



**Mountain View**  
C O U N T Y

## BUILDING PERMIT APPLICATION

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM OWO  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
www.mountainviewcounty.com

A Building Permit Application will only be processed when it is completed in its entirety. This checklist should be completed by the applicant. All boxes should be checked and the required information attached to the application. The Permitting Department will accept the application when all of the following requirements are addressed. All boxes should either be checked with a ✓ or N/A (not applicable).

### Required Information

- Approved Development Permit** – if applicable. Building Permit Applications may be submitted at the same time as the Development Permit Application;
- Copy of your New Home Warranty (NHW) Certificate** Applies to new single family homes, duplexes, multifamily homes, condominiums, manufactured homes & recreational properties and may also include secondary suites and additions. If the NHW Buyer Protection program does not apply to your project, you are still required to submit a letter from NHW Buyer Protection Office indicating the NHW is not required.
- National Energy Code Compliance Report** – This applies to new construction types and may include additions. All commercial, industrial, and institutional buildings must comply with the “National Energy Code of Canada for Buildings 2011”; and all housing, additions, and small building permit applications must comply with Section 9.36 of the “Alberta Building Code 2014”.
- Application Form** – completed (please put N/A in spaces which are not applicable);
- Signature of Applicant on Permit Applicant Declaration**
- Plans/Blueprints** – Three paper sets and one electronic copy (if plans/blueprints are on paper larger than 11x17), must be included with the application. Please call the Permitting Department to ensure that your plans include all of the required details, including any letters or schedules required to be provided by the ABC (Alberta Building Code). If professional involvement is required, please ensure all documents for submittal have the required seal and signatures of a registered architect and/or professional engineer(s), when required by the ABC.
- Supplement Information Sheet** – required *in lieu of Plans/Blueprints* for an Accessory Building, Detached Garage, Manufactured Home, Covered Deck, Deck 24 inches or greater in height, Foundation or Wood Burning Stove. Information Sheets are available at the County office or on the County website.
- Application fee** – payable by cheque, debit, credit card (Visa or MasterCard accepted), money order or cash to Mountain View County. See the Fee Schedule attached to the Application form.

### IMPORTANT INFORMATION

- **Incomplete applications may be returned or cause delays in the processing of the application.**
- Statistics Canada requires information on the estimated project value. Please complete this section.
- Upon review of the application, additional information may be requested by the Permit Issuer.
- Additional permits (electrical, gas, plumbing and/or private sewage) may be required for development of structures.
- If development commences prior to obtaining approval, a fine as specified in the Land Use Bylaw will be applied.
- Permits are valid for 2 years but construction must commence within 90 days of issuance and cannot be suspended for more than 120 days.
- Mountain View County does not have an inspector on staff, but works with Superior Safety Codes Inc. The initial contact will be through the County Office and once the permit is issued you will then be responsible to contact the agency for the required inspections as noted on your permit and plans review. Contact information for Superior Safety Codes Inc. is as follows:
  - Superior Safety Codes Inc.**
  - Phone: 403-717-2344 or 1-888-717-2344
  - Fax: 403-717-2340 or 1-888-717-2340 Please allow 48 hours' notice for an inspection.



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## BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

### APPLICATION REQUIREMENTS

Ensure the listed supporting documentation is included with the completed building permit application, or delays may occur with regards to issuing the building permit.

