

To avoid processing delays, all forms and development and building permit requirements listed below must submitted at time of application.

- Permit Application Form
- Consent form- to be completed only if applicant is not the registered homeowner
- Electrical Permit Application Form - must be completed and submitted by licensed electrician
- Plumbing Permit Application Form - must be completed and submitted by licensed plumber
- Gas Permit Application Form - must be completed and submitted by licensed gas fitter
- Basement Brochure

### Building Permit Requirements

- Provide a FLOOR PLAN which ***must*** include all of these listed elements.
  - Separate entrance details
  - Proposed and existing rooms
  - The room use - furnace room, bathroom, family room, bedroom...
  - Details of any structural changes
  - Locations and sizes of both doors and windows
  - Countertops, all fixtures and appliances - tub, shower, sink, fireplace, fridge, stove...
  - Sound control - drawings or information submitted shall indicate the installation of sound absorbing insulation and resilient channel in ceilings and walls separating the additional dwelling from the principle dwelling including common areas where noise may be transmitted.
  - Indicate an independent heating and ventilation system will be installed - separate from the main dwelling unit.

### Development Permit Requirement

- Provide a Site Plan of your Lot Showing one (1) parking stall per unit over 75 m2
- Fees (See Fee Schedule)  
MUST BE PAID AT TIME OF APPLICATION (cheques payable to City of Beaumont)

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Questions regarding your application: [development@beaumont.ab.ca](mailto:development@beaumont.ab.ca) | 780-929-8782

Planning & Development  
5600 - 49 Street  
Beaumont, AB T4X 1A1  
780-929-8782  
development@beaumont.ab.ca

DATE RECEIVED  
OFFICE USE ONLY

DATE PAID  
OFFICE USE ONLY

**Note:** You may apply for a Building Permit and/or a Development Permit with this one combo application. Electrical, Plumbing, and Gas Permits each have their own application forms.

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? <input type="checkbox"/> Yes (Do not fill out below) <input type="checkbox"/> No <span style="font-size: small;">(Fill out below - written authorization from registered owner required)</span>	
Owner Name: _____	
Mailing Address: _____	
Town: _____	Postal Code: _____
Phone: _____	Cell Phone: _____
Email (required): _____	

Proposed Development	
<b>Construction Value:</b> (Approximate cost of material & labour)	\$ _____
I am applying for a: <input type="checkbox"/> Development Permit AND/OR <input type="checkbox"/> Building Permit	
Check one of the following:	
<input type="checkbox"/> Uncovered Deck <sup>SQ FT:</sup> _____	<input type="checkbox"/> Hot Tub <sup>SQ FT:</sup> _____
<input type="checkbox"/> Covered Deck <sup>SQ FT:</sup> _____	<input type="checkbox"/> Corner Lot Fence**
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Accessory Building (Other than Garage) <sup>SQ FT:</sup> _____
<input type="checkbox"/> Additional Dwelling Unit <sup>SQ FT:</sup> _____	<input type="checkbox"/> Accessory Building (Detached Garage) <sup>SQ FT:</sup> _____
<input type="checkbox"/> Home Based Business*** <input type="checkbox"/> Major <input type="checkbox"/> Minor	Basement Development* <sup>SQ FT:</sup> _____
	Number of Bedrooms in Dwelling: _____
	Business Name: _____
Has work on the above indicated item already commenced? <input type="checkbox"/> Yes <input type="checkbox"/> No	

\* No Development Permit required

\*\* No Building Permit required

\*\*\*Business License also required, Building Permit may be required

OFFICE USE ONLY	
Permit Number: _____	
Mail <input type="checkbox"/> Pick-up <input type="checkbox"/>	
<input type="checkbox"/> Authorization or ID Received	
Land Use District: _____	
Tax Roll: _____	
<input type="checkbox"/> Permitted Use	
<input type="checkbox"/> Permitted Use w/ Variance	
<input type="checkbox"/> Discretionary Use	
Fees	Receipt #:
Development Permit: _____	_____
Building Permit: _____	_____
Safety Code Council: _____	_____
Electrical Permit: _____	_____
SCC Electrical: _____	_____
Plumbing Permit: _____	_____
SCC Plumbing: _____	_____
Gas Permit: _____	_____
SCC Gas: _____	_____
Variance: _____	_____
Notification Fee: _____	_____
GST: _____	_____
Other: _____	_____
<b>Total Fees:</b> _____	

