



IJD Inspections Ltd.
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www.ijd.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: _____ **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

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:	\$ _____	Permits Are GST Exempt	Permit Fee Adjustment \$ _____
SCC Levy:	\$ _____		SCC Levy Adjustment \$ _____
Travel Fee:	\$ _____		Subtotal \$ _____
Total Permit Cost	\$ _____	SCC levy 4% of the permit fee with minimum of \$4.50 and a maximum of \$560.00	Total Payable \$ _____
Receipt# _____			Total Refund \$ _____
☐ Cash ☐ E-Transfer (to: permits@ijd.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 in order to avoid delays [refer to checklist]

Save As New

Print Form to Sign