

BUILDING PERMITS

The Safety Codes Act of the Province of Alberta requires that any **construction, alteration, repair, relocation, demolition, or change of occupancy** of any building be subject to a Building Permit and appropriate inspection(s).



In order to protect the health and safety of the public and building occupants, the Safety Codes Act sets out the codes and standards required in areas including, but not limited to, building, fire, electrical, gas and plumbing.

This guide examines the process involved in obtaining a Building Permit within the Town of Peace River.

Additional information about the Safety Codes Act and Safety Services is available through Alberta Municipal Affairs' Safety Services Office at 1-866-421-6929 or visit Alberta Municipal Affairs' website at www.municipalaffairs.gov.ab.ca.

BUILDING PERMIT PROCESS

Building Permit application forms are available at the Town Office and on the Town's website at www.peaceriver.ca.



Applications must be completed as fully as possible. Do not forget either the "Description of Work" or the "Work Value".

Work Value refers to the market value of both the materials and the labour. If you are doing the work yourself as owner, you must still include its value – i.e. what you would have to pay on the free market for a

carpenter to do the work for you. The calculation of the permit fee is based on the Work Value.

Please ensure the application form is by the applicant, and if the applicant is not also the property owner, the property owner.

You must submit complete drawings with your application. Three (3) sets of drawings are required for commercial and industrial buildings; two (2) sets of drawings are required for all residential buildings and structures.

The drawings must be detailed. The degree of detail will depend on the complexity of the project but as a rule of thumb: the drawings must be of sufficient detail that you could hand them to a carpenter and he would be able to complete the project without question or confusion.

The Town of Peace River is accredited to administer Building Permits and has currently contracted out its Building Permit and inspection service to Superior Safety Codes Inc. Applications and drawings however must be submitted to the Town Office, where they will be forwarded to the permit agency.

The permit agency will review the application and if approved, will send to the applicant, the permit and a plan review detailing requirements for compliance with the Safety Codes Act. The applicant is responsible for contacting the permit agency to arrange for any required inspections and for ensuring adherence to inspection reports.

The onus is on the applicant to ensure that the utility lines have been identified and that structures do not encroach onto utilities or

easements. The applicant must also ensure that structures do not encroach onto adjoining properties or extend beyond the property lines.

**REMEMBER...
CALL BEFORE YOU DIG!
Alberta One Call
1-800-242-3447**

ADDITIONAL PERMITS

In addition to a Building Permit, the Town of Peace River requires a Development Permit for various types of construction. Development permits ensure the project complies with the Town's Land Use Bylaw.

Application forms are available at the Town Office and on the Town's website at www.peaceriver.ca.



In order to comply with the Safety Codes Act, the following permits may also be required:

- Electrical Permit
- Gas Permit
- Plumbing Permit

The Town of Peace River is not accredited to administer these permits. Anyone requiring these permits must contact an accredited agency directly. The accredited agencies are:

- Superior Safety Codes Inc.
Phone: 1-866-999-4777
Website: www.superiorsafetycodes.com
- The Inspections Group Inc.
Phone: 1-866-554-5048
Website: www.inspectionsgroup.com

CONTACTS

Please note that additional permits and licenses may be required depending on the nature of the development. These can include, but are not limited to, business licenses, food permits, liquor licenses, etc. Occupancy permits will be issued upon request and providing the final inspection report indicates that the work complies with the intent of the Safety Codes Act and applicable regulations.

As these permits are obtained from different sources, please contact the Town's Bylaw Enforcement Officer for information on how to obtain these permits and licenses.

APPLICATION FEES

The Building Permit fee is \$5.50 for every \$1,000.00 of work value (minimum \$125.00 charge/Industrial \$400.00). In addition to the permit fee there is a Safety Codes Council Fee equal to 4% of the permit fee. This fee goes to the costs of the Provincial Safety Codes Council administering the Safety Codes Act. The minimum Safety Codes Council Fee is \$4.50, the maximum \$560.00.

Finally, the Town of Peace River collects a \$1000.00 refundable damage deposit. This deposit is collected at the time of application is made and at that time a site inspection is done. The applicant notifies the Town when construction is complete and another site inspection is done. If no damage was done to Town property (e.g. curbs, gutters, sidewalks, waterlines) during construction, the damage deposit is refunded in full.

- Development Officer
Town of Peace River
(780) 624-2574
For information about development and building permits and the processes involved.
- Superior Safety Codes Inc.
1-866-999-4777
For information about building codes and required inspections.
- Alberta Municipal Affairs
Safety Services Office
1-866-421-6929
For information about the Safety Codes Act and additional areas that require permits.

* * * * *

Town of Peace River
9911-100 Street
P.O. Box 6600
Peace River, AB T8S 1S4

Phone: (780) 624-2574
Fax: (780) 624-4664
Website: www.peacriver.ca

Town Office Hours
Monday - Friday
8:30 a.m. - 12:00 p.m.
1:00 p.m. to 4:30 p.m.
Closed weekends and holidays

This brochure is not a comprehensive guide on Building Permits and is subject to change.

Printed: October 27, 2018



Town of Peace River

Building Permit Guide