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. <span style="float: right;">I agree</span>	
7. <b>By checking the "I agree" box above, you agree and authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature.</b>	
Electronic Signature: _____	Date: _____

OFFICE USE ONLY	
Development Permit	
Date Deemed Complete: _____	Date of Decision: _____ (See attached Notice of Decision)
Building Permit	
See Attached Report	
Safety Codes Officer: _____	Designation No. _____ Date: _____

**DEVELOPMENT / BUILDING PERMIT AUTHORIZATION FORM****OWNER INFORMATION**

I (We), \_\_\_\_\_

(name(s) of Registered Land Owner(s))

being the registered land owners of:

Municipal Address: \_\_\_\_\_ Postal code \_\_\_\_\_

Legal Description: \_\_\_\_\_

Owner Phone number: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Do hereby authorize:

**APPLICANT INFORMATION**

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code \_\_\_\_\_

Phone: \_\_\_\_\_

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

to make application for the necessary building / development permits required to complete the following project: \_\_\_\_\_

**For Commercial Only:****Owner is responsible for all costs associated with water metering changes, including all piping, and removal and/or replacement of water meter(s). Changes are required to water meter (please circle)    Yes                      No****If yes, please contact Public Works at 780-929-4300.****ALL REPORTS WILL BE PROVIDED TO OWNER AND APPLICANT**\_\_\_\_\_  
(Print name of Registered Land Owner)\_\_\_\_\_  
(Print name of Registered Land Owner)\_\_\_\_\_  
(Signature of Registered Land Owner)\_\_\_\_\_  
(Signature of Registered Land Owner)\_\_\_\_\_  
Date\_\_\_\_\_  
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.

# Electrical Permit Application

Permit Label

Other Required Permits:  Building  Plumbing  Gas  PSDS      Supply Service Required:  Yes  No  
 Permit Type:  Owner  Contractor      Development Permit Number: \_\_\_\_\_  
 Application Date (M/D/Y): \_\_\_\_\_      Estimated Completion Date (M/D/Y): \_\_\_\_\_

Owner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Project Location: Name of Municipality:** \_\_\_\_\_  
 Street or Rural Address: \_\_\_\_\_ Subdivision or Hamlet Name: \_\_\_\_\_  
 Unit or Suite #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_  
 Legal Subdivision: Part of: \_\_\_\_\_ ¼ Sect: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ W of: \_\_\_\_\_  
 Directions: \_\_\_\_\_

**Project Information:**  Commercial  Residential  Multi Family  Industrial  Institutional  Oil & Gas  
**Type of Work:**  New  Renovation  Addition  Accessory Building  Basement Dev.  Connection Only  Temp Service  Other  
**Service:** Amperes: \_\_\_\_\_ Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_  Underground  Overhead  
**Detailed Description of Work:** \_\_\_\_\_  
 Main Floor: \_\_\_\_\_ sq. ft.  
 2<sup>nd</sup> Floor: \_\_\_\_\_ sq. ft.  
 Dev. Basement: \_\_\_\_\_ sq. ft.  
 Attached Garage: \_\_\_\_\_ sq. ft.

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Superior Safety Codes Inc. is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out. The personal information provided on this form is protected by the Freedom of Information and Protection of Privacy Act.

Master's Name (Please print) \_\_\_\_\_ Master's Signature \_\_\_\_\_ Homeowner's Signature (Homeowner permits only) \_\_\_\_\_  
 Master's Certification Number \_\_\_\_\_ *Homeowner Declaration: By signing this permit I hereby certify that I own or will own and occupy this dwelling.*

**Project Value (Materials & Labour):** \$ \_\_\_\_\_ **Total Developed Area:** \_\_\_\_\_ Sq. Ft  
**Permit Fee:** \$ \_\_\_\_\_ **\*SCC Levy:** \$ \_\_\_\_\_ **TOTAL FEE:** \$ \_\_\_\_\_  
\*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560  
 Payment Method:  Visa  M/C  Debit  Cheque  Cash      Authorization / Cheque Number \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_      Expiry Date: \_\_\_\_\_      Date of Authorization: \_\_\_\_\_  
 Name of Cardholder: \_\_\_\_\_      Signature of Cardholder: \_\_\_\_\_

