

Rebuilding with You

Sturgeon County is committed to helping you rebuild. While you navigate during this difficult time, Planning and Development is happy to provide direction and assistance to the process to rebuilding and the information that may be required to provide to your insurance company.

Development Permit

Under the Land Use Bylaw, generally *developments* do not require a *development permit* provided that the proposed *development* was permitted, is in conformance with applicable regulations of this Bylaw, and will be located in the same location, size and footprint as the original.

Building Permit

Building permits are managed under the Alberta Building Code, and is necessary to have when building, even if it is the same footprint. Because it's a new structure, the work completed is required to be inspected in accordance with the Code. An application has been provided, along with a checklist of necessary documents.

Other Safety Codes Permits

Similar to Building Permits, work completed for electrical, plumbing and, gas is required to be inspected for safety under the Codes.

If your existing private sewage is be altered, moved or replaced, a new permit will be required.

Farm Building

Under the Alberta Building Code, farm buildings meeting specific criteria may be exempt from requiring a Building Permit, and similarly, under the Land Use Bylaw, a Development Permit. A declaration is required, with some additional information detailed on the form, and reviewed by the Development Authority.

This exemption does not cover other Safety Codes Permits (like electrical, gas, ect) and will require permits.

Our Team is happy to assist you with what is required to complete your application. If you require additional information for permitting, please contact us at 780-939-8275 or pandd@sturgeoncounty.ca.

**Planning and Development**

9613-100 Street
Morinville, AB T8R 1L9
Phone (780) 939-8275
Fax (780) 939-2076
Email: PandD@sturgeoncounty.ca

For Office Use

Permit Number: _____
Date Received: _____
Received By: _____

DEVELOPMENT PERMIT APPLICATION

Application is hereby made under the provisions of Land Use Bylaw 1385/17 to develop in accordance with the plans and supporting information submitted herewith and which form part of this application.

APPLICANT INFORMATION**Complete if different from Applicant**

Name of Applicant:		Name of Registered Land Owner:	
Mailing Address:		Mailing Address:	
City:		City:	
Postal Code:	PH:	Postal Code:	PH:
E-mail Address:		Email Address:	

Contact Name:

LAND INFORMATION

Legal Description of Property All/Part _____ 1/4 Section _____ Twp. _____ Rge. _____ West of the _____ Meridian
OR Lot _____ Block _____ Plan No. _____ Hamlet or Subdivision _____
Parcel Size: _____ Rural Address: _____

DEVELOPMENT INFORMATION – Please Mark (X) ALL that Apply

☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional	☐ Accessory Building ☐ Addition ☐ Attached Garage ☐ Site Grading ☐ Deck ☐ Other _____	☐ Kennel ☐ RV Storage ☐ Single Family Dwelling ☐ Dugout	Brief Description: _____ _____ _____ _____ _____	Development Details: Size: _____ Height: _____ Start Date: _____ End Date: _____ Estimated Project Value: _____ (cost of material & labour)
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APPLICANT AUTHORIZATION

I/we hereby give my/our authorization to apply for this development permit application and allow authorized persons the right to enter the above land and/or building(s) with respect to this application only, per Section 542 of the Municipal Government Act. I/we understand and agree that this application and any development permit issued pursuant to this application or any information thereto, is not confidential information and may be released by Sturgeon County. I/We grant consent for an authorized person of Sturgeon County to communicate information electronically as per Section 608 (1) of the Municipal Government Act, R.S.A. 2000., c.M-26.

Signature of Authorized Applicant(s) Date Signature of Landowner Date

All landowners listed on title must sign this permit or a letter of authorization.
If the land is titled to a company, a copy of the Corporate Registry must be provided.

Signature of Landowner Date

FOR OFFICE USE ONLY

Permitted Use ☐ Discretionary Use ☐	
Fee\$ _____ Penalty\$ _____ Receipt# _____ Tax Roll# _____ District _____	
Payment Method: Cash / Cheque / Debit / VISA / Mastercard	
M/C or Visa Number _____ Expiry Date: _____	
Name (as it appears on card): _____ Authorized Signature: _____	

DEVELOPMENT PERMIT CHECKLIST

☐ **Completed Development Permit Application Form**

Completed in full and signed by all registered landowners or person authorized on their behalf.

☐ **Land Title Certificate**

Searched within 30 days prior to the application. If the parcel is titled to a company name, you will also be required to provide a Corporate Registry. These documents can be obtained at any Provincial Registry Office or online at www.spin.gov.ab.ca.

☐ **Site Plan**

This is a drawing that depicts site details of your development.

A surveyed plot plan is required for new home construction as per the residential lot grading policy (with the exemption of the Agriculture district)

☐ **Construction Drawings**

☐ **Completed Building Permit Application**

Available at www.sturgeoncounty.ca

☐ **Abandoned Oil Well Declaration Form and Map** ☐ **N/A**

Required for all developments greater than 505ft² (46.9m²)

☐ **Utility Applications** ☐ **N/A**

Required for most parcels within a subdivision, confirm with Sturgeon County

☐ **Lot Grading Deposit - \$3000** ☐ **N/A**

☐ **Alberta Transportation Approval** ☐ **N/A**

300 m from a provincial right-of-way or 800 m of the centerline of a highway and public road intersection

☐ **Approach Application/Deposit** ☐ **N/A**

Required where no access to the parcel exists or the upgrade of the access required to meet Sturgeon County minimum standards.

Please ensure that all documentation listed forms part of your application.

Following review of the application, additional information may be requested in accordance with the Land Use Bylaw.

PERMIT FEES ARE NON-REFUNDABLE and SUBJECT TO CHANGE

All development and construction that occurs prior to permit issuance is subject to a penalty of double the current permit fee.

