



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

# BUILDING PERMIT APPLICATION FOR COMMERCIAL, INDUSTRIAL & INSTITUTIONAL

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

## INFORMATION AND CHECKLIST REQUIREMENTS FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL

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 must either be checked with a ✓ or N/A (not applicable).**

### Required Information

- Approved Development Permit;**
- Application Form** – completed (please put N/A in spaces which are not applicable);
- Signature of Applicant on Permit Applicant Declaration**
- Site Plan**
- All commercial, industrial, and institutional buildings must comply with the “National Energy Code of Canada for Buildings 2011”**
- Determine Alberta Building Code Part** (whether Part 3 or Part 9) in which building is covered. Generally, buildings under 600m<sup>2</sup> fall under Part 9. Exceptions apply.
- Determine whether Professional Involvement is required** (see Professional Involvement Chart- you will need to know your building classification) **you may also contact the Building Safety Codes Officer.**

### **If Professional Involvement IS NOT required:**

- Three (3) complete set of drawings and one (1) electronic set.

**If Professional involvement IS required: three (3) complete set of drawings and one (1) electronic set.** Please ensure the plans are stamped, dated, and signed by the Professional Engineer and/or Architect responsible for the project (if required by the Alberta Building Code) including

- a) Site plan
- b) Architectural
- c) Structural – Part 3 Buildings **MUST** meet Part 4 of the Alberta building Code

#### i. For a Building which falls under Part 9, the following may be required

- (1) A Professional Engineer stamp for complex structural components and for those areas which are outside the description of Part 9 of the Alberta Building Code
- (2) ‘Schedule A’ from that Professional Engineer indicating that he will review construction of those areas for which he is responsible (‘Schedule B’ is required if the Professional Engineer will be providing any structural drawings.

Note: Upon Completion of the project, ‘Schedule C’ assuring compliance with the Alberta Building Code of the areas which the Professional Engineer stamp addresses.

- d) Mechanical
- e) Plumbing
- f) Electrical

- A complete set of ‘Schedules A & B’** (Part 3 Buildings only – Exceptions apply)

**Note:** ‘Schedule C’ upon completion of the project assuring compliance with the Alberta Building Code for each Professional engineer involved.

- 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.**
- 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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PRBP2018 \_\_\_\_\_

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Permit Type:  Owner  Contractor

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"/> Assembly Occupancies - A <input type="checkbox"/> Business and Personal Services - D <input type="checkbox"/> Mercantile - E <input type="checkbox"/> Low Hazard Industrial- F3 <input type="checkbox"/> Medium Hazard Industrial -F2 <input type="checkbox"/> High Hazard Industrial-F1 <input type="checkbox"/> Care or Detention Occupancy - B <input type="checkbox"/> Other (please specify) _____	<b>Type of Work:</b> <input type="checkbox"/> New Construction <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"/> 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 2 <sup>nd</sup> Storey: _____sq ft 3 <sup>rd</sup> Storey: _____sq ft Basement Area: _____sq ft  <b>Total Area: _____sq ft</b> Basement developed at time of construction? <input type="checkbox"/> yes <input type="checkbox"/> no
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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. 16/11  
Consolidated December 11, 2013  
Schedule E – Excerpt  
Planning and Development Services

**BUILDING PERMIT FEES**

Type of Construction	Permit Fee
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
Institutional, Commercial and Industrial Construction	\$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**

Applicable to <u>ALL</u> building permits (non refundable)	
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): \_\_\_\_\_

TO BE DESTROYED