**Permit Validation Section to be completed by the Permit Issuer:**      Inspecting SCO: \_\_\_\_\_  
 Special Conditions: \_\_\_\_\_  
 Permit Issuer's Name (print or type) \_\_\_\_\_      Permit Issuer's Signature \_\_\_\_\_  
 Permit Issuer's Designation Number: \_\_\_\_\_      Date of Issue (M/D/Y): \_\_\_\_\_

## ***Residential Electrical Permits***

### ***Applications***

In order to issue an electrical permit, the applicant must submit:

- Completed permit application
- Method of payment

For electrical installations with a value over \$25, 000.00 two sets of electrical drawings must be submitted with the permit application.

### ***Eligibility***

- For a single-family dwelling, the applicant may be the owner and occupant of the property, or may be a contractor who holds a Master Electrician Certificate. Service must be 200 amps or less for a home-owner permit. This is the person to whom the permit is issued.

### ***Typical Site Inspections Stages***

**Rough-in:** prior to drywall, all wire and boxes installed and visible, main service installed, bonding and grounding complete

**Final:** prior to occupancy, all load devices and switches installed and operational, smoke detectors installed, panel labeled.

We request that you provide our office with 48 hours notice to arrange for the necessary inspections. Please contact your Local office listed below.

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<b>Calgary:</b>	25, 2015 - 32 Avenue N.E.	T2E 6Z3	Tel: 403.717.2344	Fax: 403.717.2340	Toll Free Phone: 1.888.717.2344
<b>Edmonton:</b>	14613 - 134 Avenue	T5L 4S9	Tel: 780.489.4777	Fax: 780.489.4711	Toll Free Phone: 1.866.999.4777
<b>Fort McMurray:</b>	165, 101 Signal Road	T9H4N6	Tel: 780.715.7726	Fax: 780.715.7731	Toll Free Phone: 1.877.715.7726
<b>Grande Prairie:</b>	1st Floor 10525 - 100 Avenue	T8V 0V8	Tel: 780.882.8777	Fax: 780.882.7677	Toll Free Phone: 1.877.882.8777
<b>Lloydminster:</b>	Bay 1, 2914 - 50 Avenue	T9V 2S5	Tel: 780.870.9020	Fax: 780.870.9036	
<b>Red Deer:</b>	3, 6264 - 67 A Street	T4P 3E8	Tel: 403.358.5545	Fax: 403.358.5085	Toll Free Phone: 1.888.358.5545



PERMITS & INSPECTIONS

# Plumbing Permit Application

Permit Label

Other Required Permits:  Building  Electrical  Gas  PSDS

Permit Type:  Owner  Contractor

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

Application Date (M/D/Y): \_\_\_\_\_

Estimated Completion Date (M/D/Y): \_\_\_\_\_

Owner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Location: Name of Municipality: \_\_\_\_\_  
 Street or Rural Address: \_\_\_\_\_ Subdivision or Hamlet Name: \_\_\_\_\_  
 Unit or Suite #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_  
 Legal Subdivision: Part of: \_\_\_\_\_ ¼ Sect: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ W of: \_\_\_\_\_  
 Directions: \_\_\_\_\_

Project Information:  Commercial  Residential  Multi Family  Industrial  Institutional  Oil & Gas  
 Type of Work:  New  Renovation  Addition  Accessory Building  RTM (Ready to Move)  Basement Dev.  Connection  Other  
 Description of Work: \_\_\_\_\_

Plumbing (Insert number of each item): Total Developed Area \_\_\_\_\_

# Kitchen Sinks: _____	# Laves/Wash Basins: _____	# Showers: _____	# Laundry Tubs: _____
# Toilets: _____	# Washing Machine: _____	# Bathtubs: _____	# Floor Drains: _____
# Sumps: _____	# Bar Sink: _____	# Urinals: _____	# Other Fixtures: _____
# of Drops (Mobile): _____	# Water/Sewer Connection: _____	<b>Total # of Fixtures: _____</b>	

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Superior Safety Codes Inc. is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out. The personal information provided on this form is protected by the Freedom of Information and Protection of Privacy Act.