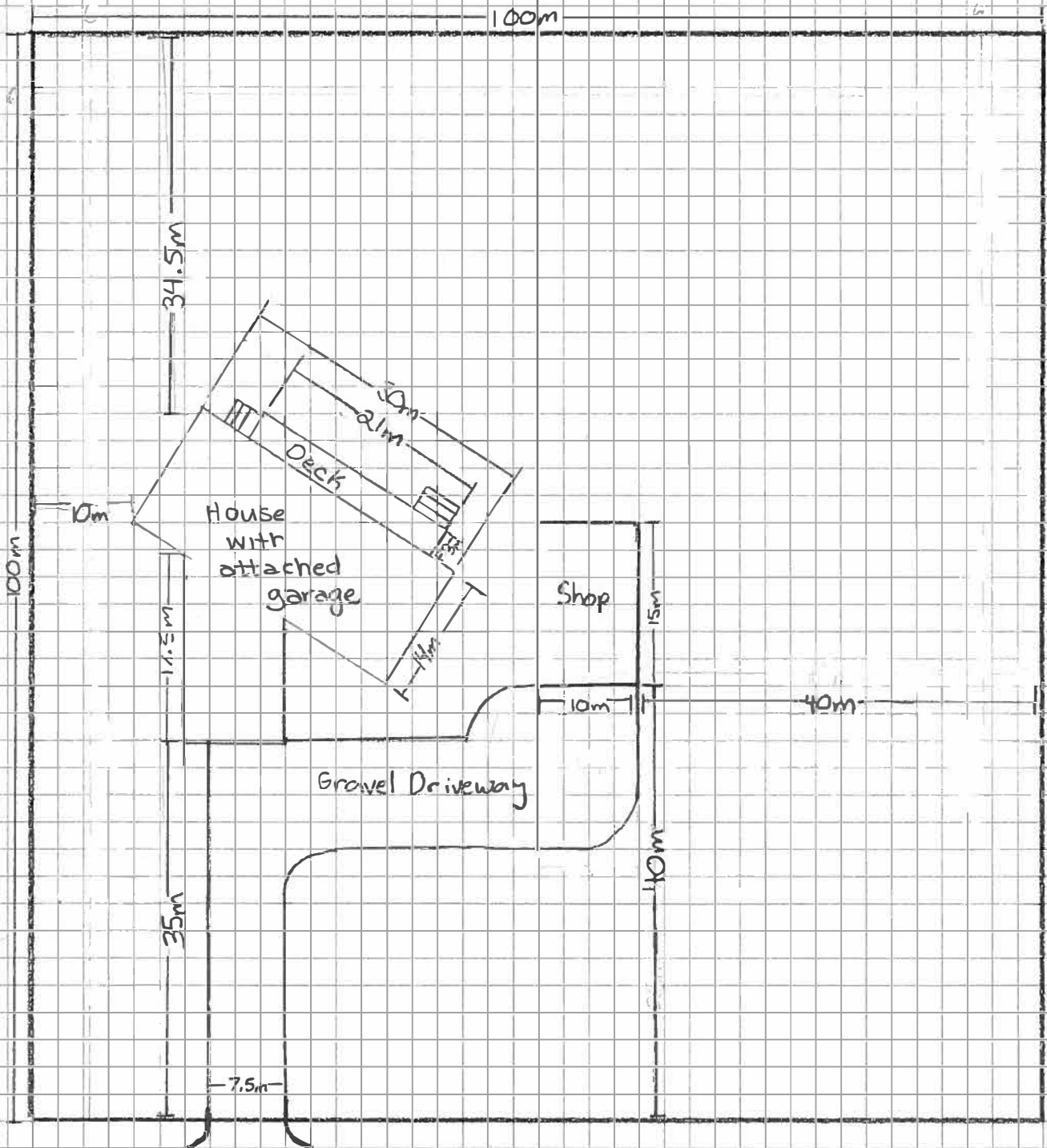
The personal information provided will be used to process the Development Permit application and is collected under the authority of Section 642 of the Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. Personal information you provide may be recorded in the minutes of Municipal Planning Commission. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321.

SITE PLAN FOR DEVELOPMENT PERMIT - EXAMPLE

Section:	Township:	Range:	Meridian:
Plan:	Block:	Lot:	

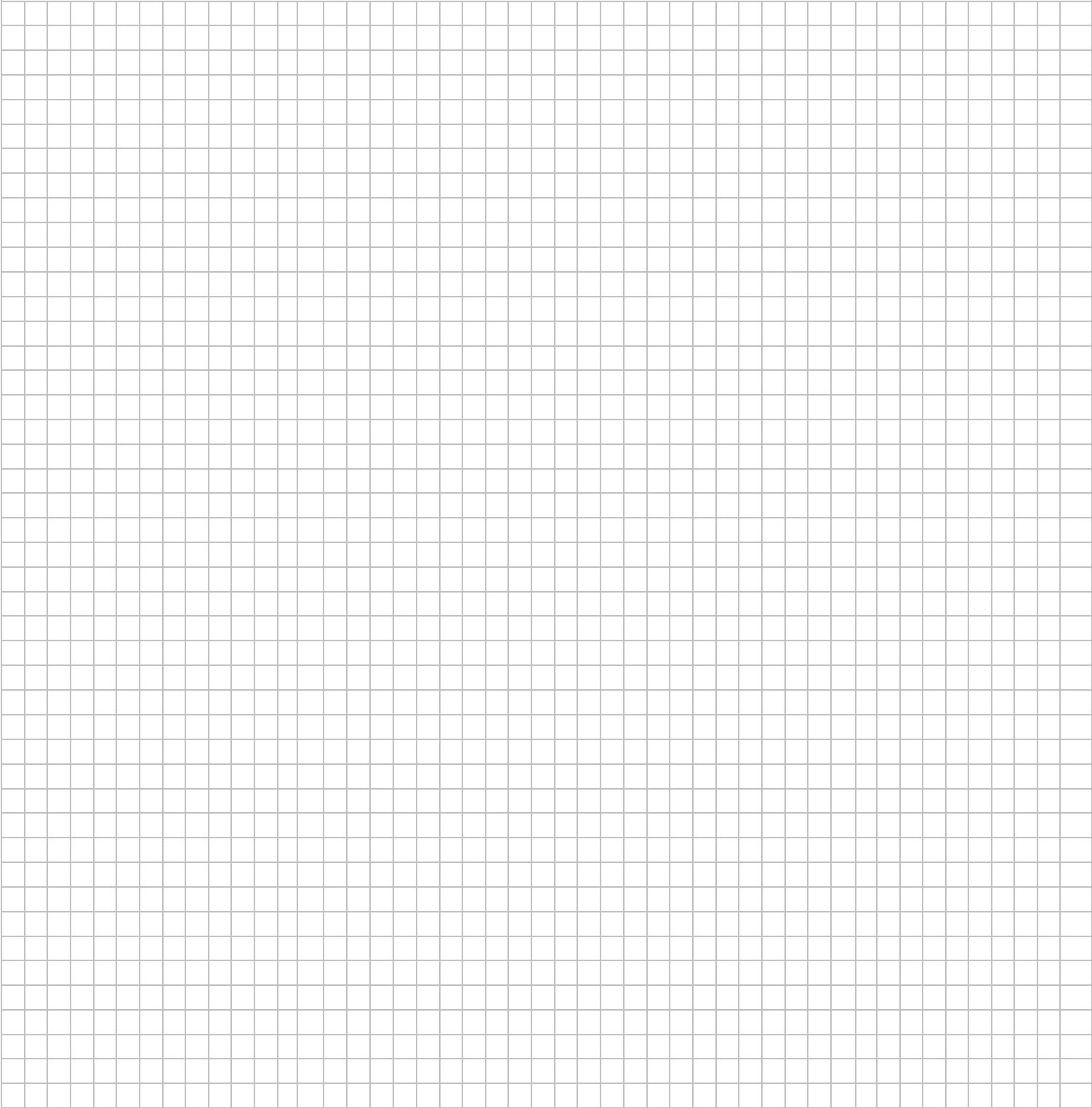
PLEASE DEFINE THE SCALE YOU USED (ex: 4 boxes = 10 metres): 1 box = 2.5 metres

