



Building Permit Application

Permit Applicant: ☐ Owner ☐ Contractor		New Home Warranty No. (if applicable): _____	
Application Date (mm/dd/yyyy): _____		Estimated Start Date (mm/dd/yyyy): _____	
Development Permit No. (if applicable): _____		Estimated Completion Date (mm/dd/yyyy): _____	
Builder License ID No. (if applicable): _____		Value of Work (labour & materials): _____	
Owner Name (printed): _____			
Mailing Address: _____		City/Town/Village: _____	Province: _____ Postal Code: _____
*Email: _____		Owners Phone #: _____	Fax #: _____
Contracting Company Name (printed): _____		Contact Name (printed): _____	
Mailing Address: _____		City/Town/Village: _____	Province: _____ Postal Code: _____
*Email: _____		Owners Phone #: _____	Fax #: _____
Project Location			
Municipality: _____		Subdivision/ Hamlet Name: _____	Tax Roll No.: _____
Street/ Rural Address: _____		Unit: _____	
*Legal land description is required			
Lot: _____ Block: _____		Plan: _____	LSD: _____ Quarter: _____ Section: _____ Township: _____ Range: _____ West of: _____
Directions: _____			
Description of Work (please provide a complete and detailed 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
☐ Single Family Residential ☐ Multi-Family Residential # of units: _____ ☐ Commercial ☐ Industrial ☐ Institutional ☐ Other (specify): _____	☐ New ☐ Attached Garage ☐ Detached Garage ☐ Addition ☐ Shed ☐ Shop ☐ Renovation ☐ Secondary Suite ☐ Seasonal Cabin ☐ Basement Development ☐ Deck ☐ Swimming Pool/ Hot Tub ☐ Demolition ☐ Change of Occupancy/ Use ☐ Relocatable Industrial ☐ Roof Mounted Solar Panel ☐ Temporary Structure – Removal Date: _____ ☐ Manufactured/ RTM Home – Foundation Type: _____ Indicate: ☐ New or ☐ Relocation Year of Manufacture: _____ CSA/ QAI/ Intertek No.: _____ AMA No.: _____		☐ Feet ² ☐ Meters ² Ground floor Area: _____ 2 nd Floor Area (loft/ mezzanine) : _____ Basement Floor Area: _____ Developed: ☐ Yes ☐ No: _____ Garage: _____ Deck: _____ Other (specify) : _____ Total Developed Area: _____ Undeveloped Area: _____ # of Stories: _____
FOIP Notification: The personal information required by the Town of Stavelly application forms 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. The name of the permit holder and nature of the permit may be included on reports provided to the municipality or made available to the public as required or allowed by legislation. Please direct any questions about this collection to the Town of Stavelly at 403-549-3761 or 5001 50th Avenue, Stavelly T0L 1Z0.			
Permit Applicant's Name (please print) _____		Permit Applicant's Signature _____	Homeowner's Signature (homeowner permit only)* _____
*Homeowner Declaration: 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			
Other Permits Required ☐ Plumbing ☐ Electrical ☐ Gas ☐ Private Sewage ☐ Not Applicable		[Received Date Stamp]	
Permit Fee: \$ _____ SCC Levy: \$ _____ (\$4.50 or 4% of the permit fee maximum \$560.00) Travel Fee: \$ _____ Total Cost: \$ _____ Receipt No.: _____ ☐ Invoiced ☐ Cash ☐ Cheque ☐ Debit ☐ Credit Card ☐ Visa ☐ MC (attach signed credit card authorization form)		eSITE Permit No.: _____ Agency File No.: _____	