Journeyman's Name (Please print) \_\_\_\_\_ Journeyman's Signature \_\_\_\_\_ Homeowner's Signature (Homeowner permits only) \_\_\_\_\_  
 Journeyman's Certification Number \_\_\_\_\_ **Homeowner Declaration: By signing this permit I hereby certify that I own or will own and occupy this dwelling.**

Permit Fee: \$ \_\_\_\_\_ \*SCC Levy: \$ \_\_\_\_\_ TOTAL FEE: \$ \_\_\_\_\_  
 \*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560  
 Payment Method:  Visa  M/C  Debit  Cheque  Cash Authorization / Cheque Number \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_  
 Name of Cardholder: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

**Permit Validation Section to be completed by Permit Issuer:** Inspecting SCO: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Permit Issuer's Name (print or type) \_\_\_\_\_ Permit Issuer's Signature \_\_\_\_\_  
 Permit Issuer's Designation Number: \_\_\_\_\_ Date of Issue (M/D/Y): \_\_\_\_\_

<b>Calgary</b>	25, 2015 – 32 Avenue NE	T2E 6Z3	Ph: 403.717.2344	Toll Free Ph: 1.888.717.2344	Fax: 403.717.2340	Toll Free Fax: 1.888.717.2340
<b>Edmonton</b>	14613 – 134 Avenue	T5L 4S9	Ph: 780.489.4777	Toll Free Ph: 1.866.999.4777	Fax: 780.489.4711	Toll Free Fax: 1.866.900.4711
<b>Fort McMurray</b>	165, 101 Signal Road	T9H 4N6	Ph: 780.715.7726	Toll Free Ph: 1.877.715.7726	Fax: 780.715.7731	Toll Free Fax: 1.877.815.7731
<b>Grande Prairie</b>	1 <sup>st</sup> Floor 10525 – 100 Avenue	T8V 0V8	Ph: 780.882.8777	Toll Free Ph: 1.877.882.8777	Fax: 780.882.7677	Toll Free Fax: 1.877.882.8775
<b>Lethbridge</b>	422 North Mayor Magrath Dr.	T1H 6H7	Ph: 403.320.0734	Toll Free Ph: 1.877.320.0734	Fax: 403.320.9969	
<b>Lloydminster</b>	Bay 1, 2914 – 50 Avenue	T9V 2S5	Ph: 780.870.9020		Fax: 780.870.9036	
<b>Red Deer</b>	3, 6264 – 67A Street	T4P 3E8	Ph: 403.358.5545	Toll Free Ph: 1.888.358.5545	Fax: 403.358.5085	Toll Free Fax: 1.866.358.5085

## ***Residential Plumbing Permits***

### ***Applications***

In order to issue a plumbing permit, the applicant must submit:

- Completed permit application
- Method of payment

### ***Eligibility***

- The applicant may be the owner and occupant of the property or a Certified Plumbing Contractor. This is the person to whom the permit is issued.

### ***Typical Site Inspections Stages***

Rough in below grade: prior to covering all drain/sewer lines installed

**OR**

Rough in above grade: prior to covering all drain lines installed, all vent stacks installed, all water lines installed

**AND**

Final: prior to occupancy all fixtures installed and operational

We request that you provide our office with 48 hours notice to arrange for the necessary inspections. Please contact your Local office listed below.

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<b>Calgary:</b>	25, 2015 - 32 Avenue N.E.	T2E 6Z3	Tel: 403.717.2344	Fax: 403.717.2340	Toll Free Phone: 1.888.717.2344
<b>Edmonton:</b>	14613 - 134 Avenue	T5L 4S9	Tel: 780.489.4777	Fax: 780.489.4711	Toll Free Phone: 1.866.999.4777
<b>Fort McMurray:</b>	165, 101 Signal Road	T9H4N6	Tel: 780.715.7726	Fax: 780.715.7731	Toll Free Phone: 1.877.715.7726
<b>Grande Prairie:</b>	1st Floor 10525 - 100 Avenue	T8V 0V8	Tel: 780.882.8777	Fax: 780.882.7677	Toll Free Phone: 1.877.882.8777
<b>Lloydminster:</b>	Bay 1, 2914 - 50 Avenue	T9V 2S5	Tel: 780.870.9020	Fax: 780.870.9036	
<b>Red Deer:</b>	3, 6264 - 67 A Street	T4P 3E8	Tel: 403.358.5545	Fax: 403.358.5085	Toll Free Phone: 1.888.358.5545

