



**Safety  
Codes  
Council**

Alberta Safety Codes Authority



## Building Permit Application

IJD Inspections Ltd.  
E4 5560 45 Street, Red Deer, AB T4N 1L1  
Phone: (403) 346-6533  
Toll Free: 1(877) 617-8776  
Fax: 1(866) 801-7639  
Email: [permits@ijd.ca](mailto:permits@ijd.ca)

|                                                                                                                                                                                                                                              |                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Applicant:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Contractor<br><b>Application Date</b> (mm/dd/yyyy): _____<br>Development Permit No. (if applicable): _____<br>Builder License ID No. (if applicable): _____ | New Home Warranty No. (if applicable): _____<br>Estimated Start Date (mm/dd/yyyy): _____<br>Estimated Completion Date (mm/dd/yyyy): _____<br><b>Value of Work</b> (labour & materials): _____ |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                    |                          |                 |                    |
|------------------------------------|--------------------------|-----------------|--------------------|
| <b>Owner Name</b> (printed): _____ |                          |                 |                    |
| Mailing Address: _____             | City/Town/Village: _____ | Province: _____ | Postal Code: _____ |
| *Email: _____                      | Owners Phone #: _____    | Fax #: _____    |                    |

|                                                  |                          |                                      |                    |
|--------------------------------------------------|--------------------------|--------------------------------------|--------------------|
| <b>Contracting Company Name</b> (printed): _____ |                          | <b>Contact Name</b> (printed): _____ |                    |
| Mailing Address: _____                           | City/Town/Village: _____ | Province: _____                      | Postal Code: _____ |
| *Email: _____                                    | Owners Phone #: _____    | Fax #: _____                         |                    |

|                                            |                                 |                     |                                                                                      |
|--------------------------------------------|---------------------------------|---------------------|--------------------------------------------------------------------------------------|
| <b>Project Location</b>                    |                                 |                     |                                                                                      |
| Municipality: _____                        | Subdivision/ Hamlet Name: _____ | Tax Roll No.: _____ |                                                                                      |
| Street/ Rural Address: _____               |                                 | Unit: _____         |                                                                                      |
| <b>*Legal land description is required</b> |                                 |                     |                                                                                      |
| Lot: _____                                 | Block: _____                    | Plan: _____         | LSD: _____ Quarter: _____ Section: _____ Township: _____ Range: _____ West of: _____ |
| Directions: _____                          |                                 |                     |                                                                                      |

|                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description of Work</b> (please provide a <b>complete</b> and <b>detailed</b> description of the work to be completed including all applicable drawings/ documents): |
|                                                                                                                                                                         |

☐Work has not started    ☐Work is in progress    ☐Work is complete  
**WORK SHOULD NOT COMMENCE BEFORE PERMIT IS ISSUED / WORK MUST BE INSPECTED BEFORE COVERING**

| TYPE OF OCCUPANCY                                                                                                                                                                                                                                                                                       | TYPE OF WORK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | BUILDING AREA                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Single Family Residential<br><input type="checkbox"/> Multi-Family Residential<br># of units: _____<br><input type="checkbox"/> Commercial<br><input type="checkbox"/> Industrial<br><input type="checkbox"/> Institutional<br><input type="checkbox"/> Other (specify): _____ | <input type="checkbox"/> New <input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage<br><input type="checkbox"/> Addition <input type="checkbox"/> Shed <input type="checkbox"/> Shop<br><input type="checkbox"/> Renovation <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Seasonal Cabin<br><input type="checkbox"/> Basement Development <input type="checkbox"/> Deck<br><input type="checkbox"/> Swimming Pool/ Hot Tub <input type="checkbox"/> Demolition<br><input type="checkbox"/> Change of Occupancy/ Use <input type="checkbox"/> Relocatable Industrial<br><input type="checkbox"/> Roof Mounted Solar Panel<br><input type="checkbox"/> Temporary Structure – Removal Date: _____<br><input type="checkbox"/> Manufactured/ RTM Home – Foundation Type: _____<br>Indicate: <input type="checkbox"/> New or <input type="checkbox"/> Relocation<br>Year of Manufacture: _____<br>CSA/ QAI/ Intertek No.: _____<br>AMA No.: _____ | <div style="text-align: right;"><input type="checkbox"/>Feet<sup>2</sup>    <input type="checkbox"/>Meters<sup>2</sup></div> Ground floor Area: _____<br>2 <sup>nd</sup> Floor Area (loft/ mezzanine) : _____<br>Basement Floor Area: _____<br>Developed: <input type="checkbox"/> Yes <input type="checkbox"/> No: _____<br>Garage: _____<br>Deck: _____<br>Other (specify) : _____<br><b>Total Developed Area:</b> _____<br>Undeveloped Area: _____<br># of Stories: _____ |

**FOIP Notification:** Personal information collected on this form is collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. It is used for processing permit applications, issuing permits, safety codes compliance monitoring, verification, and program evaluation. The name of the permit holder and nature of the permit may be included on reports provided to a municipality or made available to the public as required or allowed by legislation. Questions about this collection may be directed to ASCA Coordinators at 1-888-413-0099 or at Suite 500, 10405 Jasper Avenue, Edmonton, AB T5J 3N4.

|                                                                                                                                                                                                                                                                             |                                    |                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------|
| Permit Applicant's Name (please print) _____                                                                                                                                                                                                                                | Permit Applicant's Signature _____ | Homeowner's Signature (homeowner permit only)* _____ |
| <b>*Homeowner Declaration:</b> I hereby declare I am the owner of the premises in which the work will be conducted and reside or will reside on the property. I am doing the work myself, and assume responsibility for compliance with the applicable Act and Regulations. |                                    |                                                      |

### OFFICE USE ONLY

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other Permits Required</b> <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Gas <input type="checkbox"/> Private Sewage <input type="checkbox"/> Not Applicable<br><br>Permit Fee: \$ _____<br>SCC Levy: \$ _____<br>(\$4.50 or 4% of the permit fee maximum \$560.00)<br>Travel Fee: \$ _____<br><br><b>Total Cost:</b> \$ _____<br>Receipt No.: _____<br><input type="checkbox"/> Invoiced <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit<br><input type="checkbox"/> Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> MC (attach signed credit card authorization form) | <div style="text-align: center; border: 1px solid black; padding: 5px; height: 100px;">         [Received Date Stamp]       </div><br><br>eSITE Permit No.: _____<br><br>Agency File No.: _____ |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Visit [Where to get a Permit](#) to find out where to submit your application.