North



SITE PLAN FOR DEVELOPMENT PERMIT APPLICATION

Section:	Township:	Range:	Meridian:
Plan:	Block:	Lot:	
PLEASE DEFINE THE SCALE YOU USED (ex: 4 boxes = 10 metres): _____ boxes = _____			



Abandoned Well Declaration



Development Permit Application # _____

for office use only

The *Municipal Government Act's Subdivision and Development Regulations (Alberta Regulation 160/2012)* requires developers to identify abandoned oil and gas wells and, where present, to comply with setback requirements as identified in the Energy Resources Conservation Board (ERCB) [Directive 079: Surface Development in Proximity to Abandoned Wells](#).

Legal Land Location:

All/Part _____ 1/4 Section _____ Twp. _____ Rge. _____ West of the _____ Meridian

Plan No. _____ Block _____ Lot _____

Municipal Address: _____

You are responsible for the accuracy of the information provided in this statement. The questions must be answered to the best of your knowledge based upon diligent inquiries and a thorough inspection and review.

1. Provide a map of the subject parcel showing the presence or absence of abandoned wells.

- [Abandoned Well Locations on Alberta Energy Regulator Map Viewer](https://extmapviewer.aer.ca/AERAbandonedWells/Index.html)
<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>

NOTE: The map must show the actual well location, as identified in the field, including the surface coordinates (available on the Abandoned Well Map Viewer or by contacting the ERCB Customer Contact Centre at 1-855-297-8311) and the 5 metre setback established in ERCB Direction 079 in relation to existing or proposed building sites.

2. Are there abandoned Oil/Gas wells located within 5 m of the site?

☐ No
☐ Yes

If you answered 'no' please proceed to signing the back of this document.

3. If you answered 'yes' to Question 2, you must contact the licensee of the well(s) to confirm the exact location and provide written confirmation with your development permit application.

Licensee Company Name _____

Licensee Contact _____

4. Will the development result in construction activity within the setback area?

☐ No☐ Yes if you answered 'yes':

- Provide a statement confirming that the abandoned wells will be temporarily marked with on-site identification to prevent contact during construction; and
- Describe what measures will be taken to prevent contact during construction.

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NOTE: This form is to be signed by the titled owner(s) of the property or their authorized agents or consultants.

I, the ☐ owner, ☐ authorized agent, ☐ authorized consultant, state that, to the best of my knowledge, the information provided in this statement is accurate, complete and is based on diligent inquiry and thorough inspection and review of all the documents and other information reasonably available pertaining to the subject property.

Date:		
Applicant Signature:		
Applicant Name (Please Print)		
Company Name (Please Print):		
Phone #	Cell Phone#	Email Address

FOIP DISCLAIMER: The personal information provided will be used to process a Development Permit application and is collected under the authority of Section 642 of the Municipal Government Act and Section 33 (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information you provide may be recorded in the minutes of the Municipal Planning Commission. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939-4321.

Building Permit Application

Permit Type:

Owner ☐ Contractor ☐

New Home Buyer Protection Act Registration Number (NHBP): _____

Builders License Number: _____

Development Permit Number: _____

ESITE Permit Number: 305305- _____

Application Date (M/D/Y): _____

Estimated Completion Date (M/D/Y): _____

Owner: _____ **Mailing Address:** _____
City: _____ **Prov.:** _____ **Postal Code:** _____ **Phone:** _____
Cell Number: _____ **Fax:** _____ **Email Address:** _____

Contractor: _____ **Mailing Address:** _____
City: _____ **Prov.:** _____ **Postal Code:** _____ **Phone:** _____
Cell Number: _____ **Fax:** _____ **Email Address:** _____

Street or Rural Address: _____
Subdivision or Hamlet Name: _____ **Lot:** _____ **Block:** _____ **Plan:** _____ **Tax Roll #:** _____
Part of: _____ **1/4 Sect:** _____ **Twp:** _____ **Rge:** _____ **W of:** _____

NOTE:

All development and construction that occurs prior to permit issuance is subject to a penalty which amounts to double the current permit fee. A Stop Work Order may also be issued.

Type of Building:

- ☐ Residential
☐ Commercial
☐ Multi-Family
☐ Industrial
☐ Institutional

Type of Work:

- ☐ New ☐ Change of Use
☐ Renovation ☐ Accessory Building
☐ Addition ☐ Deck
☐ Demolition ☐ Wood Stove
☐ Basement Development
☐ Manufactured Home
☐ RTM (Ready to Move)
Other _____

Building Area:

☐ sq. ft. or ☐ sq. m.

Main Floor: _____

2nd Floor: _____

Basement: _____ **Developed?** ☐

Garage Area: _____

Detached ☐ **Attached** ☐

Deck Area: _____

Total Developed: _____

No. of Stories: _____

Detailed Description of Work:

Building Classification:

Permit Applicant Declaration: The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Superior Safety Codes Inc. 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. The personal information provided on this form is protected by the Freedom of Information and Privacy Act.

