

Building Permit #: _____ Application Date: _____

To Be Completed By Applicant:

Do you have a Business License with the Town of Blackfalds? ☐ Yes ☐ No
Permit Being Applied for By: ☐ Land Owner ☐ Applicant/Contractor

Landowner Name(s): _____
Mailing Address: _____
City: _____ Prov: _____ Postal Code: _____
Phone: _____ Alt Phone: _____
Email Address: _____
Preferred Method of Correspondence: ☐ Email ☐ Mail ☐ Phone

☐ (Same as Landowner)
Applicant/Contractor Name(s): _____
Mailing Address: _____
City: _____ Prov: _____ Postal Code: _____
Phone: _____ Alt Phone: _____
Email Address: _____
Preferred Method of Correspondence: ☐ Email ☐ Mail ☐ Phone

PROJECT INFORMATION ☐ Covered Deck ☐ Uncovered Deck
☐ New ☐ In Progress ☐ Completed

***NOTE: All applications must include a plan of proposed deck(s) location(s) on the property.**

Approximate Value of Development: \$ _____
(Building Materials and Labour)
Civic Address of Property to be Developed: _____
Lot: _____ Block: _____ Plan: _____ Land Use District: _____
Building Area: _____ ☐ m² ☐ ft²

DECK INFORMATION

**Listed below is an acceptable construction technique for most single-family dwelling decks.
If this form is not suitable for the construction of your deck, detailed drawings may be submitted for review.
A separate sheet can be included with drawings/location if required.**

Deck Dimensions: _____ X _____
(parallel) (perpendicular to house)

TYPICAL DECK CONSTRUCTION Indicate if typical (explain if alternative)

2X6 decking material _____
2x10 joists, 24" on center (max span 14') _____
2x10 deck header anchored to home _____
Joist hangers to tie joists to header _____
2-ply 2x10 beam (max distance between posts = 9') _____
4"X4" posts to ground (proper bearing required) _____

STAIRS

Minimum run 10" (as per NBC AB Edition 2019) _____
Maximum rise 7 7/8" _____

GUARD

36" high (between 2'-6' above grade) _____
42" high (over 6' above grade) _____

***NOTE: Permanent foundations are required when decks exceed 2 feet above grade (Alberta Building Code A-9.15.1.1).**

NOTE:

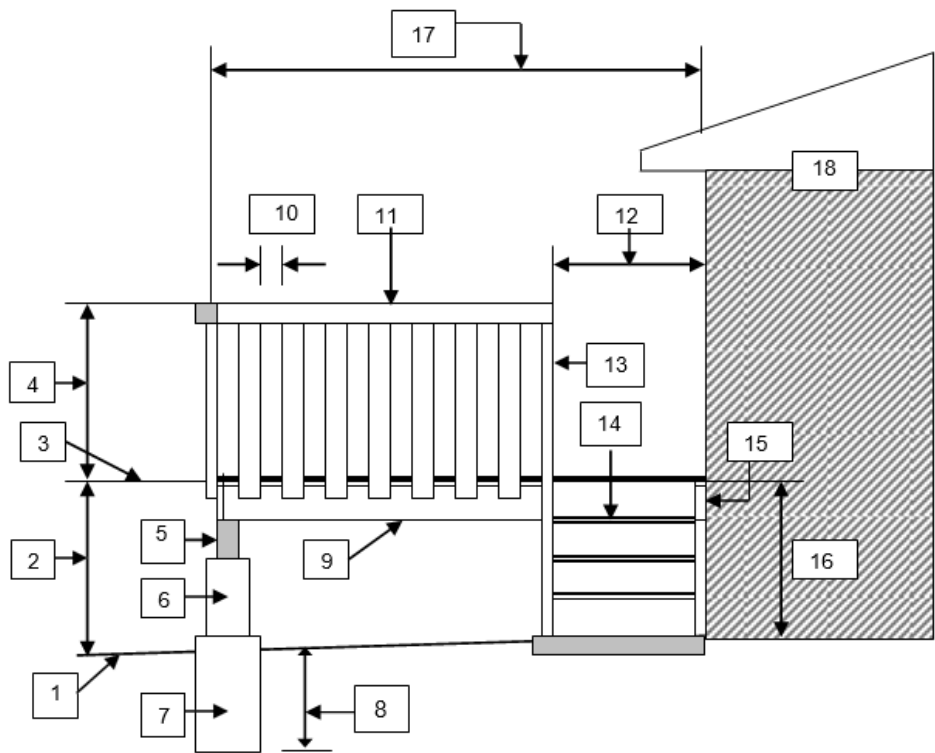
Graded lumber required (spruce, PWF & all-weather wood acceptable).

