



City of Beaumont

New House Permit Application Package

Updated: 2018-03-12

INCLUDES:

Application Documents

- New House Permit Application Checklist
- Permit Application
- Performance/Damage Agreement
- License of Occupation
- Declaration - Absence of Abandoned Wells on Parcel
- Business License Application

Information Documents

- Energy Code Requirements
- Plot Plan Requirements

E & OE

City of Beaumont
Planning & Development
5600-49 Street
Beaumont, AB T4X 1A1
Phone: 780-929-8782
Fax: 780-929-3300
Email: development@beaumont.ab.ca

All forms and supporting documents (listed below) **MUST** be submitted at time of application and be made out in the same business name and business address as registered with new Home Warranty.

Development/Building Permit Application Form (Attached)

Performance/Damage Agreement Form (Attached)

License of Occupation Form (Attached)

Declaration – Absence of Abandoned Wells on Parcel Form (Attached)

Business License Application Form (Attached)

All Builders/Owners require a current year business license, which covers all sub-trades used on the project. This fee is only paid once per year.

New Home Warranty Certificate

With valid Builder License OR Owner Builder Authorization

Architectural Approval from Developer (as applicable)

Sets of Drawings

Blue Prints with Elevations (3 sets) (11" x 17")

Front elevation must show peak to main floor building height

Surveyor's Plot Plan (3 copies) (8.5" x 14").

See attached plot plan requirements.

Supplier's Letter for Pre-Engineered Structural Components

Layouts for Pre-Engineered Roof Trusses & Floor System Layouts (11" x 17")

Must be printed in colour.

Foundation Plans, Beams, Columns, Column Loadings, Pad & Concrete Details

If ICF (insulated concrete form) is being used, it must be shown on the drawings with the product type & manufacturer listed.

Garage Foundation Details

If a Pile & Grade Beam system is being used, an Engineer's stamped design is required.

Tall Wall framing details (as applicable)

Engineered as per Alberta Building Code Standata 14-BCV-002.

Hydronic radiant floor heating (as applicable)

Options: 1) following Standata 06-BCI-012. Submit pre-engineered package and site-specific schematic diagram
OR 2) provide Engineer stamped system design.

Fees (See current Planning, Development & Building Permit Fee Schedule)

MUST BE PAID AT TIME OF APPLICATION (cash/debit/cheque payable to **City of Beaumont**)

Questions regarding development or completing application: development@beaumont.ab.ca | 780-929-1350

Questions regarding building portion of application: buildinginspection@beaumont.ab.ca | 780-929-1363

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DATE RECEIVED
OFFICE USE ONLY

DATE PAID
OFFICE USE ONLY

OFFICE USE ONLY

Permit Number: _____

Authorization or ID Received

Land Use District: _____

Subdivision: _____

Tax Roll: _____

Permitted Use

Permitted Use w/ Variance

Discretionary Use

Property Information

Street Address: _____

Plan: _____ Block: _____ Lot: _____

Applicant and Property Owner Information

Applicant/Contractor Name: _____

Mailing Address: _____

Town: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email (required): _____

Is the Applicant also the Registered Owner? Yes (Do not fill out below) No *(Fill out below – written authorization from registered owner required)*

Owner Name: _____

Mailing Address: _____

Town: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email (required): _____

Fees Receipt #:

Development Permit:	_____
Building Permit:	_____
Safety Code Council:	_____
Damage Deposit:	_____
Street Cleaning:	_____
Construction Water:	_____
*Lot Grading:	_____
*Sidewalk Inspection:	_____
*Water Meter:	_____
*Waste Bin:	_____
*Organic Bin:	_____
*GST:	_____
Business License:	_____
Variance Fee:	_____
Notification Fee:	_____
Total Fees:	_____

Proposed Development

Construction Value (Do not include cost of land): \$

Check one of the following:

Single-detached Semi-detached Multi-attached Number of units: _____

Upper Floor Area:	SF	Main Floor Area:	SF	Total Floor Area:	SF
Developed Bsmnt Floor Area:	SF	Garage Floor Area:	SF	Floor Area:	m ²

