



IJD Inspections Ltd.
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www.ijid.ca

PERMIT # _____
Office Use

BUILDING PERMIT APPLICATION FORM

Permit Applicant: ☐ Owner ☐ Contractor/Engineer Application Date (mm/dd/yyyy): _____
New Home Warranty No. (if applicable): _____ Development Permit No. (if applicable): _____
Builder License ID No. (if applicable): _____ Estimated Project Completion Date (mm/dd/yyyy): _____
Tax Roll No. _____ Value Of Material & Labour \$ _____

Owner Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Email: _____ Fax: _____

Contractor Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Email: _____ Fax: _____

Municipality of Project: Town of Crossfield Subdivision/Hamlet: _____
Street/Rural Address: _____ Apt/Unit: _____ Lot: _____ Block: _____ Plan: _____
Legal Subdivision: Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____ M

Description of Work:

☐ Work has not started ☐ Work is in progress ☐ Work recently completed ☐ Unknown when work was completed (permit needed for home sale)

TYPE OF OCCUPANCY	TYPE OF WORK		BUILDING AREA (being constructed, altered, or renovated if applicable)	
☐ Single Family ☐ Multi-Family ☐ Commercial ☐ Institutional ☐ Industrial ☐ Relocatable Industrial ☐ Other _____	☐ New ☐ Addition ☐ Renovation ☐ Basement Development ☐ Swimming pool / hot tub ☐ Change of Occupancy / Use ☐ Solid Fuel/Pellet Stove/Fireplace ☐ Temporary Structure – removal date _____ ☐ Manufactured/ RTM Home – Foundation type _____ Indicate: ☐ new or ☐ relocation CSA/QAI# _____ AMA# _____	☐ Attached Garage ☐ Shed ☐ Secondary Suite ☐ Deck ☐ Roof mounted solar panels	☐ Detached Garage ☐ Shop ☐ Seasonal Cabin ☐ Demolition	☐ feet ² ☐ meters ² Ground Floor Area _____ 2 nd Floor Area (loft / mezzanine) _____ Basement Floor Area _____ Developed ☐ Yes ☐ No _____ Garage _____ Deck _____ Other _____ Total Area = _____ No. of Storeys _____

Permit Applicant Declaration: The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act, IJD Inspections Ltd. is 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. **F.O.I.P. Notification:** Personal information is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act and section 63 of the Safety Codes Act. It will be used for processing permit applications, issuing permits, safety codes compliance monitoring and verification.

Applicant's Name (print) _____ **X** Applicant's Signature _____ **OR X** Homeowner's Signature (homeowner permit only) Homeowner Declaration:
By signing this I hereby certify that I own/will own and occupy this dwelling.

PERMIT FEE SUMMARY			
Permit Fee:	\$ _____	New Adjusted Fee	\$ _____
Travel Fee:	\$ _____	Adjusted SCC Levy	\$ _____
SCC Levy:	\$ _____	Subtotal	\$ _____
Total Permit Cost	\$ _____	Total Credit/Refund	\$ _____
Receipt#	_____	Receipt #	_____
☐ Cash ☐ E-Transfer (to: permits@ijid.ca) ☐ Cheque ☐ Debit ☐ Credit Card			

NOTE: This form MUST be signed by either the Homeowner (homeowner permits) or the Contractor (contractor permits).
Ensure ALL required documents accompany this application form: [INFORMATION AND CHECKLIST REQUIREMENTS \(ijid.ca\)](http://www.ijid.ca)
Contractors are required to obtain a **Business License** through the Town of Crossfield
Email this completed form to: permits@ijid.ca