

The *Safety Codes Act* of the Province of Alberta sets out the codes and standards for building, fire, electrical, gas and plumbing to protect the health and safety of the public and building occupants.

Building Permits

The Town of Peace River is accredited to administer building permits and has contracted its building permit and inspection service to a permit agency. Bylaw No. 1885 of establishes the building permit process in the Town. Superior Safety Codes Inc. is the current contractor.

The *Safety Codes Act* 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).

Other Safety Code Permits

To comply with the *Safety Codes Act*, an Electrical, Gas or Plumbing permit may be required. The Town of Peace River is not accredited to administer these permits. The authority having jurisdiction is Alberta Safety Codes Authority.

Find ASCA application forms here on their website: www.safetycodes.ab.ca. Anyone requiring these permits must contact an accredited agency directly. The accredited agencies within Peace River 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.inspectiongroup.com

Building Permit Applications

Building Permit application forms are available at the Town Office and on the Town's website: [Applications - Town of Peace River](#)

Applications and drawings must be submitted to the Town Office, where they will be forwarded to the permit agency.

Applications must be complete, including:

- Signatures - application form must be signed by the applicant and the property owner.
- the "Description of Work", and
- the "Work Value".

Work Value refers to the market value of the materials and the labour. The calculation of the permit fee is based on the Work Value. Even if an owner is doing the work themselves, the value of that labour must be included in the work value – i.e. what would have to be paid on the free market for a carpenter to do the work.

Drawings

A building permit application must include complete drawings. Hard copy or PDF files are accepted.

Commercial and Industrial Buildings: Two sets of drawings are required.

Residential buildings: One set of drawings are required.

The drawings must be detailed. The degree of detail will depend on the complexity of the project. Generally, the drawings must be of sufficient detail that a carpenter would be able to complete the project based on the drawings without question or confusion.

Application Review

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

The applicant must 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.

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www.utilitysafety.ca
1-800-242-3447

Occupancy permits may be issued on request, providing the final inspection report indicates that the work complies with the intent of the *Safety Codes Act* and applicable regulations.

Other Permits and Licenses

Depending on the nature of the development, additional permits and licenses may be required. This can include:

- development permits,
- business licenses,
- roadside development permits,
- food permits, and
- liquor licenses.

These permits and licenses are obtained from a variety of sources. Find out more about development permits and business licences on the Town website, www.peaceriver.ca. The applicant is responsible for ensuring that they have all required permits and licenses.

Building Permit Fees

Building permit fees include a fee based on construction value, and a 4% Safety Codes Council (SCC) Levy.

Construction Value: \$5.75 per \$1,000.00 of work value (min fee: \$150 or \$400 for industrial)

SCC Fee: 4% of the permit fee (\$4.50 to \$560). This fee goes to the costs of the Provincial Safety Codes Council administering the Safety Codes Act.

Damage Deposit: \$1000

This deposit is collected at the time of application. Prior to the start of construction, an inspection of municipal infrastructure on or adjacent to the site is completed. Once construction is complete, a second site inspection is done. If there was no damage to Town property (e.g. curbs, gutters, sidewalks, waterlines) during construction, the damage deposit is refunded.

CONTACTS

For information about development and building permits and the processes involved:

Development Officer
(780) 624-2574 ext. 1028

For information about building codes and required inspections:

Superior Safety Codes Inc.
1-866-999-4777 or www.superiorsafetycodes.com

For information about the *Safety Codes Act* and additional areas that require permits:

Alberta Safety Codes Authority
1.888.413.0099 or sccinfo@safetycodes.ab.ca
www.safetycodes.ab.ca

Or

Alberta Municipal Affairs, Safety Services Office
1-866-421-6929 or safety.services@gov.ab.ca
www.alberta.ca/safety-codes

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

Phone: (780) 624-2574
Website: www.peaceriver.ca

Town Office Hours

Monday - Friday
8:30 a.m. - 4:30 p.m.
Closed weekends and holidays.

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



TOWN OF
PEACE RIVER
ALBERTA

GUIDE TO BUILDING PERMITS SAFETY CODE PERMITS