Permit Applicant Name (Please print)

Permit Applicant Signature

Owner's Signature (Owner permits only)

Project Value (labour/materials): _____

Permit Fee: \$ _____ ***SCC Levy: \$** _____

Penalty: \$ _____

TOTAL FEE: \$ _____ **Receipt Number:** _____

Payment Method: Visa M/C Debit Cheque Cash

The personal information provided will be used to process the Building Permit application and is collected under the authority of the Safety Codes Act and Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613 - 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321.

Permit Validation Section to be completed by the Building Safety Codes Officer:

SCO's Name (print or type) _____ SCO's Signature: _____

SCO's Designation Number _____ Date of Issue (M/D/Y): _____

M/C or Visa Number _____ Expiry Date: _____

Name (as it appears on card): _____ Authorized Signature: _____

BUILDING PERMIT CONDITIONS

1. The issuance of a building permit shall not prevent a Safety Codes Officer from stopping building construction operations which are in violation of the Safety Codes Act, regulations made pursuant thereto, the Alberta Building Code, Ministerial Orders or Bylaws.
2. By written notice, a Safety Codes Officer may suspend or revoke a permit issued in error, on the basis of incorrect information supplied or when in violation of the provisions of the Safety Codes Act, regulations made pursuant thereto, the Alberta Building code, Ministerial Orders or Bylaws.
3. Every permit shall automatically expire two years from the date of issue. If you are unable to complete your building or structure within two years as defined in the issued permit approval, contact our office prior to the expiration date to request an extension.
4. A set of examined drawings and specifications shall be kept on the building site at all times during which the work authorized by this permit is in progress and shall be available for inspection by a Safety Codes Officer.
5. Before any excavation or construction is started, check the location of utilities.
6. Any person who commits a breach of any of the provisions of the Safety Code Act, or Regulations made pursuant thereto or of the conditions of a permit is guilty of an offence under Section 63 of the Act.
7. Upon completion of all work authorized by this permit, the Safety Codes Officer shall be notified that all work is completed and ready for final inspection.
8. If any portion of the work is concealed prior to an approval by a Safety Codes Officer, all work may be requested to be uncovered.
9. Any required re-inspection shall be subject to a re-inspection fee, as per current fee schedule. The fee is required to be paid prior to the re-inspection taking place.
10. Any work started prior to the development permit effective date, is at the applicants own risk. If an appeal is successful, building permit fees and work started will not be compensated.
11. **Plumbing, Gas, Private Sewage and Electrical are not included under this building permit. Separate permits are required.**

**Landowner authorization, either by signature on the form or by letter,
is required for this application.**

PERMITS ARE NON-REFUNDABLE

Please contact Superior Safety Codes Inc. for your inspections, allowing a minimum of 2 working days' notice.

CONSTRUCTION OF NEW HOMES AND ADDITIONS CHECKLIST

Building Permit Application Requirements:

- COPY OF APPROVED NEW HOME REGISTRATION CERTIFICATE
(WHEN APPLICABLE) CONTACT: MUNICIPAL AFFAIRS: 1-866-421-6929
- COMPLETED NATIONAL ENERGY CODE COMPLIANCE FORM
- COPY OF CONSTRUCTION DRAWINGS
- COPY OF SITE PLAN
- COPY OF APPROVED DEVELOPMENT PERMIT

Ensure the listed supporting documentation is included with the completed building permit application, or delays may occur with regards to issuing the building permit.

- ☐ Site Plans
- ☐ Floor Plan(s)
- ☐ Foundation Plan
- ☐ Elevation Views
- ☐ Building Cross Sections
- ☐ Roof Truss Layouts
- ☐ Manufactured Floor Joist Layouts
(Layouts can be on site at the framing stage)
- ☐ Engineered Stamped Drawings for Attached Garage if it is
Pile and Grade Beam
- ☐ Preserved Wood Foundations require plans designed by
an Engineer, registered in the Province of Alberta.
(unless designed to the CAN/CSA S406-92 (R2003))
- ☐ Hydronic Heating Design Information and Designer
Certification

ACCESSORY BUILDINGS CHECKLIST

Building Permit Application Requirements:

- A COPY OF CONSTRUCTION DRAWINGS
- A COPY OF SITE PLAN
- A COPY OF APPROVED DEVELOPMENT PERMIT

Ensure the listed supporting documentation is included with the completed building permit application, or delays may occur with regards to issuing the building permit.

- ☐ Site Plans
- ☐ Floor Plan(s)
- ☐ Elevation Views
- ☐ Building Cross Section
- ☐ Roof Truss and Beam Design Information
- ☐ Hydronic Heating Design Information and Designer Certification (If Applicable)
- ☐ Pole Buildings Require Engineering

Wall Requirements:

- ☐ Walls up to Twelve (12) feet in height are acceptable
- ☐ Walls over Twelve (12) feet will require an Engineered Stamped Plan

Foundation Requirements:

- ☐ Four (4) Foot Frost Wall and Footing
- ☐ 4" Concrete Slab up to 55 sq. meters (592sq.ft Max)
- ☐ Concrete Slab over 55 sq. meters (592sq.ft) must be Engineered
- ☐ Engineered Grade Beam and Pile
- ☐ Any other Foundation will require a Structural Engineered Stamped Plan

Electrical Permit Application

Permit Type: ☐ Owner ☐ Contractor

Application Date (M/D/Y): _____

eSITE Permit Number: 305305 - _____

Building Permit Number: _____

Estimated Completion Date (M/D/Y): _____

Owner: _____ Mailing Address: _____
City: _____ Prov.: _____ Postal Code: _____ Phone: _____
Cell Number: _____ Fax: _____ Email Address: _____

Contractor: _____ Mailing Address: _____
City: _____ Prov.: _____ Postal Code: _____ Phone: _____
Cell Number: _____ Fax: _____ Email Address: _____

Street or Rural Address: _____ Subdivision or Hamlet Name: _____
Unit #: _____ Lot: _____ Block: _____ Plan: _____ Tax Roll #: _____
Legal Subdivision: Part of: _____ 1/4 Sect: _____ Twp: _____ Rge: _____ W of: _____
Directions: _____

Type of Service: Amperes: _____ Voltage: _____ Phase: _____ Underground Overhead

Type of Building:

- ☐ Residential
☐ Farm
☐ Commercial
☐ Multi-Family
☐ Industrial
☐ Institutional

Type of Work:

- ☐ New ☐ Renovation
☐ Addition ☐ Basement
☐ Dev. Temp Service
☐ Accessory Building
☐ Connection Only
Other _____

Area Being Developed:

Main Floor: _____ sq. ft.
2nd Floor: _____ sq. ft.
Developed
Basement: _____ sq. ft.
Garage: _____ sq. ft.
☐ Detached ☐ Attached
Total Developed: _____ sq. ft.