All lumber within 6" of dirt must be treated with a wood preservative.

Personal information provided as part of this application will be used for issuance of permits, property assessment, and/or safety codes compliance monitoring and verification. The information is collected under the authority of the *Municipal Government Act*, the *Safety Codes Act* and the Land Use Bylaw currently in force, as well as Section 4(c) of the *Protection of Privacy Act* and will be protected under Part 1 of the *Protection of Privacy Act*. As mandated in the *Access to Information Act*, applicant names and the nature of permits issued may be made publicly available. Questions or concerns regarding the collection and/or use of this information may be directed to the Information Governance Coordinator at access@blackfalds.ca or by phone at 403.885.6370.

Building Permit #: _____

Application Date: _____



REQUIRED INFORMATION:

1. Positive grade away from house

2. Deck height from grade: Specify _____

3. Floor decking: Specify _____

4. Height of guard rail from deck:
☐ 36" (for 2' to 6' deck above grade)
☐ 42" (for over 6' deck height above grade)

5. Built up beam size: _____

6. Post size: _____

7. Foundation Type:
☐ Concrete
☐ Wood
☐ Screw Pile

8. Foundation Depth (4' minimum): _____

9. Floor joist size and spacing: _____
10. ☐ 4" maximum space between railings

11. Type of railing: _____

12. Stair Width: _____

13. *Handrail is required if stairs have more than 3 risers (minimum 34"; maximum 38")*
Guardrail height for stair: _____
(minimum 36")

14. Stair tread material: _____

15. ☐ Ledger lagged or screwed to house

16. Stair:
☐ Riser: 5" to 7 7/8"
☐ Tread: 10" to 14"

17. Joist span (ledger to beam): _____

18. Existing House

NOTE: Maximum joist cantilever – 24"
Maximum beam cantilever – 16"

SIGNATURE(S)	
<i>I (am) (represent) the owner of the land and (will be) (represent) the owner of the building for which I am submitting this permit application. I agree to conform to all applicable laws in this jurisdiction. By submitting this application I hereby allow right of entry for inspection purposes.</i>	
Permit Applicant Name(s): _____	
Permit Applicant Signature(s): _____	
FOR OFFICE USE ONLY	
Lot: _____ Block: _____ Plan: _____ Land Use District: _____ Tax Roll #: _____	
Variance Requested (if applicable): ☐ MPC ☐ Development Officer	
ALL FEES MUST BE PAID AT TIME OF PERMIT APPLICATION SUBMISSION	
Building Permit / Inspection Fee (1-61-00-523) \$95.00	Development Permit Fee (1-61-00-520) \$100.00
Safety Codes Council Fees** (1-61-00-524) \$4.50	Fire Safety Plan Review Fee *(1-23-00-523) \$125.00 (*if applicable)
**calculated at 4% of building permit cost. Minimum \$4.50. Maximum \$560.00	
Receipt No. _____	
<u>Double the permit fees are charged for submitted permits where the work is already complete.</u>	



REQUIRED PERMIT ACCEPTANCE

I, _____, understand that a Development Permit is not the same as a Safety Codes Permit and it is my responsibility to ensure that the following permits and plans are provided\obtained and complied with:

Building Permit
Plumbing Permit
Gas Permit
Electrical Permit
Private Sewage

I also understand that it is my responsibility to verify with IJD Inspections Ltd. if the above noted permits are required for the project as stated on the Development Permit. (see contact information below).