Will this house be a show home? Yes No

What is included with the house? (Check all that apply):

Attached garage Detached garage Covered Deck Uncovered Deck

Basement Development Secondary Suite - Number of Bedrooms in suite: _____

Other: _____

Applicant Authorization

1. I am the owner/agent with the consent and authority of the owner that is the subject matter of this permit application.
2. I hereby give my consent to allow any authorized person pursuant to the Municipal Government Act Section 542 the right to enter the land and/or building(s) with respect to this application only.
3. I understand this is only an application and does not constitute approval to commence construction.
4. I declare that the information contained in this application is correct and true to the best of my knowledge.
5. I declare that I will notify the Development Authority of any proposed changes to the plans submitted with this application.
6. I consent to receiving notifications & correspondence regarding this application via email to the address provided on this application.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Development Permit

Date Deemed Complete: _____ Date of Decision: _____
 (See attached Notice of Decision)

Building Permit

Engineered Fill? Yes (Submit drawings) No

Approved Approved subject to conditions below or attached Refused

Safety Codes Officer: _____ Designation No. _____ Date: _____

The personal information requested on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected will be used for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from City Business Units. The name of the applicant and the nature of the permit will be available to the public. If you have any questions about the collection or use of your personal information, contact the City of Beaumont's FOIP Coordinator at 5600-49th Street, Beaumont, Alberta, T4X 1A1 or 780.929.8782.



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PERFORMANCE/DAMAGE AGREEMENT PART 1

Applicant Name:		Phone:	
Mailing Address:			
Property Address:			
Legal Description:	Lot:	Block:	Plan:
Receipt Number:	Application Date:		

- The Applicant agrees to indemnify and save the City of Beaumont harmless from all costs, expenses and charges of and incidental to the repair and replacement of sidewalks, curbs, gutters, grading certificates, land and other municipal utilities and improvements in connection with the development on the above described land necessitated by damage or the negligence by the Applicant, their agents or employees.
- The Applicant agrees to deposit with the City, securities or cash in the amount of THREE THOUSAND DOLLARS (\$3,000.00) for each development to be used at the sole discretion of the City of Beaumont toward the payment of any of the said costs, expenses or charges of any repairs or, construction, or any unpaid utility accounts. It is understood that no interest will be paid on the deposit.
- The Applicant agrees to construct a hard surfaced parking area, set rough grades per design elevation, (as evidenced by the provision of a rough grade certificate); ensure the emergency sump discharge is installed properly; ensure the CC valve is operational and set at the final grade elevation; and, comply with the requirements of the development permit and the Land Use Bylaw. **These items must be completed within 18 months of the date of final building occupancy otherwise all damage deposit monies mentioned in section (2) above will be forfeited.**
- The deposit shall be refunded to the Applicant upon the completion of the development, including the requirements of this Agreement, and summarized as follows:
 - All building inspections have been carried out and all deficiencies have been corrected.
 - The rough grade certificate is received and approved by the City of Beaumont.
 - All sidewalks, curbs, gutters, lanes and other surface utilities have been completely cleaned of snow, mud, soil and other debris for inspection.
 - The CC valve is operational and set at final grade.
 - The emergency sump discharge (3rd pipe) system, where applicable, is installed and capped.
- Where damage to sidewalks, curbs, gutters, cc valves and the Emergency sump discharge are noted at the time the City inspects the property;
 - the City will undertake the repairs/replacement at a time when conditions permit.
 - the cost of any repair/replacement will be charged to the Applicant by first deducting the amount from the Performance/Damage Deposit. If sufficient funds are not available, the Applicant will be invoiced for the balance.

PLEASE ENSURE YOUR SIDEWALKS AND CURBS ARE CLEANED OFF PRIOR TO YOUR INSPECTION TIME. If surfaces are not cleaned, City of Beaumont Public Works reserves the right to postpone or cancel the inspection.

Please call 780-929-4300 to make an inspection appointment with the City of Beaumont Public Works Department.

