

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
- Fees (See Fee Schedule)
MUST BE PAID AT TIME OF APPLICATION (cheques payable to City of Beaumont)

Questions regarding your application: 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	(Fill out below - written authorization from registered owner required)
Owner Name: _____	
Mailing Address: _____	
Town: _____	Postal Code: _____
Phone: _____	Cell Phone: _____
Email (required): _____	

Proposed Development	
Construction Value: _____ \$	(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 ^{SQ FT:} _____	<input type="checkbox"/> Hot Tub ^{SQ FT:} _____
<input type="checkbox"/> Covered Deck ^{SQ FT:} _____	<input type="checkbox"/> Corner Lot Fence**
<input type="checkbox"/> Other: _____	Basement Development* ^{SQ FT:} _____
<input type="checkbox"/> Additional Dwelling Unit ^{SQ FT:} _____	Number of Bedrooms in Dwelling: _____
<input type="checkbox"/> Home Based Business*** <input type="checkbox"/> Major <input type="checkbox"/> Minor	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: _____	
Total Fees: _____	

Applicant Authorization	
<ol style="list-style-type: none"> I am the owner/agent with the consent and authority of the owner that is the subject matter of this permit application. 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. I understand this is only an application and does not constitute approval to commence construction. I declare that the information contained in this application is correct and true to the best of my knowledge. I declare that I will notify the Development Authority of any proposed changes to the plans submitted with this application. I consent to receiving notifications & correspondence regarding this application via email to the address provided on this application. I agree 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. 	
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.



City of Beaumont
 5600 49 Street
 BEAUMONT AB T4X 1A1
 Phone: 780 929 8782
 www.beaumont.ab.ca



ELECTRICAL PERMIT APPLICATION FORM

Application Date: DD / MMM / YYYY

Estimated Project Completion Date: DD / MMM / YYYY

Applicant Type: Homeowner Contractor

Cost of Installation (Labour & Material 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.

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: _____

Master Electrician Number

Master Electrician Name

Master Electrician Signature

Project Location in the City of Beaumont:

Street Address: _____ Tax Roll #: _____
 Legal Subdivision: Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____
 Subdivision Name: _____ Lot: _____ Block: _____ Plan: _____
 Directions: _____

BUILDING TYPE:

- Single / Multi Family Dwelling
 - Commercial
 - Residential
 - Industrial
 - Institutional
- Square Feet: _____

TYPE OF WORK:

- New Work
- Renovation
- Connection
- Temporary Service
- Other

SERVICE INFORMATION:

Does this installation Require a Service Connection
 Yes No

SUPPLY SERVICE: Overhead Underground

Service Information: Amps: _____
 Volts: _____
 Phase: _____

ANNUAL PERMIT: Yes No

Description of Work: _____

Payment Type: Cash Cheque Interac M/C Visa

Permit Fee: \$ _____

+ SCC Levy*: \$ _____

Total Cost: \$ _____ Receipt #: _____

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

The Inspections Group Inc.

300W, 14310 111 Avenue NW
 Edmonton AB T5M 3Z7
 Phone: (780) 454 5048 Toll Free: (866) 554 5048
 Fax: (780) 454 5222 Toll Free: (866) 454 5222

www.inspectionsgroup.com
 questions@inspectionsgroup.com

REMIT PAYMENT AND APPLICATION TO THE INSPECTIONS GROUP INC.

PLEASE CONTACT THE INSPECTIONS GROUP INC. FOR INSPECTIONS ALLOWING UP TO 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.



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 BEAUMONT AB T4X 1A1
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PLUMBING PERMIT APPLICATION FORM

Application Date: DD / MMM / YYYY Estimated Project Completion Date: DD / MMM / YYYY

Applicant Type: Homeowner Contractor Cost of Installation (Labor & Material 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.

