

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
- Plumbing Permit Application Form
- Gas Permit Application Form
- Basement Brochure

### Building Permit Requirements

- Provide a FLOOR PLAN which **must** include all of these listed elements.
  - 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, ...

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	<i>(Fill out below - written authorization from registered owner required)</i>
Owner Name: _____	
Mailing Address: _____	
Town: _____	Postal Code: _____
Phone: _____	Cell Phone: _____
Email (required): _____	

Proposed Development	
<b>Construction Value:</b>	<b>\$</b>
<i>(Approximate cost of material &amp; labour)</i>	
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"/> Basement Development* <sup>SQ FT:</sup>
<input type="checkbox"/> Major <input type="checkbox"/> Minor	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: _____ <small>(See attached Notice of Decision)</small>
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: \_\_\_\_\_

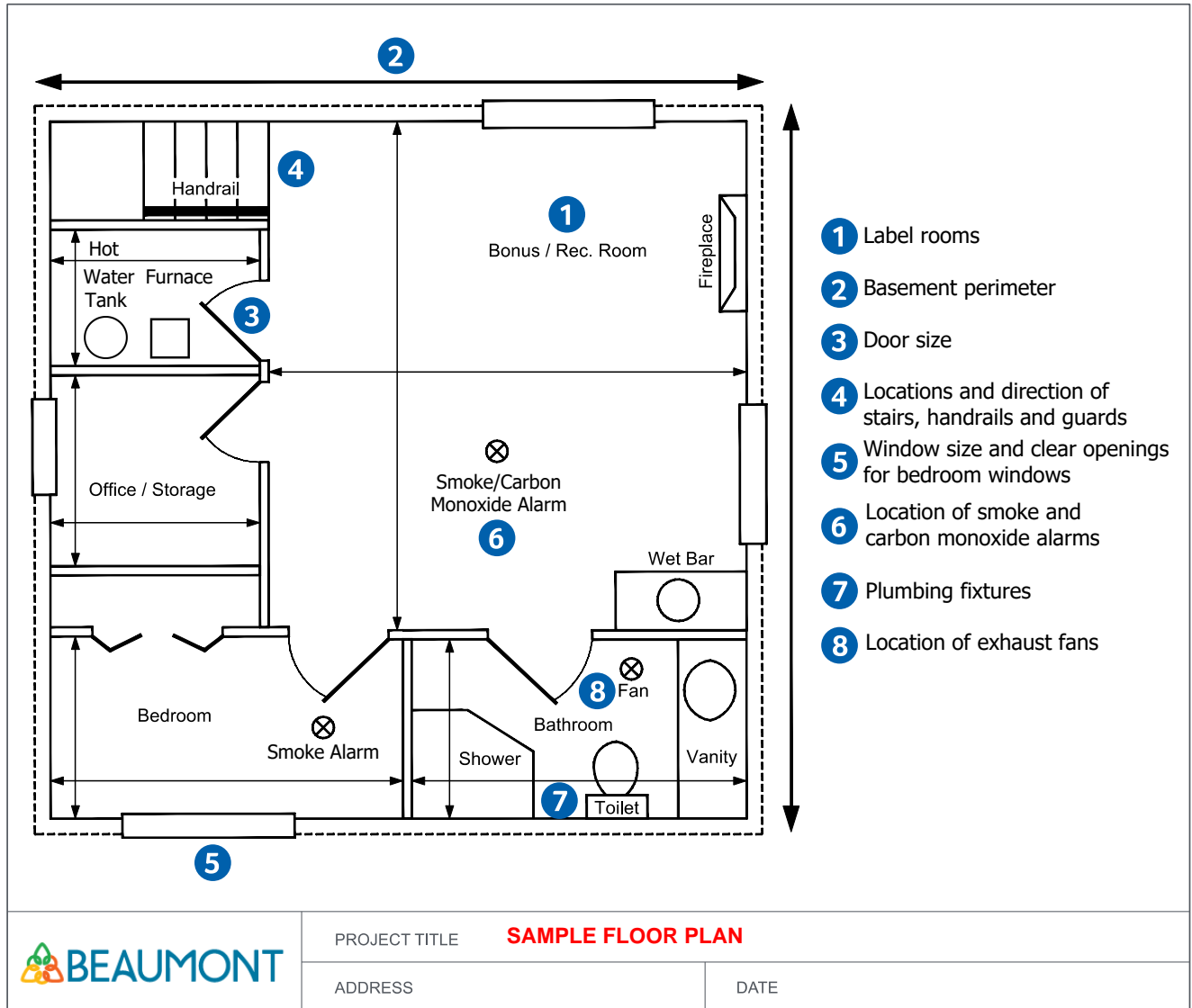
to make application for the necessary building / development permits required to complete the following project: \_\_\_\_\_

**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.

## Sample Floor Plan

A well-drawn and properly dimensioned floor plan will speed up the application review process.