Detailed Description of Work:

Permit Applicant Declaration: The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Superior Safety Codes Inc. 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. The personal information provided on this form is protected by the Freedom of Information of Privacy Act.

Master's Name (Please print) _____

Master's Signature _____

Homeowner's Signature (Homeowner permits only) _____

Master's Certification Number _____

**Homeowner Declaration: By signing this permit I hereby
certify that I own or will own and occupy this dwelling.**

Project Value (Materials & Labour): \$ _____

PERMIT FEES ARE NON REFUNDABLE

Permit Fee: \$ _____ *SCC Levy: \$ _____ TOTAL FEE: \$ _____

***SCC Levy is 4% of the permit fee with a
minimum of \$4.50 and a maximum of \$560**

Payment Method: ☐ Visa ☐ M/C ☐ Debit ☐ Cheque ☐ Cash RECEIPT NUMBER: _____

The personal information provided will be used to process the Electrical Permit application and is collected under the authority of the Safety Codes Act and Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321.

Permit Validation Section to be completed by the Permit Issuer:

Special Conditions: _____

SCO's Name (print or type) _____ SCO's Signature _____

SCO's Designation Number _____ Date of Issue (M/D/Y): _____

M/C or Visa Number _____ Expiry Date: _____

Name (as it appears on card): _____ Authorized Signature: _____

Gas Permit Application

Permit Type: ☐ Owner ☐ Contractor

Application Date (M/D/Y): _____

eSITE Permit Number: 305305-_____

Building Permit Number: _____

Estimated Completion Date (M/D/Y): _____

Owner: _____ Mailing Address: _____

City: _____ Prov.: _____ Postal Code: _____ Phone: _____

Cell Number: _____ Fax: _____ Email Address: _____

Contractor: _____ Mailing Address: _____

City: _____ Prov.: _____ Postal Code: _____ Phone: _____

Cell Number: _____ Fax: _____ Email Address: _____

Street or Rural Address: _____ Subdivision or Hamlet Name: _____

Unit #: _____ Lot: _____ Block: _____ Plan: _____ Tax Roll #: _____

Legal Subdivision: Part of: _____ ¼ Sect: _____ Twp: _____ Rge: _____ W of: _____

Directions: _____

Type of Building:

- ☐ Residential
☐ Farm
☐ Commercial
☐ Multi-Family
☐ Industrial
☐ Institutional
☐

Type of Work:

- ☐ New ☐ Renovation
☐ Addition ☐ Accessory Building
☐ Temp Heat ☐ Replacement
☐ Manufactured / Mobile Home
☐ Other _____

Type of Gas:

- ☐ Natural Gas ☐ Propane

Project Information:

____ Furnaces ____ Water Heaters
____ Fireplaces ____ Dryers
____ Boilers ____ Unit Heater
____ BBQ's ____ Ranges
____ Other Outlets ____ Grain Dryers
____ Secondary Gas Lines
____ Total # of Outlets
BTU Input _____
(Non-residential): _____

Detailed Description of Work:

Name of Gas Supplier:

Propane Tank Sets:

☐ New ☐ Existing

#Tank Sets: _____

Tank Size: _____

Serial Number(s): _____

Permit Applicant Declaration: The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Superior Safety Codes Inc. 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. The personal information provided on this form is protected by the Freedom of Information of Privacy Act.

Journeyman's Name (Please print) _____

Journeyman's Signature _____

Homeowner's Signature (Homeowner permits only) _____

Journeyman's Certification Number _____

Homeowner Declaration: By signing this permit I hereby certify that I own or will own and occupy this dwelling.

Permit Fee: \$ _____ *SCC Levy: \$ _____ TOTAL FEE: \$ _____

PERMIT FEES ARE NON REFUNDABLE

*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Payment Method: ☐ Visa ☐ M/C ☐ Debit ☐ Cheque ☐ Cash RECEIPT NUMBER: _____

The personal information provided will be used to process the Gas Permit application and is collected under the authority of the Safety Codes Act and Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321.

Permit Validation Section to be completed by the Permit Issuer:

Special Conditions: _____

SCO's Name (print or type) _____ SCO's Signature _____

SCO's Designation Number _____ Date of Issue (M/D/Y): _____

M/C or Visa Number _____ Expiry Date: _____

Name (as it appears on card): _____ Authorized Signature: _____

Plumbing Permit Application

Permit Type: ☐ Owner ☐ Contractor

Application Date (M/D/Y): _____

eSITE Permit Number: 305305- _____

Building Permit Number: _____

Estimated Completion Date (M/D/Y): _____

Owner: _____ Mailing Address: _____

City: _____ Prov.: _____ Postal Code: _____ Phone: _____

Cell Number: _____ Fax: _____ Email Address: _____

Contractor: _____ Mailing Address: _____

City: _____ Prov.: _____ Postal Code: _____ Phone: _____

Cell Number: _____ Fax: _____ Email Address: _____

Street or Rural Address: _____ Subdivision or Hamlet Name: _____

Unit #: _____ Lot: _____ Block: _____ Plan: _____ Tax Roll #: _____

Legal Subdivision: Part of: _____ 1/4 Sect: _____ Twp: _____ Rge: _____ W of: _____

Directions: _____

Type of Building:

- ☐ Residential
☐ Farm
☐ Commercial
☐ Multi-Family
☐ Industrial
☐ Institutional
☐

Type of Work:

- ☐ New
☐ Renovation
☐ Addition
☐ Accessory Building
☐ RTM (Ready to Move)
☐ Basement Development
☐ Connection
☐ Other _____

Project Information:

_____ # Kitchen Sinks _____ # Wash Basins
_____ # Showers _____ # Laundry Sink
_____ # Toilets _____ # Washing Machine
_____ # Bathtubs _____ # Floor Drains
_____ # Sumps _____ # Bar Sinks
_____ # Urinals
_____ # of Drops (Mobile Home)
_____ # Water/Sewer Connection
_____ **Total # of Fixtures**

Detailed Description of Work:

Permit Applicant Declaration: The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Superior Safety Codes Inc. 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. The personal information provided on this form is protected by the Freedom of Information of Privacy Act.