With regards to the asphalt, sidewalk and curb located at the above-mentioned property:

Will Call for Inspection
(Call Public Works for Inspection)

Right to inspect waived

If the inspection is not completed by the permit issuance date or prior to the start of construction, the applicant assumes all responsibility for any and all damages and waives their right to inspect.

Witness Signature: _____ Applicant Signature: _____

Date: _____



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**LICENSE OF OCCUPATION
For use on New Home Construction**

Permit # _____

LEGAL DESCRIPTION: LOT _____, BLOCK _____, PLAN _____

1. This license allows the use of the municipal property or road right-of-way between the front and/or side property lines for the above-mentioned property. The owner of said property may place driveway(s), driveway ramps, sidewalk(s), and plant grass on said property without a permit. All other uses of said municipal property require approval from the City of Beaumont (the "City").
2. In accepting and using this License of Occupation, the Licensee acknowledges and agrees to hold free the City from any liability or responsibility for damage to any structure built by the Licensee or his agent(s) arising from any work done by the City or its agent(s) around, about or below the structure, either before or after the issuance of this License. Some examples of work done by the City are:
 - Roadway maintenance (asphalt patching, overlaying, road construction), and snow removal.
 - Application of chemicals including fertilizers, herbicides; insecticides and other vegetation control liquids.
 - Repair and maintenance of utilities within the road right-of-way.
 - Replacement sidewalk being at a higher or lower elevation. Driveways may no longer match the grade of the sidewalk.
 - Settlement of trenches for water, sewer, storm and franchise utilities.
 - Repair of defective water and sewer services; and franchise utilities.
3. This License of Occupation is granted by the Municipality in full expectation of it being assigned from time to time to a new registered owner. By using the City property which is covered by this license, it will be deemed that any assignee hereof accepts the terms herein.

Signature of Owner or Agent

Date

ISSUED THIS _____ DAY OF _____, 20_____

City of Beaumont

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DECLARATION - ABSENCE OF ABANDONED WELLS ON PARCEL

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

SEE REVERSE FOR INFORMATION

DECLARATION - ABSENCE OF ABANDONED WELLS ON PARCEL

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

ERCB Directive:

<http://www.ercb.ca/directives/Directive079.pdf>

We are excited to welcome you to our Business Community!

Choose one:

- New
- Renewal
- Cancel

Choose one:

- Resident
- Non-Resident

Choose one:

- Home Occupation
- Commercial Store Front
- Out of Town Business
- Contractor - General
- Contractor - New Home Builder
- Tender
- Other: _____

Choose one if applicable:

- Change of Address/Other Information
- Business Name Change
- Transfer of Ownership

Business Information			
Operating Business Name:		Business License #:	
Legal Business Name:			
Business Phone:		Alternate Phone:	
Website:		Business E-mail:	
Industry Type:		Date Business Started:	
Business Address:		City:	Province: Postal Code:
Mailing Address:		City:	Province: Postal Code:
Do you possess/store/maintain hazardous goods and/or controlled products? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, please attach the site plan showing storage location(s) and list of hazardous goods.			
Operating Information			
<i>Information in this section will be used to notify your business for available programs/grants and support.</i>			
Describe Business Activities (explain how the business will operate and list services provided):			
Are there other businesses currently operating at this address? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Commercial Store Fronts ONLY: For your Grand Opening, would you like a ribbon cutting ceremony, social media tags, and a welcome shout out on our website? <input type="checkbox"/> YES <input type="checkbox"/> NO Date? _____.			
Number of Employees: <input type="checkbox"/> 0 <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-6 <input type="checkbox"/> 7-12 <input type="checkbox"/> 13-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101+			
Would you like your business name, phone number, fax number, Email, website and contact name published free of charge in Beaumont's Business Directory? Your business information may also be made available to the public in a number of other ways. These include, but are not limited to, being provided to the Beaumont Chamber of Commerce as well as other business organizations. We do not sell information. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Disclaimer - while every care has been exercised in compiling and publishing the data from this page, and in recognition that the information is being published free of charge, the City of Beaumont accepts no responsibility for any errors or omissions.			
Would you like to receive occasional e-mails pertaining to your business and/or affect the business community? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Would you like us to reach out to you regarding surveys, newsletters, and calls to action? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Operating Information Continued

Information in this section will be used to notify your business for available programs/grants and support.