# Gas Permit Application

Permit Label

Other Required Permits:  Building  Electrical  Plumbing  PSDS  
 Permit Type:  Owner  Contractor Development Permit Number: \_\_\_\_\_  
 Application Date (M/D/Y): \_\_\_\_\_ Estimated Completion Date (M/D/Y): \_\_\_\_\_

Owner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Location: Name of Municipality: \_\_\_\_\_  
 Street or Rural Address: \_\_\_\_\_ Subdivision or Hamlet Name: \_\_\_\_\_  
 Unit or Suite #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_  
 Legal Subdivision: Part of: \_\_\_\_\_ ¼ Sect: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ W of: \_\_\_\_\_  
 Directions: \_\_\_\_\_

Project Information:  Commercial  Residential  Multi Family  Industrial  Institutional  Oil & Gas  
 Type of Work:  New  Renovation  Addition  Accessory Building  Manufactured Home  Temp Heat  Replacement  
 Description of Work: \_\_\_\_\_

Type of Gas:  Natural Gas  Propane Name of Gas Supplier: \_\_\_\_\_  
 # Furnaces: \_\_\_\_\_ # Water Heaters: \_\_\_\_\_ # Fireplaces: \_\_\_\_\_ # Dryers: \_\_\_\_\_ # Boilers: \_\_\_\_\_ # Unit Heaters: \_\_\_\_\_  
 # BBQ's: \_\_\_\_\_ # Ranges \_\_\_\_\_ # Other Outlets: \_\_\_\_\_ # Secondary Gas Lines: \_\_\_\_\_ Total # of Outlets: 0  
 BTU Input (Non-residential): \_\_\_\_\_ Total Developed Area \_\_\_\_\_

Propane Tank Sets:  New  Existing #Tank Sets: \_\_\_\_\_ Tank Size: \_\_\_\_\_  
 Serial Number(s): \_\_\_\_\_

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Superior Safety Codes Inc. is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out. The personal information provided on this form is protected by the Freedom of Information and Protection of Privacy Act.

Journeyman's Name (Please print) \_\_\_\_\_ Journeyman's Signature \_\_\_\_\_ Homeowner's Signature (Homeowner permits only) \_\_\_\_\_  
 Journeyman's Certification Number: \_\_\_\_\_ **Homeowner Declaration: By signing this permit I hereby certify that I own or will own and occupy this dwelling.**

Permit Fee: \$ \_\_\_\_\_ \*SCC Levy: \$ \_\_\_\_\_ TOTAL FEE: \$ \_\_\_\_\_  
 \*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560  
 Payment Method:  Visa  M/C  Debit  Cheque  Cash Authorization / Cheque Number \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_  
 Name of Cardholder: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

**Permit Validation Section to be completed by Permit Issuer:** Inspecting SCO: \_\_\_\_\_  
 Special Conditions: \_\_\_\_\_  
 Permit Issuer's Name (print or type) \_\_\_\_\_ Permit Issuer's Signature \_\_\_\_\_  
 Permit Issuer's Designation Number: \_\_\_\_\_ Date of Issue (M/D/Y): \_\_\_\_\_