Failure to obtain the required permits may result in the permit fees being increased or a Stop Order being issued on the project.

Signature

Date

PERMITS
ELECTRICAL | PLUMBING | GAS



E4 5560 45 St.
Red Deer, AB T4N 1L1
Riverside –Cronquist Business Park
Ph. 403-346-6533
Email: permits@ijd.ca
Website: www.ijd.ca

Town of Blackfalds Requires Safety Plans for Construction and Demolition Sites.

Starting October 1, 2024.

The National Fire Code – Alberta Edition (NFC(AE)) requires Fire Safety Plans for Construction and Demolitions site which specifically addresses fire emergencies.

Fire Safety Plans will be reviewed by the Fire Department prior to any work (construction or demolition) commencing.

It is the owner's responsibility to ensure a fire safety plan is prepared and in place.

The permit and site safety plan must be posted at the construction site until completion or occupancy has been granted.

This new requirement improves the safety of all, who come in contact with construction sites.

A \$125.00 fee will be charged for Site Safety Plans review and approval. Site Safety Plans must be submitted at the time of application for construction, demolition, or major alterations.

Alberta Standata for Fire Safety Plan Construction and Demolition Sites 19-FCI-004
<https://open.alberta.ca/dataset/4ac126d2-ccb2-455d-b215-7bcb75827924/resource/ba79ec90-f0e2-4c21-8558-b695d2357b1f/download/ma-standata-fire-interpretation-19-fci-004.pdf>

Safety Codes Council Fire Safety Plan Safety Tip Sheet
[safety-tips_fire-safety-plan.pdf \(safetycodes.ab.ca\)](https://safetycodes.ab.ca/safety-tips_fire-safety-plan.pdf)



FIRE SAFETY PLAN

When are fire safety plans required?

While many businesses have an all-encompassing emergency plan that may include natural disasters, bomb threats, and active shooter etc., the National Fire Code – 2019 Alberta Edition (NFC(AE)) specifically addresses fire emergencies. It is the owner's responsibility to ensure a fire safety plan is prepared and in place.

The NFC(AE) states that fire safety plans (i.e. fire emergency procedures) are required for:

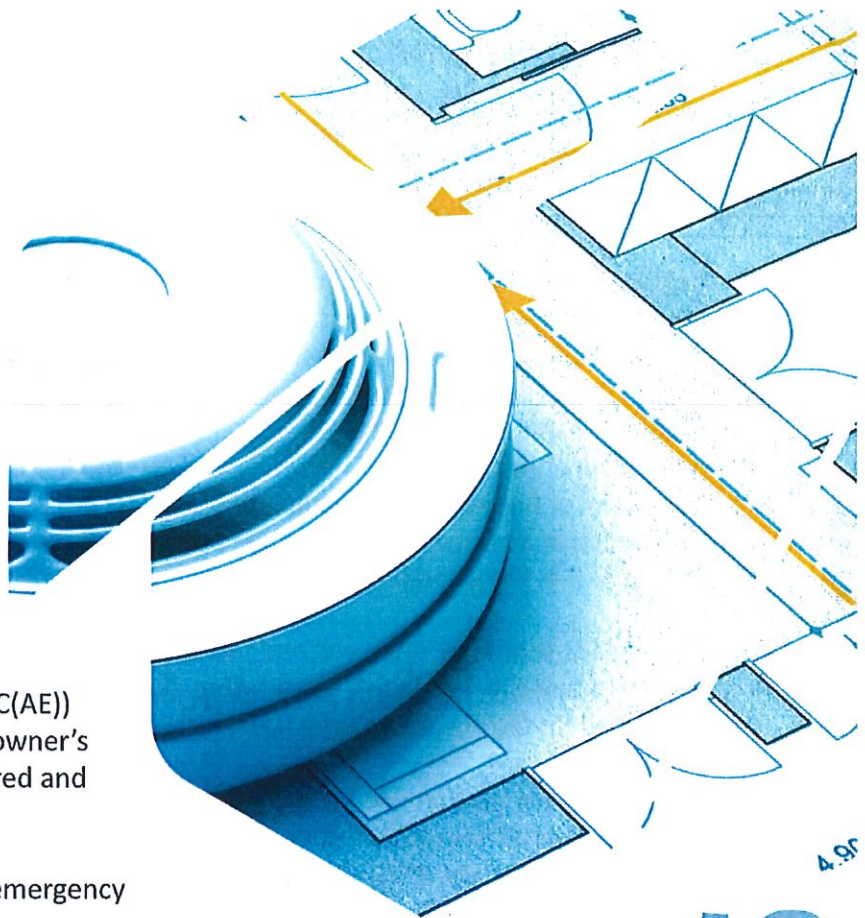
- every building containing an assembly, care, treatment or detention occupancy,
- every building required by the National Building Code – 2019 Alberta Edition (NBC(AE)) to have a fire alarm system,
- demolition and construction sites,
- storage areas required to have a fire safety plan – indoor storage, outdoor storage and outdoor storage of tires,
- areas where flammable liquids or combustible liquids are stored or handled,
- areas where hazardous processes or operations occur (including laboratories).