Would you like to be recognized as any of the following:

Female Entrepreneur
 Francophone
 Visible Minority
 Indigenous
 Choose Not to Answer

Which Cities do you conduct business? _____.

Which Provinces do you conduct business? _____.

Which International countries do you conduct business? _____.

Languages spoken at place of business? _____.

Contact Information

Information in this section will not be made available to the public.

Owner(s) Name: _____

Owner(s) Address: _____ City: _____ Province: _____ Postal Code: _____

Owner(s) Phone: _____ Owner(s) E-mail: _____

Business Contact Name: _____ Contact E-mail: _____

Secondary Contact Name: _____ Phone: _____ Cell Phone: _____

I hereby certify that the above information is true and properly sets out the business at which is carried out by the applicant, owner, or operator or by any person(s) as the case may be. I understand that should the business stay active, that I must renew by January 31st of any given year in which the business intends to operate and that if I do not renew in time that I may be liable for any and all administrative fees and/or fines. Approval of this Business License does not exempt the applicant from obtaining necessary permits required through Municipal Bylaws and Provincial Statutory Regulations. It is my responsibility to contact Alberta Health, AGLC, Insurance, or other related parties regarding the business. I acknowledge I have read and understood the contents of this form.

Applicant Name: _____ Position: _____

Applicant Signature: _____ Date: _____

#InvestinBeaumont

The personal information on this form is collected under the authority of Business Licensing Bylaw 831-14 and will be used to administer the City of Beaumont Business License program. It will be treated in accordance with the privacy provision of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) to assess all matters relevant to your application for this license. The City may request input from employees of other City of Beaumont departments, Alberta Health Services, Beaumont RCMP, Edmonton & Area Child and Family Services and/or Alberta Gaming Liquor Cannabis Commission in order to properly assess your application for this license or to determine appropriate conditions, if any, for this license. Therefore, the City considers your submitted application consent to disclose the personal or other information provided in your application to other City employees or to the other named entities as may be required for these purposes, pursuant to section 40(1)(d) of FOIP. If you have any questions regarding the collection, use or disclosure of your personal information please contact the City of Beaumont's FOIP Coordinator at (780) 929 8782.

FOR OFFICE USE ONLY:

Permit Clerk

Customer #:		Tax Roll:		Receipt to Accounting:	
Development Permit:		Receipt:		License Fee:	
Building Permit:		District:		HBB Appeal Date:	
Yearly Invoice:	Y/N	Certificate:	Y/N	Commercial Needs Occupancy:	

Economic Development

GP Update:		Directory Updated:		Approval Date:	
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2014 9.36 Energy Efficiency Information Required on Drawings

Choose one of the 4 options below to achieve *Energy Efficiency* compliance for Zone 7A

1. Prescriptive Path: Drawings shall show and meet all information required below.
(ABC 9.36.2-9.6.4)

- Applies to all Part 9 "C" residential occupancies
- Applies to Part 9 D & E & F3 buildings under 300m² floor area

2. Prescriptive Path with Trade Off: Drawings shall show all information below PLUS provide calculations of trade-offs used for any deviations from the minimum requirements.

- Applies to all Part 9 "C" residential occupancies
- Applies to Part 9 D & E & F3 buildings under 300m² floor area

3. Performance Path: Drawings shall show all values PLUS a performance report (ABC 9.36.5) of the proposed building in question with values matching the drawings. Must be site specific and contain credentials of the person performing the report & the software system used.

- Performance path may only be applied to dwellings and residential buildings with common spaces not exceeding 20% of the total floor area. Not an option for commercial/industrial occupancies

4. NECB: Building must conform to the requirements stated within the NECB.

- Can be applied to all buildings but not beneficial to residential or small commercial buildings

The requirements below are the minimum values for each assembly/product under the *Prescriptive Path*. Regardless of the *Option 1-4* used above, the assemblies shall be listed on the drawings showing their proposed values. Should any value be less than the minimum, trade-off calculations shall be provided for each deviation from the minimum - except where the *Performance Path* is chosen. Below requirements are the "**effective**" values not product alone values.