<b>Calgary</b>	25, 2015 – 32 Avenue NE	T2E 6Z3	Ph: 403.717.2344	Toll Free Ph: 1.888.717.2344	Fax: 403.717.2340	Toll Free Fax: 1.888.717.2340
<b>Edmonton</b>	14613 – 134 Avenue	T5L 4S9	Ph: 780.489.4777	Toll Free Ph: 1.866.999.4777	Fax: 780.489.4711	Toll Free Fax: 1.866.900.4711
<b>Fort McMurray</b>	165, 101 Signal Road	T9H 4N6	Ph: 780.715.7726	Toll Free Ph: 1.877.715.7726	Fax: 780.715.7731	Toll Free Fax: 1.877.815.7731
<b>Grande Prairie</b>	1 <sup>st</sup> Floor 10525 – 100 Avenue	T8V 0V8	Ph: 780.882.8777	Toll Free Ph: 1.877.882.8777	Fax: 780.882.7677	Toll Free Fax: 1.877.882.8775
<b>Lethbridge</b>	422 North Mayor Magrath Dr.	T1H 6H7	Ph: 403.320.0734	Toll Free Ph: 1.877.320.0734	Fax: 403.320.9969	
<b>Lloydminster</b>	Bay 1, 2914 – 50 Avenue	T9V 2S5	Ph: 780.870.9020		Fax: 780.870.9036	
<b>Red Deer</b>	3, 6264 – 67A Street	T4P 3E8	Ph: 403.358.5545	Toll Free Ph: 1.888.358.5545	Fax: 403.358.5085	Toll Free Fax: 1.866.358.5085



## ***Residential Gas Permits***

### ***Applications***

In order to issue a gas permit, the applicant must submit:

- Completed permit application
- Method of payment

### ***Eligibility***

- The applicant may be the owner and occupant of the property or a Certified Gas Contractor. This is the person to whom the permit is issued.

### ***Typical Site Inspections Stages***

**Final:** prior to occupancy, all gas piping installed, pressure test completed, gas meter hung, appliances firing

We request that you provide our office with 48 hours notice to arrange for the necessary inspections. Please contact your Local office listed below.

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<b>Grande Prairie:</b>	1st Floor 10525 - 100 Avenue	T8V 0V8	Tel: 780.882.8777	Fax: 780.882.7677	Toll Free Phone: 1.877.882.8777
<b>Lloydminster:</b>	Bay 1, 2914 - 50 Avenue	T9V 2S5	Tel: 780.870.9020	Fax: 780.870.9036	
<b>Red Deer:</b>	3, 6264 - 67 A Street	T4P 3E8	Tel: 403.358.5545	Fax: 403.358.5085	Toll Free Phone: 1.888.358.5545

- Doors in a smoke tight barrier must be a solid-core, wood door at least 45 mm in thickness, and have a self-closing device.
- Under Alberta Law, all dwelling units (including rental units) must have smoke alarms. The Fire Code and Building Code have different codes for different types of buildings. Included in your building permit is a detailed report from a designated building inspector which will explain the specific needs for your specific project.
- Smoke alarms and carbon monoxide alarms are to be interconnected between the additional dwelling unit and the principal dwelling unit.
- Sound adsorbing materials and fire-taped 1/2" drywall are required on the walls and ceilings between the secondary suite and the main swelling including but not limited to common areas & mechanical rooms.
- Additional dwelling units must be provided with independent heating and ventilation system, separate from the main dwelling unit.

For online information on the complete Alberta Building Code requirements please visit the **Alberta Municipal Affairs website**.

## Frequently Asked Questions

### **Am I able to ensure the property I purchase can have an additional dwelling unit before I sign on the dotted line?**

A prospective home buyer could make an application for an additional dwelling unit if the registered owner provides written consent to make application. The application process will take a minimum of 4 weeks.

### **I have a Mother-in-Law Suite. Can I rent it out?**

No, you will have to make application for an additional dwelling unit.

## Permit applications are accepted Monday to Friday, 8:30 am to 4:30 pm

For further information, please visit [www.beaumont.ab.ca](http://www.beaumont.ab.ca) or contact

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Current Planning

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Phone: 780-929-8782

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This series is published by the City of Beaumont, Planning and Development Division, as part of a public information service.

These pamphlets have no legal status and cannot be used as an official interpretation of the various bylaws, codes, and regulations currently in effect. The City of Beaumont assumes no responsibility to persons relying solely on this information. Pamphlets are updated periodically.

Updated: 2021-02-26



# Additional Dwelling Units



CITY OF BEAUMONT  
CURRENT PLANNING

Additional Dwelling Units offer an innovative and cost-effective way to increase housing options in Beaumont. Prior to construction, be sure to obtain approvals from Beaumont's Development and Building Safety Codes Services. We're here to help you each step of the way.