Journeyman's Name (Please print) _____

Journeyman's Signature _____

Homeowner's Signature (Homeowner permits only) _____

Journeyman's Certification Number _____

Homeowner Declaration: By signing this permit I hereby certify that I own or will own and occupy this dwelling.

Permit Fee: \$ _____ *SCC Levy: \$ _____ TOTAL FEE: \$ _____

Payment Method: ☐ Visa ☐ M/C ☐ Debit ☐ Cheque ☐ Cash RECEIPT NUMBER: _____

PERMIT FEES ARE NON REFUNDABLE

*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

The personal information provided will be used to process the Plumbing Permit application and is collected under the authority of the Safety Codes Act and Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321.

Permit Validation Section to be completed by the Permit Issuer:

Special Conditions: _____

SCO's Name (print or type) _____ SCO's Signature _____

SCO's Designation Number _____ Date of Issue (M/D/Y): _____

M/C or Visa Number _____ Expiry Date: _____

Name (as it appears on card): _____ Authorized Signature: _____

Private Sewage Permit Application

Permit Type: ☐ Owner ☐ Contractor

Application Date (M/D/Y): _____

eSITE Permit Number: 305305- _____

Building Permit Number: _____

Estimated Completion Date (M/D/Y): _____

Owner: _____ Mailing Address: _____
City: _____ Prov.: _____ Postal Code: _____ Phone: _____
Cell Number: _____ Fax: _____ Email Address: _____

Contractor: _____ Mailing Address: _____
City: _____ Prov.: _____ Postal Code: _____ Phone: _____
Cell Number: _____ Fax: _____ Email Address: _____

Street or Rural Address: _____ Subdivision or Hamlet Name: _____
Unit #: _____ Lot: _____ Block: _____ Plan: _____ Tax Roll #: _____
Legal Subdivision: Part of: _____ 1/4 Sect: _____ Twp: _____ Rge: _____ W of: _____
Directions: _____

Type of Work:

Conventional:

- ☐ Commercial
☐ Industrial
☐ Residential

Advanced:

- ☐ Commercial
☐ Industrial
☐ Residential

Project Information:

- ☐ New
☐ Alteration
☐ Work Camp # of men _____
Number of Bedrooms _____
Depth to Water Table _____

Expected Volume of Effluent:

- ☐ gallons per day _____
☐ m3 per day _____
☐ liters per day _____

Components Used:

- ☐ Septic Tank; Size _____
☐ Lagoon
☐ Packaged Sewage Treatment Plant
☐ Holding Tank; Size _____
☐ Open (surface) discharge
☐ At Grade
☐ Disposal Field; Size _____
☐ Treatment Mound; Size _____
☐ Sand Filter

☐ Soil Log Report from two (2) test pits with Soil Analysis Report (attach copy)

Detailed Description of Work:

SITE EVALUATION DIAGRAM: Attach a **detailed** site diagram including the system location in relation to buildings, distance to water supply and/or surface water bodies, and other pertinent information (**AS PER PART 7 OF THE PRIVATE SEWAGE STANDARD OF PRACTICE 2021**).

Permit Applicant Declaration: The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Superior Safety Codes Inc. 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. The personal information provided on this form is protected by the Freedom of Information of Privacy Act.

Installer's Name (Please print) _____

Installer's Signature _____

Homeowner's Signature (Homeowner permits only) _____

Private Sewage Installer's Number: PS _____

Homeowner Declaration: By signing this permit I hereby certify that I own or will own and occupy this dwelling.

Permit Fee: \$ _____ *SCC Levy: \$ _____ TOTAL FEE: \$ _____

PERMIT FEES ARE NON REFUNDABLE

*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Payment Method: ☐ Visa ☐ M/C ☐ Debit ☐ Cheque ☐ Cash RECEIPT NUMBER: _____

The personal information provided will be used to process the Private Sewage Permit application and is collected under the authority of the Safety Codes Act and Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321.

Permit Validation Section to be completed by the Permit Issuer:

Special Conditions: _____

SCO's Name (print or type) _____ SCO's Signature _____

SCO's Designation Number _____ Date of Issue (M/D/Y): _____

M/C or Visa Number _____ Expiry Date: _____

Name (as it appears on card): _____ Authorized Signature: _____

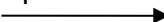
Permit Number: _____

Name: _____

Date: _____

Private Sewage System Site Evaluation Diagram

Legal Description: _____

↑N													Show the proposed location of the onsite sewage system and indicate the distances from the following: - trees - floodplains - wells - waste sources - bedrock - outcrops - buildings - property lines - easement lines - ditches or interceptors - banks or steep slopes - fills - driveways - existing sewage systems - underground utilities - soil test pits
drainage course	slope direction 	Test Pit 1 <input style="width: 30px; height: 20px;" type="checkbox"/>	Test Pit 2 <input style="width: 30px; height: 20px;" type="checkbox"/>										

Note: Additional information is required to be submitted separately for the system design detail.

Permit Number: _____

Name: _____

Date: _____

SITE EVALUATION REPORT

The information requested in this document must be submitted with the permit application as required by the Private Sewage Systems Standard of Practice 2015.

INCOMPLETE APPLICATIONS WILL BE RETURNED.

Permit Number (to be assigned by the Permit Issuer): _____

Owner's Name: _____

Installer's Name: _____

Legal Land Description: _____

A detailed diagram of the site where the sewage system will be installed **must** be included.

The following information is to be shown on the diagram and must be to scale:

- ☐ Property size (in acres)
- ☐ All boundary lines including the lengths in feet or meters
- ☐ Buildings, roads, driveways and other property improvements; existing or proposed
- ☐ Existing easements
- ☐ Wells, cisterns or proposed water source locations on the property
- ☐ Surface waters, rock outcrops and drainage features
- ☐ Topography of the proposed treatment site **
- ☐ Soil test pits locations with surface elevations **
- ☐ Location of a permanent benchmark and it's elevation **
- ☐ Outline of available treatment areas **

** Not required for the installation of a sewage holding tank.

SOIL PROFILE REPORTING

The characteristics of each soil profile investigated shall be described using the Canadian System of Soil Classification nomenclature and include the following in the soil profile description:

- ☐ **Soil Horizons** – the distance from the ground surface to the top and bottom of each soil horizon observed shall be measured and distinctness and topography of the horizon boundaries described.
- ☐ **Soil Color** for each soil lies and identified, the matrix color and quantity, size, contrast, and color of any redoximorphic features present shall be described.
- ☐ **Texture** for each horizon identified, the soil texture classification including any appropriate texture modifier shall be reflected in this evaluation report and a **soil sample of the most restricting layer** affecting the design shall be collected and **analyzed at a laboratory** using a recognized grain or particle size analysis method to determine the texture of the same.

