



Building Permit Application

Permit Applicant: ☐ Owner ☐ Contractor Application Date (mm/dd/yyyy): _____ Development Permit No. (if applicable): _____ Builder License ID No. (if applicable): _____	New Home Warranty No. (if applicable): _____ Estimated Start Date (mm/dd/yyyy): _____ Estimated Completion Date (mm/dd/yyyy): _____ 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 Origin: _____ Year of Manufacture: _____ CSA/ QAI/ Intertek No.: _____ AMA No.: _____	☐Feet² ☐Meters² 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: _____

The personal information required on the Town of Stavelly application forms is collected under the authority of section 4(c) of the Protection of Privacy (POPA) Act. This information is used to support the administration and delivery of services provided by the Town of Stavelly under the Safety Codes Act. This includes, but is not limited to, certification, accreditation, training programs, program evaluation and planning, and the processing of permit applications, issuing permits, monitoring and verifying compliance, and conducting investigations and audits. Information may be shared with municipalities, contracted accredited agencies, or other regulatory or governmental bodies as authorized by legislation. If you have any questions regarding the collection of this information, please contact the Town of Stavelly at 403-549-3761 or 5001 50th Avenue, Stavelly TOL 120.

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 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)	[Received Date Stamp] eSITE Permit No.: _____ Agency File No.: _____

* Email address fields and legal land description are required to be completed. Please go to parkenterprises.ca for FAQs and application checklists.