## Why Do I Need a Permit?

Permits are here for your protection. They ensure the project is built to current safety codes standards, they improve home resale experiences, and they avoid any insurance problems you may encounter.

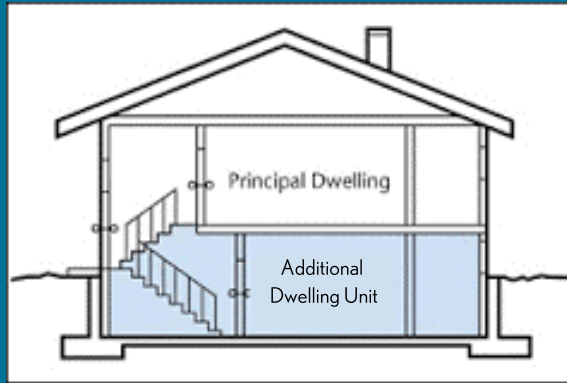
## Development Considerations

The first step of any project is obtaining Development approval. Approval is obtained when a Development Officer reviews the submitted site plan and building drawings, and determines that they meet the minimum requirements outlined in the Land Use Bylaw.

A Dwelling Unit is defined as a self-contained living premise with cooking, eating, living, sleeping and sanitary facilities for domestic use by one or more individuals. Additional Dwelling Units can be built as a basement suite, garage suite, garden suite and/or tiny home. These are permitted in most residential areas in Beaumont.

Development requirements for additional dwelling units are:

- A development permit is required for any proposed additional dwelling unit
- One on-site parking stall must be provided per dwelling unit over 75 m<sup>2</sup>
- The suite must have a separate access either through an entryway from the exterior of the dwelling or through a separate entrance within a common landing.
- Where a dwelling unit is located above a detached garage, windows shall be placed and sized such that they minimize direct views of adjacent lot(s) through one or more of the following:
  - Off-setting window placement to limit direct view into a window of an adjacent site;
  - Strategic placement of windows in conjunction with landscaping features; and/or
  - Placing larger windows to face a lane, flanking public roadway or other dwelling on the same site.



An Additional Dwelling Unit is a dwelling unit containing cooking, sleeping and bathroom facilities separate from the principal dwelling.

## Required Permits

Development Permit: will only be issued to the registered owner or agent and it ensures an additional dwelling unit is permitted in the zoning district.

Submission Requirements:

- Floor Plan for the dwelling showing:
  - Separate entrance
  - Proposed rooms
  - Indicate room uses
- Site Plan for the dwelling showing:
  - 1 off-street parking stall per unit over 75m<sup>2</sup>
  - location of dwelling unit on lot

Building Permit: will only be issued to the registered owner or agent. An insulation and framing inspection is required prior to drywall and a final inspection is required prior to occupancy.

Submission Requirements:

- Construction Value
- Floor Plan for the suite showing:
  - Proposed rooms
  - Indicate room uses
  - Location of smoke alarm(s)/carbon monoxide alarm(s)
  - Doors - indicate locations, sizes, swing direction

(cont. on next page)

- Windows – indicate locations, sizes
- Separate entrance
- Building Elevation showing:
  - Separate entrance details

Electrical Permit: will only be issued to a licensed master electrical contractor. A rough-in inspection is required prior to drywalling and final inspection is required prior to occupancy.

Plumbing Permit: will only be issued to a licensed plumbing contractor. A rough-in inspection is required prior to drywalling and final inspection is required prior to occupancy.

Gas Permit: will only be issued to a licensed gas installer. A rough-in inspection is required prior to drywalling and final inspection is required prior to occupancy.

## Building Considerations

Before heading to the hardware store, we must ensure all proposals for newly permitted dwelling units conform to the Alberta Building Code and Alberta Fire Code.

The following is a brief outline of some applicable building code requirements. **For complete details, consult the Alberta Building Code and the Alberta Fire Code.**

- Minimum ceiling height of 1.95m (6'-5") in living areas.
- Direct exit to the outdoors.
- Egress windows in bedrooms must meet minimum safety requirements.
- Walls and ceiling between additional dwelling unit and principal dwelling unit and around common exits must provide a smoke tight barrier protected by a minimum 1/2" drywall.