NOTE: Other than Sandy Clay any texture that uses the word SAND in its description must include sand particle size.

- ☐ **Soil Structure** and grade of structure identified for each horizon.
- ☐ A statement regarding the treatment capability and dispersal capacity of the available site(s).
- ☐ Where the soil profile includes features that will require the lateral movement of water through the soil away from the dispersal system, identified constraints on the system design and allowable effluent hydraulic loading rates, as it relates to linear loading rates.
- ☐ A summary of the significant limiting conditions of soil profile and site.
- ☐ A justification of the locations and number of the soil profiles investigated.
- ☐ A description of the development being served including:
 - Characteristics affecting the determination of peak and average wastewater flows to be used in the design,
 - The peak daily wastewater flow volume to be used for the system design, and
 - Anticipated effluent wastewater strength.

soil profile report con't.

- ☐ Copies of laboratory soils analysis reports have been attached.
- ☐ Number of soil profiles investigated; a minimum of two (2) test pit excavations shall be investigated at the proposed location for the soil-based treatment component to classify and assess the treatment capacity of the soil.
- ☐ Minimum depth of soil investigation (choose appropriate depth as per YOUR design). The soil profiles shall be investigated to a minimum depth below ground surface of:
- ☐ 4 feet for Treatment Mounds.
- ☐ 9 feet for Treatment Fields receiving primary treated effluent (septic tank effluent).
- ☐ 6.5 feet for Treatment Fields receiving secondary treated effluent (treatment plant, sand filter effluent)
- ☐ 6 feet for Open Discharge systems.

NOTE: When the site evaluation report is complete the information from the report is to be used to produce your System Design Report. This includes any features that would require peak flow to be increased.

Alberta Private Sewage Treatment System Soil Profile Log Form

Owner Name or Job ID											
Legal Land Location								Test pit			
LSD – ¼	Sec	Twp	Rg.	Mer.	Lot	Block	Plan	Easting		Northing	
Vegetation Notes:						Overall Site Slope %					
						Slope position of test pit					
Test Hole No.		Soil Subgroup		Parent Material		Drainage		Depth of Lab (sample #1)		Depth of Lab (sample #2)	
Horizon	Depth (cm) (in)	Texture	Lab or HT	Color	Gleying	Mottling	Structure	Grade	Consistence	Moisture	%Coarse Fragment
Depth to Groundwater:					Limiting Soil Layer Characteristic, describe:						
Depth to Seasonally Saturated Soil:					Depth to Limiting Soil Layer:						
Limiting Topography:					Depth to Highly Permeable Layer:						
Key Limiting Features on System Design:											
Weather Condition Notes:											
Comments (such as root depth and abundance or other pertinent observations):											

Alberta Private Sewage Treatment System Soil Profile Log Form

Owner Name or Job ID											
Legal Land Location								Test pit			
LSD – ¼	Sec	Twp	Rg.	Mer.	Lot	Block	Plan	Easting		Northing	
Vegetation Notes:						Overall Site Slope %					
						Slope position of test pit					
Test Hole No.		Soil Subgroup		Parent Material		Drainage		Depth of Lab (sample #1)		Depth of Lab (sample #2)	
Horizon	Depth (cm) (in)	Texture	Lab or HT	Color	Gleying	Mottling	Structure	Grade	Consistence	Moisture	%Coarse Fragment
Depth to Groundwater:					Limiting Soil Layer Characteristic, describe:						
Depth to Seasonally Saturated Soil:					Depth to Limiting Soil Layer:						
Limiting Topography:					Depth to Highly Permeable Layer:						
Key Limiting Features on System Design:											
Weather Condition Notes:											
Comments (such as root depth and abundance or other pertinent observations):											

FARM BUILDING DECLARATION

LANDOWNER INFORMATION

Name of Registered Landowner(s):		
Mailing Address:		
City:		
Postal Code:	Ph:	Email:

LAND INFORMATION

Rural Address						
Legal Description of Property			Lot	Block	Plan	
OR	All/Part	1/4 Section	Twp.	Rge.	West of the	Meridian
Land Use				Parcel Size		

BUILDING INFORMATION

Building Size	Building Height	# of Floors
Construction Material (eg. Combustible or non- combustible)	Use of Building	
Estimated Construction Value	Amount of Grading (Maximum 1m change from existing grade unless approved by a Development Permit)	
Use of Building		
If the farm building has installation of sub-trade works, then complete permit application(s) must be submitted with the Farm Building Declaration application. Please check all that apply: ☐ Electrical ☐ Plumbing ☐ Gas ☐ PSDS		

Provide the following information

☐	Site plan (template attached and details attached)
☐	A drawing of all four sides of the building showing dimensions, doors and windows. (If the building already exists, photos can be provided instead of a drawing.)
☐	Land Title Certificate Searched within 30 days prior to the application. If the parcel is titled to a company name, you will also be required to provide a Corporate Registry.

Additional Information, as required

☐	A building located on land 300 m from a provincial right-of-way and /or 800 m of the centerline of a highway and public road intersection. Visit Alberta Transportation for more information.
☐	If larger than 47m ² (505ft ²) in building area, an Abandoned Well Declaration and map (detailed on the declaration) must be provided.
☐	If part of the building is included with the designated farm building, details of a firewall for fire separation must be provided.

DECLARATION OF USE – FARM BUILDING DECLARATION

Farm buildings shall meet and adhere to all the definitions and exemptions within the National Building Code (AE), *Safety Codes Act*, *Agricultural Operation Practices Act*, and the *Land Use Bylaw*.

