

**BUILDING PERMIT APPLICATION**  
(Please PRINT and complete ENTIRE Form)

**BUILDING SITE & PROPERTY OWNER INFORMATION**

Civic Address: \_\_\_\_\_ Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_ Email\*: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

*\*By providing your email address, you are consenting to receive electronic notifications and communications.*

**PROPOSED BUILDING PROJECT**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Single Family Home           | <input type="checkbox"/> Manufactured Home          | <input type="checkbox"/> Solid Fuel Burning Appliance |
| <input type="checkbox"/> Duplex                       | <input type="checkbox"/> Basement Development       | <input type="checkbox"/> Institutional _____          |
| <input type="checkbox"/> Triplex                      | <input type="checkbox"/> Secondary Suite            | <input type="checkbox"/> Commercial _____             |
| <input type="checkbox"/> Fourplex                     | <input type="checkbox"/> Residential Renovations    | <input type="checkbox"/> Industrial _____             |
| <input type="checkbox"/> Townhouse (max 4 units)      | <input type="checkbox"/> Deck (covered: Yes__ No__) | <input type="checkbox"/> Other _____                  |
| <input type="checkbox"/> Apartment (# of units _____) | <input type="checkbox"/> Shed/Garage                |   |

Value of Construction (do not include lot value): \_\_\_\_\_ No. of Storeys: \_\_\_\_\_  
 Size (m<sup>2</sup>): \_\_\_\_\_ Type of Foundation: \_\_\_\_\_ Construction of Basement Floors/Walls: \_\_\_\_\_  
 Exterior Wall Finish: \_\_\_\_\_ Roof Covering: \_\_\_\_\_ Type of Heating Apparatus: \_\_\_\_\_  
 New Home Warranty Unit ID#: \_\_\_\_\_ Approved:   
 Builders License Number: \_\_\_\_\_ Copy Supplied: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Applicant:**

I, (print name) \_\_\_\_\_, hereby declare  I am  I represent the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted and;

- I am aware that this proposal will be reviewed by a Development Officer, and may be delayed or refused if the application and/or the information and plans provided are incomplete;
- I understand that additional/larger plans and or electronic plans may be required;
- I understand that this permit application may be refused if the proposed development does not conform to the Land Use Bylaw (LUB). Please refer to the LUB available on our website at [www.whitecourt.ca](http://www.whitecourt.ca) for appeal and refused application information or speak with one of our Development Officers;
- I have been informed of the Town of Whitecourt Bylaws, Quality Management Plan, policies and regulations regarding this application.

**Signing this document indicates your acknowledgment of the above requirements and any conditions stated. (Please see reverse)**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

NOTE: Please note that all information you provide will be treated as public information in the course of the Town of Whitecourt's consideration of this building permit application pursuant to the Municipal Government Act, R.S.A. 2000 Chapter M-26. Any personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of evaluating the proposed development and may be circulated, under the authority of section 39 (1), to relevant agencies and adjacent landowners for a consistent purpose. If you have any questions regarding the collection, use and protection of this information, please contact the FOIP Coordinator at (780) 778-2273 or at [administration@whitecourt.ca](mailto:administration@whitecourt.ca).



**DECISION ON BUILDING PERMIT APPLICATION (FOR OFFICE USE ONLY)**

The Building Permit application, in respect to the works described above and the documentation provided, is hereby granted subject to:

1. The provisions of the Town of Whitecourt Quality Management Plan and the Alberta Building Code must be complied with in so far as they are applicable.
2. The provisions of all other orders, laws, by-laws and regulations applicable thereto.
3. All other conditions of approval as noted on Development Permit No.: \_\_\_\_\_

4. Payment of the following fees:	Development Permit	\$ _____	Date Paid	_____
	Building Permit	\$ _____	Date Paid	_____
	Water Meter	\$ _____	Date Paid	_____
	Off-Site Levy	\$ _____	Date Paid	_____
	Safety Code Fee	\$ _____	Date Paid	_____
	Other	\$ _____	Date Paid	_____

Date: \_\_\_\_\_

- Kerina Sorochan – SCC Designation No. P00010660
- Samantha Kemp – SCC Designation No. P00010236