



# BUILDING PERMIT APPLICATION

10-1408 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.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

- Development Permit** – if a Development Permit (DP) is required, Building Permit applications may be submitted at the same time as the DP application however it will not be issued until the DP is issued.
- New Home Warranty (NHW) Certificate** - this applies to new single-family homes, duplexes, multi-family homes, condominiums, manufactured homes & recreational properties and may also include secondary suites or 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 it is not required.
- National Energy Code Compliance Report** – this is required for most 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 professional involvement may be required. For all housing, additions, and small buildings, permit applications compliance with Section 9.36 of the National Building Code - Alberta edition is required, and for these uses, complete an Energy Efficiency Report or use the attached 9.36 Compliance Report and submit with the application.
- Application Form** – put N/A in spaces which are not applicable.
- Signature of Applicant on Permit Applicant Declaration**
- Plans/Blueprints** – an electronic copy (pdf format) OR one paper copy must be submitted with the application. Any letters or schedules required by the National Building Code - Alberta Edition are to be provided. If professional involvement is required, these documents must have the required seal and signatures of a registered architect and/or professional engineer(s).
- Supplement Information Sheet** – these are required *in lieu of plans or blueprints* for accessory buildings, detached garages, manufactured homes, foundations, wood burning stoves, covered decks, and decks greater than 24 inches in height. Information Sheets are available at the County office or on the County website.
- Application fee** – payable by cheque, debit, Visa, MasterCard, or cash. 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 and must be completed.
- Upon review of the application, additional information may be requested.
- Additional permits such as electrical, gas, plumbing and/or private sewage may be required.
- Permits are valid for 2 years but construction must start 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 Building 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@mvcountry.com](mailto:inspections@mvcountry.com)

Please allow 48 hour notice for an inspection.



**Mountain View**  
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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                      <input type="checkbox"/> floor plan(s)</li> <li><input type="checkbox"/> foundation plan            <input type="checkbox"/> elevation views</li> <li><input type="checkbox"/> building cross sections</li> <li><input type="checkbox"/> roof truss layouts        <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"/> Modular &amp; Manufactured Home Checklist</li> <li><input type="checkbox"/> site plan                      <input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> foundation plan            <input type="checkbox"/> CSA, QAI or Intertek #</li> <li><input type="checkbox"/> Serial #                      <input type="checkbox"/> AMA #</li> <li><input type="checkbox"/> square footage            <input type="checkbox"/> year of manufacture</li> </ul> <p><b>ONE ROOM ADDITIONS &amp; MANUFACTURED SUNROOMS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> site plan                      <input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> foundation plan            <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                      <input type="checkbox"/> floor plan</li> <li><input type="checkbox"/> elevation views            <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, 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:** \$ \_\_\_\_\_

<p><b>Project/Building Classification:</b></p> <p><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 (specify) _____</p> <p><b>Submission of Energy Code Compliant Report</b> If applicable: <input type="checkbox"/></p>	<p><b>Type of Work:</b></p> <p><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</p>	<p><b>Building Use:</b></p> <p><input type="checkbox"/> Agricultural <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Oil &amp; Gas <input type="checkbox"/> Other (specify) _____</p>	<p><b>Details:</b></p> <p><b>Building Height</b> (ft or # stories): _____</p> <p>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:</b> _____ sq ft</p> <p>Basement developed at time of construction <input type="checkbox"/> yes <input type="checkbox"/> no</p>
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**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:**

\_\_\_\_\_

**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 two years 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](mailto: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 <i>(attached garage included in the permit fee but not calculated as part of the main floor square footage)</i>	\$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) <i>(not on a foundation)</i> , 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
<b>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)</b>	
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	<ol style="list-style-type: none"> <li>1. Prior to Plan Review (less than two days) - 85%</li> <li>2. After Plan Review - 50%</li> <li>3. After first inspection and prior to 90 days of Plan Review Issuance - no refund</li> </ol> <p style="margin-left: 20px;"><b>Safety Codes and Long Range Fees - non-refundable</b></p>

**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 ALL 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.

### 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	1 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	
Air Barrier Type / Manufacturer	Interior - Impermeable			Exterior - Permeable		
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



**Visa - MasterCard  
Payment Authorization**

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T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
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 TOM OW0

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

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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): \_\_\_\_\_