BUILDING PERMIT APPLICATION

10, 1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainview county.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 2017"; and all housing, additions, and small building permit applications must comply with Section 9.36 of the NBC-AE 2019. See attached 9.36 Energy Efficiency Project Summary Form to be completed for new residential construction and additions.
- ☐ **Application Form** – completed (please put N/A in spaces which are not applicable).
- ☐ **Signature of Applicant on Permit Applicant Declaration**
- ☐ **Plans/Blueprints** –Two 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.
- You will be responsible to contact Mountain View County to request inspections as noted on your permit and plans review. Contact information for Mountain View County is as follows:

403 -335-3311 Toll Free 1-877-264-9754
inspections@mvcounty.com

Please allow 48 hour 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.

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 for attached garage if it is pile and grade beam
- □ Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta.
  (unless designed to the CAN/CSA S406-92 (R2003)
- □ Hydronic Heating design information and designer certification

MANUFACTURED , MODULAR, MOBILE HOMES

- □ Modular & Manufactured Home Checklist
- □ site plan □ floor plan
- □ foundation plan □ CSA, QAI or Intertek #
- □ Serial # □ AMA #
- □ square footage □ year of manufacture

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 section
- □ roof truss and beam design information
- □ Hydronic Heating design information and designer certification (if applicable)
- □ pole buildings require engineering

Foundation Requirements:

- □ 4 foot frost wall and footing
- □ concrete slab is acceptable; 12" x 12" thickened edges
- □ concrete slab over 100 sq. meters (1076sq.ft) must be engineered
- □ engineered grade beam and pile
- □ any other foundation will require a structural engineered stamped plan

Wall Requirements:

- □ walls up to 12 feet in height are acceptable
- □ walls over 12 feet will require an engineered stamped plan

BASEMENT DEVELOPMENTS AND MINOR RENOVATIONS

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

HOT TUBS / SWIMMING POOLS

- □ site plan with dimensions of tub / pool
- □ fence information

SOLAR PANELS on all structures except farm buildings and stand alone units

- □ site plan
- □ solar panel 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

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 Mountain View County.

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PRBP_____

Permit Type: ☐ Owner ☐ Contractor **New Home Buyer Protection Program ID Number:**_____

Application Date :_____ **Development Permit Number:** _____

Applicant: _____

Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____

Phone: _____ Fax: _____ Cell: _____

Email Address: _____

Landowner: _____

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: _____

REQUIRED FIELDS

Start Date: _____ **Estimated Completion Date**: _____

Estimated Project Value: $_____

Project/Building Classification:
- ☐ Dwelling Unit
- ☐ Detached Garage
- ☐ Accessory Building
- ☐ Basement Development
- ☐ Deck
- ☐ Foundation
- ☐ Wood Burning Stove
- ☐ Other (specify)

_____

Submission of Energy Code Compliant Report
If applicable: ☐

Type of Work:
- ☐ New Construction
- ☐ Manufactured Home
- ☐ Modular Home
- ☐ Relocation
- ☐ Addition
- ☐ Renovation
- ☐ Demolition
- ☐ Change of Occupancy

Building Use:
- ☐ Agricultural
- ☐ Residential
- ☐ Commercial
- ☐ Industrial
- ☐ Institutional
- ☐ Oil & Gas
- ☐ Other (specify)

_____

Details:

Building Height (ft *or* # stories): _____

Main Area: _____ sq ft

2nd Storey: _____ sq ft

3rd Storey: _____ sq ft

Basement Area: _____ sq ft

Total Area: **sq ft**

Basement developed at time of construction
☐ yes ☐ no

Definition: **Manufactured Home** - transportable in single or multiple sections; is ready for residential occupancy upon completion of setup
Modular Home - assembled on the parcel in section, but such sections or units have neither chassis, running gear or its own wheels

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

PRBP_____

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*

The personal information on this form is being collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of reviewing and evaluating an application for Development. By providing the above personal information, **the applicant consents to the information being made available to the public and Approving Authority in its entirety** under Section 17(2) of the Alberta Freedom of Information and Protection of Privacy Act. Any inquiries relative to the collection or use of this information may be directed towards to:
Mountain View County FOIP Coordinator 403-335-3311 10-1408 – Twp Rd 320. Postal Bag 100, Didsbury AB T0M 0W0

_____ _____

Name (Please print) Signature

Application and supporting documents can be submitted to permits@mvcounty.com

Bylaw No. 11/22
Schedule D - Excerpt
Planning and Development Services

BUILDING PERMIT FEES

Type of Construction	Permit Fee
New Single Family Dwellings *(attached garage included in the permit fee but not calculated as part of the main floor square footage)*	$0.46/sq foot main floor of dwelling
	$0.35/sq foot additional storeys
	$0.23/sq foot (if developing basement at time of construction)
Manufactured Home, Modular Home (RTM) or Home Relocation on Foundation, Basement or Crawlspace	$0.35/sq foot
Additions, or Renovations, or Accessory Buildings (shed, garage, pole shed, etc)	$0.28/sq foot (min fee $115.50)
Manufactured Homes, Modular Homes (RTM) (*not* on a foundation), Decks, Fireplaces, Demolition, Wood Burning Stoves or Hot Tubs, Swimming Pool, Solar Panels (residential)	$115.50 each
Minimum Fee	$115.50
Change of use or occupancy review inspection	$115.50
Riding Arena	$5.78 / $1,000.00 const value to a max $1,000,000.00 (min $291.00)
	$4.07 / $1,000.00 const value above $1,000,000.00
Fire Code Compliance Inspection	$99.00
Add 4% Safety Codes Council Fee for each permit issued with a minimum of $4.50 and a maximum of $560.00 (excluding Long Range Planning Administration Fee)	
Building Variance/Alternative Solution	$165.00/hr
Re-Inspection/Additional	$165.00 per inspection
Time Extension	10% of the original fee (not including the Safety Codes and Long Range fees), minimum $110.00
Cancellation of Permit	1. Prior to Plan Review (less than two days) – 85% 2. After Plan Review – 50% 3. After first inspection and prior to 90 days of Plan Review Issuance – no refund **Safety Codes and Long Range Fees – non-refundable**
Note: if a Permit has been closed, it will not be re-opened, and a new Permit will be required	