# 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>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



# BEAUMONT

**IMPORTANT**  
**Information for your**  
**BASEMENT**  
**RENOVATION**  
**Ensure you Read!**  
 Updated: 2019-04-02



## PERMITS

### Do you have all the permits you need?

If you are installing a space designed for commercial use or if you are installing a space for rental income a Development Permit is required.

**Development permit:** A document permitting a specific type of development on a specific parcel of land assuring conformance with zoning and development regulations under the Land Use Bylaw and its effect on adjacent property.

**Building permit:** addresses how the building is safely constructed with respect to life safety, structural integrity, property protections, use and occupancy.

## OTHER PERMITS: Electrical, Plumbing, Gas

The City of Beaumont contracts **Superior Safety Codes** to provide permits & inspections for electrical, plumbing & gas installations.



*Rough-in & final inspection required for electrical & plumbing. Final Inspection required for gas.*

## BUILDING PERMIT CONDITIONS

1. Permit is valid for one (1) year from date of issuance.
2. All construction methods and materials as per the latest edition of the Alberta Building Code Regulations.

## INSPECTION CONDITIONS

To ensure conformity and compliance with the Alberta Building Code, inspections are done by the Building Inspector.

It is the applicant's responsibility to book their inspections.

*You will typically have up to three different inspectors visit your residence.*

City of Beaumont building inspector	➡	building inspections
Superior Safety Codes inspector	➡	gas/plumbing inspections
Superior Safety Codes inspector	➡	electrical inspections

## STAGE ONE INSPECTION: FRAMING / INSULATION (PRIOR TO DRYWALL)

- OBTAIN A BUILDING PERMIT FROM CITY OFFICE BEFORE CONSTRUCTION BEGINS
- Framing complete
- Electrical rough-in complete
  - all wire and boxes installed and visible
  - main service installed
  - bonding and grounding complete
  - book your Electrical inspection with Superior Safety Codes.  
Call 780-489-4777.
- Plumbing rough-in below grade or above grade complete (prior to covering)
  - all drain or sewer lines installed
  - all drain lines installed
  - all vent stacks installed
  - all water lines installed
  - book your Plumbing inspection with Superior Safety Codes. Call 780-489-4777.
- Install your insulation and vapor barrier
- Book your Framing / Insulation inspection with the City's inspections department.  
Call 780-929-1363.



## STAGE TWO INSPECTION: FINAL (PRIOR TO OCCUPANCY)

- Hand rails in place
- Smoke alarms / carbon monoxide detectors installed
- Electrical ready for final inspection
  - all load devices and switches installed and operational
  - smoke detectors installed
  - panel labeled
  - book your final Electrical inspection with Superior Safety Codes. Call 780-489-4777.
- Plumbing ready for final inspection
  - all fixtures installed and operational
  - book your final Plumbing inspection with Superior Safety Codes. Call 780-489-4777.
- Gas ready for final inspection
  - all gas piping installed
  - pressure test completed
  - gas meter hung
  - appliances firing
  - book your final Gas inspection with Superior Safety Codes. Call 780-489-4777.
- Flooring, ceiling and doors installation complete
- Drywall and paint complete
- Interior finishing complete
- Other items required to complete your space. *This list is general in nature and will not apply to all renovations. Please refer to your Plan Examination Report and your Site Inspection Report for specific details related to your renovation.*
- Book your Final Building inspection with the City's inspections department. Call 780-929-1363.  
***After inspection a Site Inspection Report will be EMAILED to the Permit Holder.***





Did you know the cost of your building permit includes two inspections carried out by a certified safety codes officer?

**BUILDING INSPECTIONS 780-929-1363**  
**A MINIMUM OF 72 HOURS NOTICE IS REQUIRED FOR INSPECTIONS!**  
Please note: For re-inspection fees see Fees and Charges on City Website

## CONTACT INFORMATION & IMPORTANT PHONE NOS.



**Hours of Business:**  
Monday – Friday  
8:30 am – 4:30 pm

All City offices are closed on statutory holidays

Building Inspector.....780-929-1363  
Inspections .....780-929-1363  
Development Officer.....780-929-8782  
Superior Safety Codes.....780-489-4777

Fax.....780-929-3300

Development email.....development@beaumont.ab.ca  
Building Inspections email.....buildinginspection@beaumont.ab.ca

**This information contained in this brochure is published as part of a public information service and has no legal status and cannot be used as an official interpretation or substitution of the various codes and regulations currently in effect to any Provincial Code or City Bylaw. Users are advised to contact the Planning & Development Branch and / or Building Inspections Department for assistance, as the City of Beaumont accepts no responsibility to persons relying solely on this information.**