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: _____

 Installer's Number Print Installer's Name Installer's Signature

Project Location in the City of Beaumont:
 Street Address: _____ Tax Roll #: _____
 Legal Subdivision: Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____
 Subdivision Name: _____ Lot: _____ Block: _____ Plan: _____
 Directions: _____

TYPE OF OCCUPANCY:	NUMBER OF FIXTURES:	WATER AND OR SEWER SERVICE:	PLUMBING DESCRIPTION OF WORK:
<input type="checkbox"/> Residential	Kitchen Sinks _____	<input type="checkbox"/> Disconnect from Septic Connect to	_____
<input type="checkbox"/> Farm/Ranch	Basins _____	Municipal Sewer	_____
<input type="checkbox"/> Commercial	Showers _____	<input type="checkbox"/> Water and/or Sewer Services	_____
<input type="checkbox"/> Industrial	Laundry _____	<input type="checkbox"/> Mobile Home/Factory Assembled	_____
<input type="checkbox"/> Oilfield/Gas	Toilets _____	Building Connection	_____
<input type="checkbox"/> Institutional	Washers _____		_____
<input type="checkbox"/> Mobile	Bathtubs _____		_____
<input type="checkbox"/> Manufactured	Floor Drains _____		_____
Square Footage: _____	Grease Traps _____		<input type="checkbox"/> ANNUAL PERMIT
	Bidets/Water Fountains _____		
	Urinals _____		
	Other _____		

Payment Type: Cash Cheque Interac M/C Visa

Permit Fee: \$ _____

+ SCC Levy*: \$ _____

Total Cost: \$ _____ Receipt #: _____

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

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City of Beaumont
 5600 49 Street
 BEAUMONT AB T4X 1A1
 Phone: 780 929 8782
 www.beaumont.ab.ca



GAS PERMIT APPLICATION FORM

Application Date: DD / MMM / YYYY

Estimated Project Completion Date: DD / MMM / YYYY

Applicant Type: Homeowner Contractor

Cost of Installation (Labour & Material 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.

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: _____

Installer's Number _____

Print Installer's Name _____

Installer's Signature _____

Project Location in the City of Beaumont:

Street Address: _____ Tax Roll #: _____
 Legal Subdivision: Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____
 Subdivision Name: _____ Lot: _____ Block: _____ Plan: _____
 Directions: _____

TYPE OF OCCUPANCY:

- Residential
- Farm/Ranch
- Commercial
- Industrial
- Oilfield/Gas
- Institutional
- Mobile
- Manufactured

NUMBER OF OUTLETS:

- Furnace _____
- Water Heater _____
- Fireplace _____
- Dryer _____
- Unit Heater _____
- Range _____
- Room Heater _____
- Boilers _____
- Conversion _____
- Replacement Appliance _____
- Secondary Risers _____
- Barbeque _____
- Other _____

COMMERCIAL/INDUSTRIAL APPLICATION ONLY:

Total BTU _____
 Name of Gas Supplier _____

DESCRIPTION OF WORK FOR ALL GAS PERMITS:

PROPANE INSTALLATION:

- No. of Tanks _____
- Tank Size _____
- Serial # _____
- Vaporizer
- Refill Centre
- Service Line from Tank to Building
- Temporary Heat
- ANNUAL PERMIT

Payment Type: Cash Cheque Interac M/C Visa

Permit Fee: \$ _____

+ SCC Levy*: \$ _____

Total Cost: \$ _____ Receipt #: _____

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

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- 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 or contact

City of Beaumont
Current Planning

5600 49 Street
Beaumont, Alberta T4X 1A1

Phone: 780-929-8782

Fax: 780-929-3300

Email: development@beaumont.ab.ca

Email: buildinginspections@beaumont.ab.ca



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.

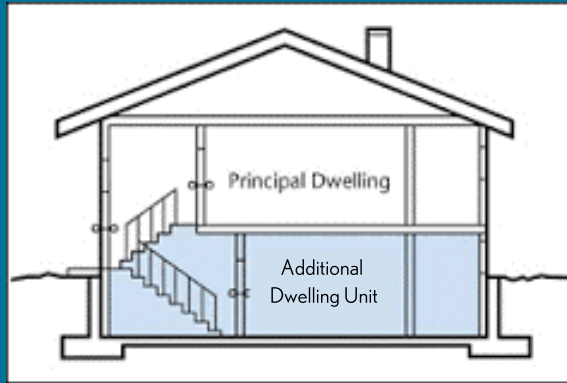
Development Considerations

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 m²
- 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
 - 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.