Supervisory staff are people who are delegated the responsibility for other people's safety in buildings and are designated as such in fire safety plans. These people are often referred to as a Floor Warden or Fire Warden and are educated on fire emergency procedures before given any responsibility for fire safety.

What are the requirements of a fire safety plan?

A fire safety plan should include the following:

- the emergency procedures to be used in case of fire, such as:
 - sounding the fire alarm,
 - notifying the fire department,
 - instructing occupants on procedures to be followed when the fire alarm sounds,
 - evacuating occupants, including special provisions for persons requiring assistance,
 - confining, controlling and extinguishing the fire,



SAFETY TIP

FIRE SAFETY PLAN

- the appointment and organization of designated supervisory staff to carry out fire safety duties (e.g. floor wardens or fire wardens),
- the training of staff and other occupants in their responsibilities for fire safety,
- documents, including diagrams, showing the type, location and operation of the building fire emergency systems,
- the holding of fire drills,
- the control of fire hazards in the building and
- the inspection and maintenance of building facilities provided for the safety of occupants (i.e. fire doors).

Fire safety plans should be reviewed and modified if required, at least every 12 months, to ensure that any changes in the use or other characteristics of the building are noted and accounted for during fire emergencies.

Fire safety plans are kept on site for the use of fire department personnel, staff responsible for fire safety (supervisory staff) and other designated personnel. In high buildings, fire safety plans should be kept in the central alarm and control facility. For a definition of what constitutes a high building, please contact your local Building Safety Codes Officer (Authority having jurisdiction - Building).

All building occupants should be made aware of their building's fire emergency procedures. At least one copy of the fire emergency procedures should be prominently posted on each floor area. For hotels and motels, each bedroom should post fire safety rules identifying the locations of exits and the paths of travel to exits.

Some buildings have fire alarm systems that do not transmit signals to their local fire departments. In these circumstances, a sign that includes the local fire department's phone number should be posted at each manually actuated signaling box (red pull station) to indicate that the fire department be notified about fire emergencies.

Contact

Please contact your local Fire Department for any questions regarding this Safety Tip.