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

Mountain View COUNTY

Energy Efficiency Project Summary

Permit No._____

Materials and Assemblies for all Compliance Paths

Compliance Path: ☐ Prescriptive ☐ Trade-Off ☐ Performance

In order to confirm compliance with Section 9.36 of the NBC-AE 2019, the checklist below is to be completed and submitted as part of any application for a new building or addition. Trade-off and Performance paths will also require a complete set of calculations to process. Incomplete information will delay the application processing.

BUILDING ENVELOPE 9.36.2

Zone: 7A

WALLS	Member size, Spacing O.C.	Interior Insulation	Exterior Sheathing	Exterior Insulation	Cladding	Effective R Value
Above Grade Assemblies						
Below Grade Wall						
Basement Slab above Frost Line						
Heated Slab						
Rim-boards						

FLOORS / ROOF	Insulation Types	Insulation Details	Effective R Value
Insulated floor above garage			
Cantilever			
Roof			

	Interior - Impermeable	Exterior - Permeable
Air Barrier Type / Manufacturer		

FENESTRATIONS	Manufacturer	Energy Rating	U Value
Windows			
Doors			
OH Doors			

HVAC REQUIREMENTS 9.36.3

HEATING SYSTEM	Manufacturer	Model	Capacity BTU	% Efficiency
Forced Air				
Boiler				
Cooling System				
Electric-Radiant				
HRV			CFM	% @ -25C

SERVICE WATER HEATER 9.36.4

SCO Stamp

	Manufacturer	Model	BTU	% Efficiency
Storage Tank				
Tank-less Heater				

Mountain View COUNTY

Energy Efficiency Project Summary

Permit No._____SAMPLE_____

Materials and Assemblies for all Compliance Paths

Compliance Path: ☐ Prescriptive ☐ Trade-Off ☒ Performance

In order to confirm compliance with Section 9.36 of the NBC-AE 2019, the checklist below is to be completed and submitted as part of any application for a new building or addition. Trade-off and Performance paths will also require a complete set of calculations to process. Incomplete information will delay the application processing.

SAMPLE ONLY

BUILDING ENVELOPE 9.36.2

Zone: 7A

WALLS	Member size, Spacing O.C.	Interior Insulation	Exterior Sheathing	Exterior Insulation	Cladding	Effective R Value
Above Grade Assemblies	2x6 @16" O.C	R-20 (R-19)	3/8" OSB	n/a	Vinyl siding	RSI 2.78
Below Grade Wall	2x4 & 2x2, 16" OC	R-12, 1.5"EPS		n/a	n/a	RSI 1.94
Basement Slab above Frost Line		n/a	n/a	n/a		n/a
Heated Slab		n/a	n/a	n/a	n/a	n/a
Rim-boards	I 1-7/8" @ 16"OC	R-20	1.125" rim	n/a	Vinyl siding	RSI 3.59

FLOORS / ROOF	Insulation Types	Insulation Details	Effective R Value
Insulated floor above garage	n/a	n/a	n/a
Cantilever	R-12 over top of R-20 (R-19) batt	9"	RSI 5.22
Roof	R-60 blown in cellulose	16.7" (min.)	RSI 10.43

	Interior - Impermeable	Exterior - Permeable
Air Barrier Type / Manufacturer		

FENESTRATIONS	Manufacturer	Energy Rating	U Value	
Windows		n/a	=<1.4	
Doors		n/a	=<1.4	
OH Doors	n/a	n/a	R Value	n/a

HVAC REQUIREMENTS 9.36.3

HEATING SYSTEM	Manufacturer	Model	Capacity BTU		% Efficiency	
Forced Air	Goodman	GMSS96	80,000		0.96 AFUE	
Boiler	n/a	n/a	n/a		n/a	
Cooling System	Goodman	GSX13	18,000 btu/hr		11 EER	
Electric-Radiant	n/a	n/a	n/a		n/a	
HRV	n/a	n/a	n/a	CFM	n/a	% @ -25C

SERVICE WATER HEATER 9.36.4

SCO Stamp

	Manufacturer	Model	BTU	% Efficiency
Storage Tank	n/a	n/a	n/a	n/a
Tank-less Heater	Navien	NPE-240	199,900	0.97 EF

Mountain View
COUNTY

Visa - MasterCard
Payment Authorization

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www.mountainviewcounty.com

Name of Cardholder: _____

Transaction Date: _____

Payment Amount: $ _____

Payment Method: Visa ☐ MasterCard ☐

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 $5000 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.

The personal information on this form is being collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) for the authorization of a credit card payment. Any inquiries relative to the collection or use of this information may be directed towards to:

Mountain View County FOIP Coordinator
403-335-3311
10, 1408 – Twp Rd 320
Postal Bag 100
Didsbury AB T0M 0W0

Signature of Cardholder: _____

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): _____