DETAILS OF THE FARM BUILDING OCCUPANCY

What is the total occupant load? (# of people):		
Low Human Occupancy – Less than one person per 40 m ² (430.6 sf)	☐ Yes	☐ No
Housing livestock, the storage of feed for livestock	☐ Yes	☐ No
Storing, sorting, grading, or growing agricultural products associated with the agricultural operation	☐ Yes	☐ No
Secondary processing of agricultural products (e.g. producing a new product)	☐ Yes	☐ No
Storing or maintaining machinery and/or equipment associated with the agricultural operation	☐ Yes	☐ No
Horse riding arena, exercise or training facility not used by the public (Private riding arena)	☐ Yes	☐ No
Will the building be open to the public or provide retail sales to the public?	☐ Yes	☐ No
Will a portion of the building not be designated as part of the farm building?	☐ Yes	☐ No

DETAILS OF THE FARM BUILDING OCCUPANCY TO SUPPORT AND AGRICULTURAL OPERATION

Cultivating land	☐ Yes	☐ No
Raising livestock, including diversified livestock animals within the meaning of the Livestock Industry Diversification Act and poultry	☐ Yes	☐ No
Raising fur-bearing animals, pheasants, or fish	☐ Yes	☐ No
Producing agricultural field crops	☐ Yes	☐ No
Producing fruit, vegetables, sod, trees, shrubs, and other specialty horticultural crops	☐ Yes	☐ No
Producing eggs and milk	☐ Yes	☐ No
Producing honey	☐ Yes	☐ No
Operating agricultural machinery and equipment, including irrigation pumps	☐ Yes	☐ No
Applying fertilizers, insecticides, pesticides, fungicides, and herbicides, including application by ground and aerial spraying, for agricultural purposes	☐ Yes	☐ No
Collecting, transporting, storing, applying, using, transferring, and/or disposing manure, composting materials, and/or compost	☐ Yes	☐ No
Abandoning and reclaiming confined feeding operations and manure storage facilities	☐ Yes	☐ No
Cannabis cultivation including growing, harvesting and packaging of base product (no processing)	☐ Yes	☐ No
Cannabis processing including growing, harvesting and /or processing and packaging	☐ Yes	☐ No

DEFINITIONS

NATIONAL BUILDING CODE – ALBERTA EDITION

1.1.1.1. Application of this Code 5) This Code does not apply to a) a building of low human occupancy associated with the operation of the farm or acreage on which it is located, where the building is used for the i) housing of livestock, ii) storage or maintenance of equipment, or iii) storage of materials or produce,

Farm and Acreage Buildings. include, but are not limited to, produce storage facilities, livestock and poultry housing, milking centers, manure storage facilities, grain bins, silos, feed preparation centers, farm workshops, and horse riding, exercise and training facilities not used by the public.

Low Importance Category Buildings means having an occupant load of 1 person or less per 40 m² of floor area. Minor storage buildings include only those storage buildings that represent a low direct or indirect hazard to human life in the event of structural failure, either because people are unlikely to be affected by structural failure, or because structural failure causing damage to materials or equipment does not present a direct threat to human life.

Fire separation mean a construction assembly that acts as a barrier against the spread of fire.

Firewall means a type of fire separation of noncombustible construction that subdivides a building or separates adjoining buildings to resist the spread of fire and that has a fire-resistance rating as prescribed in this Code and has structural stability to remain intact under fire conditions for the required fire-rated time.

SAFETY CODES ACT - PERMIT REGULATION

Farm building means a building located on agricultural land as defined in the *Agricultural Operation Practices Act* that is occupied for an agricultural operation as defined in the *Agricultural Operation Practices Act*, including, but not limited to, (i) housing livestock, (ii) storing, sorting, grading or bulk packaging of agricultural products that have not undergone secondary processing, and (iii) housing, storing or maintaining machinery that is undertaken in the building.

AGRICULTURAL OPERATION PRACTICES ACT

Agricultural land means (i) land the use of which for agriculture is either a permitted or discretionary use under the land use bylaw of the municipality or Metis settlement in which the land is situated or is permitted pursuant to section 643 of the *Municipal Government Act*, (ii) land that is subject to an approval, registration or authorization, or (iii) land described in an ALSA regional plan, or in a conservation easement, conservation directive or TDC scheme as those terms are defined in the *Alberta Land Stewardship Act*, that is protected, conserved or enhanced as agricultural land or land for agricultural purposes.

Agricultural operation means an agricultural activity conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and includes (i) the cultivation of land, (ii) the raising of livestock, including diversified livestock animals within the meaning of the *Livestock Industry Diversification Act* and poultry, (iii) the raising of fur-bearing animals, pheasants or fish, (iv) the production of agricultural field crops, (v) the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops, (vi) the production of eggs and milk, (vii) the production of honey, (viii) the operation of agricultural machinery and equipment, including irrigation pumps, (ix) the application of fertilizers, insecticides, pesticides, fungicides and herbicides, including application by ground and aerial spraying, for agricultural purposes, (x) the collection, transportation, storage, application, use, transfer and disposal of manure, composting materials and compost, and (xi) the abandonment and reclamation of confined feeding operations and manure storage facilities.

Declaration:

I hereby certify that the building described herein will be of low human occupancy. Used for the housing of livestock, and/or the storage, sorting, grading of agricultural products that have not undergone secondary processing and/or the storage or maintaining of machinery, equipment or vehicles that are used in connection with the growing of farm crops or the care of farm animals on the above described land.

I hereby certify that the building shall only be used for an agricultural operation further defined by the *Agricultural Operation Practices Act*, and have verified the agricultural operation by signing a declaration of use for the building, which shall be a condition of this permit.

I further certify that I will not use the building for any other use without first obtaining a Building Permit and/or a Development Permit if necessary from Sturgeon County, and that on the sale of the described land, I will endeavor to inform the purchaser that the building shall only be used as a farm building.

Owners and/or agents are responsible for ensuring the work being carried out complies with all applicable Land Use Bylaws, Subdivision requirements, Developers or Homeowners Associations Requirements and will not damage or interfere with any utility, or any utility right of way or easement.

I understand the building is not exempt from conforming to setback regulations as per Land Use Bylaw 1385/17 nor the requirement for electrical, gas, plumbing and private sewage disposal permits under the Safety Codes Act. I have read and understand the information contained within this document.

Signature of landowner _____ Date _____

Signature of landowner _____ Date _____

Please note that all landowners registered on title must sign this declaration. If the land is registered to a company the corporate registry must be submitted to prove authorized signatories.

Office Use Only

Date Received:	Tax roll:	Zoning:
Reviewed by:		

The personal information provided will be used to process a Farm Building Confirmation and is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any question about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613-100 Street, Morinville, Alberta, T8R 1L9 or phone 780-939- 8366

FIREWALL DIAGRAM EXAMPLE