Safety
Codes
Council

POST ON SITE		
Date of Submission	YYYY/MM/DD	Permit #
Describe type of construction/demolition		
Site Address		
General Contractor Name		
General Contractor Email Address		
Emergency Contact 24/7		
Person Responsible for Fire Safety Plan		
Muster Point (describe location)		

Upon Discovery of a Fire	
1 - Leave fire area immediately	5 - Close all doors behind you, turn off equipment if safe to do so
2 - Notify occupants (verbally, sound horn, activate fire alarm)	6 - Go to muster point, stay there until instructed to do otherwise
3 - Try to extinguish a very small fire	7 - Call 9-1-1 (from a safe location)
4 - Use nearest exit, do not use manlifts or elevators	8 - A supervisor must await the arrival of the fire department at the main access point

Upon Hearing of a Fire Condition	
1 - Turn off equipment	4 - Go to Muster Point, be accounted for
2 - Use nearest exit	5 - Do not leave the Muster Point until instructed to do so
3 - Close doors behind you where practical	6 - Account for all people expected to be on site

General Requirements	
☐ Smoking in designated area only	☐ Means to notify Fire Department available at all times
☐ Each site shall have a Muster Point	☐ Hot Works Safety Plan in place and applied at all times
☐ Fire extinguisher(s) available on site at all times	☐ Liquid Propane Gas (LPG) tanks and/or flammable liquid containers not allowed in buildings
☐ Combustible refuse stored in garbage containers	☐ Site security- shall be in place at all times
☐ Garbage containers minimum 3 meters from Building & Exits	☐ Hazardous Materials on site? Locations?
☐ Site Address clearly visible at all times	

Emergency Numbers	
☐ Fire, Rescue, Dangerous Goods, Ambulance, Police	☎ 911
☐ Power	☎ Fortis AB 403-310-(WIRE)
☐ Water	☎ Town of Blackfalds 403-340-9593
☐ Gas	☎ ATCO 1-800-511-3447

Contractor	
Contractor/Supervisor (Print Name):	Title:
<i>I accept the requirements of the Fire Safety Plan as submitted:</i> Contractor/Supervisor Signature: _____	

Authority Having Jurisdiction	
Fire Safety Codes Officer	
Name:	Signature:

BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

RESIDENTIAL PROJECTS

APPLICATION REQUIREMENTS – Along with your approved development permit from your municipality, ensure the listed supporting documentation is included with the completed building permit application, or delays may occur with regards to issuing the building permit.

NEW HOME BUYERS PROTECTION ACT – When constructing a new home, cabin, cottage, garage with living quarters, moving in a new manufactured home, etc. you must provide the New Home Warranty Certificate at time of application, your permit will not be approved without it.

NATIONAL ENERGY CODE (NEC) – The NEC came into effect November 1, 2016. Ensure the required energy documents are submitted with the building permit application and documentation.

BUILDER LICENSE – As of December 1st, 2017, all residential home builders are required to have a builder license, all owner builders required to have Owner Authorization.

NATIONAL BUILDING CODE – 2019 ALBERTA EDITION – As of December 1, 2019, the NBC (AE) came into effect. All required documents must reflect the new NBC (AE).

NATIONAL FIRE CODE - 2019 ALBERTA EDITION – As of April 2020, the NFC (AE) came into effect. A fire safety plan must be submitted for any construction, alteration or demolition operations for any projects \$5,000 and over in value. Fees effective October 15, 2024.

CONSTRUCTION OF NEW HOMES & ADDITIONS

- ☐ site plan ☐ floor plan(s)
- ☐ foundation plan ☐ elevation views
- ☐ building cross sections
- ☐ roof truss layouts ☐ manufactured floor joist layouts
(Layouts can be on site at the framing stage)

Engineered stamped drawings required for:

- ☐ screw piles supporting other than uncovered decks
- ☐ building systems not included in Part 9, 2019 NBC (AE)
- ☐ PWF foundations unless with Can/CSA S406-92 R 2003
- ☐ Hydronic Heating design information and designer certification if primary heat source

MANUFACTURED, MODULAR, MOBILE HOMES

- ☐ site plan ☐ floor plan
- ☐ foundation plan ☐ CSA, QAI or Intertek #
- ☐ Serial # ☐ AMA # (earlier models)
- ☐ square footage ☐ year of manufacture
- ☐ elevation drawings ☐ Engineer's specifications for screw piles

ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS

- ☐ site plan ☐ floor plan
- ☐ foundation plan ☐ cross section view
- ☐ if manufactured sunroom, supplier's full product information is required or an engineer's approval