HRV Proposed Use this Column

No HRV Proposed use this Column

Above-Ground Assemblies	Minimum ETR (m ² K/W) (RSI)	Minimum ETR (m ² K/W) (RSI)
Ceiling below attic	8.67 (R-49)	10.43 (R-59)
Cathedral ceiling -or- flat roof	5.02 (R-28)	5.02 (R-28)
Wall, and foundation exposure average up to 600mm	2.97 (R-17)	3.08 (R-18)
Floor over unheated space	5.02 (R-28)	5.02 (R-28)
Tall wall	2.97 (R-17)	3.08 (R-18)
Below-Grade or Ground Contact Assemblies		
Wall and foundation exposure average up to 600 mm	2.97 (R-17)	3.46 (R-20)
Unheated floor - below frost line (4ft)	Not Required	Not Required
Unheated floor - above frost line (4ft)	1.96 (R-11)	1.96 (R-11)
Heated Floor	2.84 (R-16)	2.84 (R-16)
Slab-on-ground with integral footing	2.84 (R-16)	3.72 (R-21)
HRV must conform to CAN/CSA-C439, "Rating the Performance of Heat/Energy-Recovery Ventilators" sensible HR efficiency up to 60% @ 0 ° C & up to 55% @ -25 ° C		

Minimum Efficiency Values For

Windows	Maximum "U" value 1.60	9.36.2.7.A (min ER rating of 25)
Exterior Doors	Maximum "U" value 1.60	9.36.2.7.A
Single Exterior Door	Maximum "U" value of 2.60	9.36.2.7 (5)
Glass Block	Maximum "U" value of 2.90	9.36.2.7(4) up to 1.85m ² area
Skylights	Maximum "U" value of 2.70	9.36.2.6 (4)
Attic Access	Minimum "R" Value of 15	9.36.2.7 (8)
Garage Overhead Door	Minimum "R" Value of 6	9.36.2.7 (7)
Gas Furnace	Minimum Performance of 92%	222,000 Btu/h or less
Gas Water Tank	Minimum EF of >0.67	77,000Btu/h or less
Combo Water Tank/heat	Minimum TPF 0.65	250,000Btu/h or less
Boiler	Minimum TPF 0.65	308,000Btu/h or less
Electric Water Tank	See 9.36.4.2 Chart	454L or less
Tankless Water Heater	See 9.36.4.2 Chart	
Water line Insulation (interior)	½" insulation	Distance of 2M from inlet & outlet of tank
Water line Insulation (exterior)	Same "R" value required for exterior walls above grade	Entire distance where located outside the building envelope

The information above is only a guideline to assist with a successful permit application. The information above shall be shown on the drawings submitted in support of a permit application. The values shown are the **effective values** which must take into consideration thermal bridging such as wall studs, lintels etc. which reduce the **actual effective values**. Should any information be missing, inaccurate or not meet the minimum requirements, the permit application may be refused therefore prolonging the permit issuance. The applicant is responsible to provide the required information and to understand the basic minimum Building Code requirements. The applicant shall be responsible to direct onsite activities and instruct the installation of appropriate systems to meet the minimum energy efficiencies. A Safety Codes Officer will verify compliance onsite to the approved drawings by way of a site inspection. Deviations from the submitted drawings shall not be accepted without a secondary review by Safety Codes Officer. A fee may be applied for a secondary review where substantial deviations warrant a 2nd review. Additional information/calculations may be required from the applicant for a secondary review to be performed. Should a deviation after construction is completed not be verifiable by way of calculations, a blower door test or performance modeling may be required prior to occupancy being granted.

The above requirements may not cover all the requirements in your construction, or changes made on site. The owner is still responsible for full compliance with the requirements of the Alberta Building Code 2014. If you have any questions, please contact the City of Beaumont office at (780) 929-1363.

When submitting a New House 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

