbox"/> Single Family Residential	<input type="checkbox"/> New Construction	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>
<input type="checkbox"/> Multi-Family Residential _____ (number of dwellings units)	<input type="checkbox"/> Relocation	Main Floor
<input type="checkbox"/> Commercial	<input type="checkbox"/> Addition	Second Floor
<input type="checkbox"/> Industrial	<input type="checkbox"/> Renovation	Third Floor
<input type="checkbox"/> Institutional	<input type="checkbox"/> Secondary Suite	Basement Developed
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Change of Occupancy	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Other (specify)	If YES, Basement
		Garage
		Deck
		Porch, Veranda
		Other (specify)

**DESCRIPTION OF WORK:** \_\_\_\_\_  
\_\_\_\_\_

Permit Applicant's Name (print) \_\_\_\_\_ Permit Applicant's Signature \_\_\_\_\_ Homeowner's Signature (homeowner permit only) \_\_\_\_\_

I hereby declare that I am the owner of the premises where the work will be conducted and/or currently reside or intend to reside on the property. I assume responsibility for ensuring compliance with the applicable Act and Regulations.

Please be advised that payment must be received prior to the processing of any code review or the issuance of a permit. Permits may be canceled upon request; however, depending on the stage of the permit or application at the time of cancellation, a minimum fee of \$100 will be retained in accordance with the Municipality of Crowsnest Pass' Permit Fee Schedule.

### OFFICE USE ONLY

PAYMENT TYPE:	APPLICATION DETAILS:
<input type="checkbox"/> Cheque <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> Interac <input type="checkbox"/> e-Transfer <input type="checkbox"/> Invoice	Application Date: _____
Permit Fee: \$ _____	Permit Number: _____
+ SCC Levy*: \$ _____	Internal File Number: _____
= Total Cost: \$ _____	Wildland Urban Interface Rating: _____
Receipt #: _____	

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

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