STORAGE BUILDINGS / GARAGES / SHEDS

- ☐ site plan ☐ floor plan
- ☐ elevation views ☐ building cross sections
- ☐ roof truss and beam design information
- ☐ Hydronic Heating design information and designer certification (if applicable)
- ☐ pole buildings require engineered stamped plans

Foundation Requirements:

- ☐ 4 foot frost wall and footing
- ☐ concrete slab is acceptable; 12" x 12" thickened edges
- ☐ concrete slab over 592 ft² must be engineered
- ☐ engineered grade beam and pile
- ☐ any other foundation will require a structural engineered stamped plan

Wall Requirements:

- ☐ walls up to 11' 9" feet (3.6m) in height are acceptable
- ☐ walls over 11' 9" feet require an engineered stamped plan

BASEMENT DEVELOPMENTS AND MINOR RENOVATIONS

- ☐ floor plan showing layout of new walls, bathrooms, bedrooms, windows, and doors

HOT TUBS / PRIVATE SWIMMING POOLS

- ☐ site plan with dimensions of tub / pool
- ☐ structural & pool details
- ☐ fence information

DECKS

- ☐ site plan
- ☐ floor layout
- ☐ cross section view or example plan with dimensions filled in

WOOD STOVES (including fireplaces, pellet, and coal stoves)

- ☐ floor plan
- ☐ manufacturers installation instructions
- ☐ references to certification listing

COMMERCIAL PROJECTS

New Major Commercial Projects (some projects may vary)

- ☐ site plan ☐ elevation views ☐ NEC Documents
- ☐ A & B Schedules from the professionals involved (structural, architectural, electrical, mechanical, geotechnical)
- ☐ complete set of professional construction drawings (structural, architectural, electrical, mechanical)

Minor Commercial Projects (Tenant Improvements, renovations, accessory buildings etc. some projects may vary)

- ☐ site plan ☐ NEC Documents ☐ elevation views
- ☐ building cross sections
- ☐ floor plan (all projects)

BLACKFALDS

A L B E R T A

Please note that a Building Permit DOES NOT cover Electrical, Plumbing and Gas permits/inspections and a separate permit is required for each discipline.

SAFETY CODE PERMITS REQUIRED

	Building	Electrical	Plumbing	Gas
Basement Development	X	X	***	***
Building a New House	X	X	X	X
Decks over 2ft from Grade	X			
Covered Decks	X			
Adding a Shed over 108ft ²	X			
Additions	X	X	***	***
Interior Renovations/Alterations	***	***	***	***
Secondary Suite	X	X	X	X
Installing a Gas Fireplace				X
Installing a Wood Burning Stove	X			
Installing a Hot Tub, Pond, or Pool	X	X		
Rooftop Solar Panels	X	X		
Window Replacement	***			
Building a Garage/Accessory Building	X	X	***	***
Occupying a Building (change of use)	***			
Locating a new Manufactured Home or move-on	X	X	X	X
Demolishing a Building	X			

***Permit may be required, contact the agency for details.

Alberta Permit Regulations

An **ELECTRICAL PERMIT** is required to install, alter or add to an electrical system. A permit is not needed for the replacement of electrical equipment with units of a similar type if the replacement is made for the purpose of maintaining the system and does not modify the ratings or characteristics of the electrical installation.

A **GAS PERMIT** is required to install, alter or add to a gas system. A gas permit is not needed for the replacement of a dryer, range, water heater or space heating appliance if it is located in a single family residential dwelling and no design change is required to any gas piping or venting system.

A **PLUMBING PERMIT** is required to install, alter or add to a plumbing system. A plumbing permit is not needed to change a fixture, water heater, faucet, trap or valve if a design change to the piping system is not required **OR** to install plumbing fixtures in a single family residential dwelling if roughed-in piping has been completed under another permit.



To obtain an electrical, plumbing or gas permit application contact
Inspections at 403-346-6533 or visit www.ijd.ca to download a permit application