<p><b>CONSTRUCTION OF NEW HOMES &amp; ADDITIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan</li> <li><input type="checkbox"/> floor plan(s)</li> <li><input type="checkbox"/> foundation plan</li> <li><input type="checkbox"/> elevation views</li> <li><input type="checkbox"/> building cross sections</li> <li><input type="checkbox"/> roof truss layouts</li> <li><input type="checkbox"/> manufactured floor joist layouts <i>(Layouts can be on site at the framing stage)</i></li> <li><input type="checkbox"/> engineered stamped drawings for attached garage if it is pile and grade beam</li> <li><input type="checkbox"/> Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta. <i>(unless designed to the CAN/CSA S406-92 (R2003))</i></li> <li><input type="checkbox"/> Hydronic Heating design information and designer certification</li> </ul>	<p><b>MANUFACTURED , MODULAR, MOBILE HOMES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan</li> <li><input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> foundation plan</li> <li><input type="checkbox"/> CSA, QAI or Intertek #</li> <li><input type="checkbox"/> Serial #</li> <li><input type="checkbox"/> AMA #</li> <li><input type="checkbox"/> square footage</li> <li><input type="checkbox"/> year of manufacture</li> <li><input type="checkbox"/> Modular &amp; Manufactured Home Checklist</li> </ul> <p><b>ONE ROOM ADDITIONS &amp; MANUFACTURED SUNROOMS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan</li> <li><input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> foundation plan</li> <li><input type="checkbox"/> cross section view</li> <li><input type="checkbox"/> if manufactured sunroom, supplier's full product information is required or an engineer's approval</li> </ul>
<p><b>STORAGE BUILDINGS / GARAGES / SHEDS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan</li> <li><input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> elevation views</li> <li><input type="checkbox"/> building cross section</li> <li><input type="checkbox"/> roof truss and beam design information</li> <li><input type="checkbox"/> Hydronic Heating design information and designer certification (if applicable)</li> <li><input type="checkbox"/> pole buildings <u>require</u> engineering</li> </ul> <p><b><u>Foundation Requirements:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 4 foot frost wall and footing</li> <li><input type="checkbox"/> concrete slab is acceptable; 12" x 12" thickened edges</li> <li><input type="checkbox"/> concrete slab over 100 sq. meters (1076sq.ft) must be engineered</li> <li><input type="checkbox"/> engineered grade beam and pile</li> <li><input type="checkbox"/> any other foundation will require a structural engineered stamped plan</li> </ul> <p><b><u>Wall Requirements:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> walls up to 12 feet in height are acceptable</li> <li><input type="checkbox"/> walls over 12 feet will require an <u>engineered</u> stamped plan</li> </ul>	<p><b>BASEMENT DEVELOPMENTS AND MINOR RENOVATIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors</li> </ul> <p><b>HOT TUBS / SWIMMING POOLS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan with dimensions of tub / pool</li> <li><input type="checkbox"/> fence information</li> </ul> <p><b>SOLAR PANELS</b> on all structures except farm buildings and stand alone units</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan</li> <li><input type="checkbox"/> solar panel information</li> </ul> <p><b>DECKS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan</li> <li><input type="checkbox"/> floor layout</li> <li><input type="checkbox"/> cross section view or example plan with dimensions filled in</li> </ul> <p><b>WOOD STOVES</b> (including fireplaces, pellet and coal stoves)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> manufacturers installation instructions</li> <li><input type="checkbox"/> references to certification listing</li> </ul>

**Construction checklists for decks, garages, mobile homes and wood stoves are also available.** If you require any information regarding building permits or plans that are required, please contact Superior Safety Codes at 1.866.999.4777.



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PRBP2018 \_\_\_\_\_

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T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
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Permit Type:  Owner  Contractor New Home Buyer Protection Program ID Number: \_\_\_\_\_

Application Date : \_\_\_\_\_ Development Permit Number: \_\_\_\_\_

Landowner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Legal: Part of: \_\_\_\_\_ ¼ Sect: \_\_\_\_\_ Twp: \_\_\_\_\_ Rg: \_\_\_\_\_ W of: \_\_\_\_\_ Roll Number (Office Use): \_\_\_\_\_

Plan: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Rural Address: \_\_\_\_\_

Directions: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_ Estimated Project Value: \$ \_\_\_\_\_

<b>Project/Building Classification:</b> <input type="checkbox"/> Dwelling Unit <input type="checkbox"/> Detached Garage <input type="checkbox"/> Accessory Building <input type="checkbox"/> Basement Development <input type="checkbox"/> Deck <input type="checkbox"/> Foundation <input type="checkbox"/> Wood Burning Stove <input type="checkbox"/> Other (please specify) _____	<b>Type of Work:</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Modular Home <input type="checkbox"/> Relocation <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> Change of Occupancy	<b>Building Use:</b> <input type="checkbox"/> Agricultural <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Oil & Gas <input type="checkbox"/> Other (please specify) _____	<b>Details:</b> <b>Building Height</b> (ft or # stories): _____ Main Area: _____ sq ft 2nd Floor Area: _____ sq ft Basement Area: _____ sq ft Garage Area: _____ sq ft Total Area: _____ sq ft Basement developed at time of construction? <input type="checkbox"/> yes <input type="checkbox"/> no Submission of Energy Code Compliant Report If applicable <input type="checkbox"/>
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Definition of: Manufactured Home - transportable in single or multiple sections; is ready for residential occupancy upon completion of setup  
Modular Home - assembled on the parcel in sections, but such sections or units have neither chassis, running gear, nor its own wheels

Description of Project Work and/or intended use or occupancy of the building:  
\_\_\_\_\_  
\_\_\_\_\_

**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 and generally expires after one year without an extension request. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Mountain View County and its accredited agency are 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 of Privacy Act.

