



Park Enterprises Ltd.  
 #10, 491 W.T. Hill Blvd,  
 Lethbridge, AB T1J 1Y6  
 Phone: 1(800) 621-5440  
 Fax: 1(866) 406-8484  
 Email: [contact@parkenterprises.ca](mailto:contact@parkenterprises.ca)

## 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                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 Origin: _____<br>Year of Manufacture: _____<br>CSA/ QAI/ Intertek No.: _____<br>AMA No.: _____ | <input type="checkbox"/> Feet <sup>2</sup> <input type="checkbox"/> Meters <sup>2</sup><br>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: _____ |

The personal information required on the Town of Cardston 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 Cardston 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 Cardston at 403-653-3366 or 67 3rd Avenue West, Cardston T0K 0K0.

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](http://parkenterprises.ca) for FAQs and application checklists..