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 have read and understood the statements printed on this form. I agree to all applicable laws in this jurisdiction.

*\*Strike out non-applicable word*

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

Payment Method:  Visa  M/C  Debit  Cheque  Cash Auth / Chq. Number \_\_\_\_\_

**\* For credit card payment, please complete and submit the attached authorization form**

Permit Fee: \$ \_\_\_\_\_ \*SCC Levy: \$ \_\_\_\_\_ (\*4% of permit fee with a minimum of \$4.50) LRP Fee: \$ \_\_\_\_\_

TOTAL FEE: \$ \_\_\_\_\_

**Office Use Only**

**Permit Validation Section to be completed by Permit Issuer:**

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

\_\_\_\_\_  
Permit Issuer's Name (print or type)

\_\_\_\_\_  
Permit Issuer's Signature

Permit Issuer's Designation Number: \_\_\_\_\_

Date of Issue (M/D/Y): \_\_\_\_\_

**Bylaw No. 12/16  
Consolidated August 10, 2016  
Schedule E - Excerpt  
Planning and Development Services**

**BUILDING PERMIT FEES**

Type of Construction	Permit Fee
New Single Family Dwellings <i>(attached garage included in the permit fee but not calculated as part of the main floor square footage)</i>	\$0.42/sq foot main floor of dwelling
	\$0.32/sq foot additional storeys
	\$0.21/sq foot (if developing basement at time of construction)
Manufactured Home, Modular Home (RTM) or Home Relocation on Foundation, Basement or Crawlspace	\$0.32/sq foot
Additions, or Renovations, or Accessory Buildings (shed, garage, pole shed, etc)	\$0.26/sq foot (min fee \$105)
Manufactured Homes, Modular Homes (RTM) ( <i>not on a foundation</i> ), Decks, Fireplaces, Demolition, Wood Burning Stoves or Hot Tubs, Swimming Pool, Solar Panels (residential)	\$105.00 each
Minimum Fee	\$105.00
Change of use or occupancy review inspection	\$105.00
Riding Arena	\$5.25 / \$1,000.00 const value to a max \$1,000,000.00 (min \$265.00)
	\$3.70/ \$1,000.00 const value above \$1,000,000.00

Add 4% Safety Codes Council Fee for each permit issued with a minimum of \$4.50 and a maximum of \$560.00

**LONG RANGE PLANNING ADMINISTRATION FEE**

<b>Applicable to <u>ALL</u> building permits (non-refundable)</b>	
Agricultural, Ancillary Buildings (Agriculture, Residential, Direct Control (for individual lots))	\$25.00
Residential, Recreational Facilities and Ancillary Buildings, Direct Control and Ancillary Buildings (for common property)	\$50.00
Agricultural Commercial, Commercial and Ancillary Buildings, Industrial, Agricultural Industrial, Business Park and Ancillary Buildings, Airport District and Ancillary Buildings	\$75.00



**Visa - MasterCard  
Payment Authorization**

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Transaction Date: \_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_

Payment Method:      Visa            MasterCard     

Name of Cardholder: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

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

\*Payment Reference: \_\_\_\_\_

i.e.: Planning; County Map; A/R Account; etc.

\*We do not accept credit card payments for Tax or Municipal Reserve Payments. There is a \$3000 maximum for credit card payments.

Mountain View County shall not be responsible for the security of any information during delivery by mail or email, and the cardholder agrees as a condition of paying by credit card that it hereby releases and holds harmless the County from any and all claims arising therefrom.

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The credit card information provided on this portion of the form will not be retained. Once the transaction authorized by this form has been approved, credit card information will be destroyed.

Credit Card Number: \_\_\_\_\_

CSV: \_\_\_\_\_

Expiry Date (mm/yr): \_\_\_\_\_