



PERMIT LABEL

DEVELOPMENT PERMIT

I hereby make application under the provisions of the Town of Carstairs Land Use Bylaw 941 for a development permit in accordance with the plans and supporting information herewith and which forms part of this application.

Part One: Applicant Information

Applicant Name: Telephone:
Civic Address: Cell Phone:
Email Address: Fax:
Registered Owner (if different from above): Telephone:
Mailing Address: Postal Code:

Part Two: Development

Proposed Development:

Civic Address:

Floor Area (Dwelling Only): m^2 f^2 Basement Finished: yes no m^2 f^2

Deck Area: m^2 f^2 Garage (main/shed only): m^2 f^2 Upper Suite: m^2 f^2

Overall Height to Peak: m f Multi Unit Housing/Apartment: m^2 f^2

Multi Unit Housing/Apartment Total Units: 1b/r: 1b/d w/ den: 2b/r:

Parcel Coverage: % (includes area covered by dwelling, garage, sheds, & driveways)

Value of project (exclusive of land and servicing):

By submitting an application, I hereby allow right of entry for inspection purposes. I hereby certify that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for development approval.
Signature of Registered Owner(s) Signature of Person Acting on Behalf of Registered Owner(s)
Development Officer Signature of Development Officer
Staff Reviewed By Date of Acceptance by Staff



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BUILDING PERMIT APPLICATION (Page One)

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Location

Municipality: \_\_\_\_\_ Civic Address: \_\_\_\_\_
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_
Project Information: [ ] Commercial, [ ] Single Family, [ ] Multi Family, [ ] Industrial, [ ] Institutional, Building Class: \_\_\_\_\_
Type of Work: [ ] New Construction, [ ] Renovations, [ ] Demolition, [ ] Addition, [ ] Repair, Other: \_\_\_\_\_
# of Stories: \_\_\_\_\_ Main Floor Area: \_\_\_\_\_ 2nd Floor Area: \_\_\_\_\_ 3rd Floor Area: \_\_\_\_\_
[ ] m^2 [ ] f^2
Basement Area: \_\_\_\_\_ Garage Area: \_\_\_\_\_ Total Area: \_\_\_\_\_



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**BUILDING PERMIT APPLICATION (Page Two)**

Work Value  
(Materials & Labour): \$ \_\_\_\_\_

Est. Completion  
Date:(mm/dd/yy): \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Permit Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Inspector's Name: _____	Designator Number: _____
Signature: _____	Permit Issue Date: _____



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**Complete Development Permit Application Requires:**

1. Three complete application form.
2. Three complete Development Permit Application Forms.
3. Three complete plot plans.
4. Three complete copies of the building or construction plans.
5. Non-refundable application fee;
6. Location of easements/right of ways and all property set backs;
7. Building grade certificate.
8. Elevation plans and parking plans.
9. Signature of ALL landowners.
10. Appropriate technical reports or testing at the discretion of the Development Authority.
11. Any additional information requested by the Development Authority.
12. A current copy of the Certificate of Title.

Date of Review: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Permit Application Name: \_\_\_\_\_

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

Development Officer: \_\_\_\_\_

Date of Permit: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

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

Extension Granted:     yes     no    Date of Extension: \_\_\_\_\_

**FOR INFORMATION, OR TO SUBMIT YOUR APPLICATION, CONTACT:**  
Greg Baustad, Director of Planning & Development  
Town of Carstairs 403.337.3341  
gregb@carstairs.ca

The personal information provided as part of the application is collected under the SCA and the MGA and in accordance with the *Freedom of Information and Protection of Privacy Act*. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purpose. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact The Town of Carstairs.

### PERMIT INFORMATION

- Failure to complete the Application or supply the required information, plans or fees may cause delays in application processing.
- The Development Authority may refuse to accept your applications if the required information has not been supplied or if the quality of the information is inadequate to properly evaluate the Development Permit application.
- If the Development Permit Application is approved, the application will be notified in writing. The permit does not become valid until fourteen (14) days following the issuance of the development permit and all conditions of its approval have been satisfied. Appeals may be received from Discretionary approval within the fourteen (14) day appeal period. There are no appeals for a Permitted Use unless it involves a relaxation of, variation or misinterpretation of the Land Use Bylaw. If there are no appeals against the development at the end of the fourteen (14) day appeal period, and all the conditions have been met, the Development Permit is considered valid and development may commence.
- If the Development Permit Application is refused, the applicant will be notified in writing. The Decision will outline the specific reasons for refusal. There is a right of appeal to anyone affected by a decision of the Development Authority, pursuant to Part of the *Municipal Government Act*.
- If the development authorized by a permit is not completed within twelve months from the date of its issue, the permit is deemed void, unless an extension to this period has previously been granted by the Development Authority.
- Notwithstanding the issuance of this permit, the Town does not assume responsibility that the plans and specifications as filed comply with the Safety Codes Act and Regulations, and the granting of this permit shall in no way relieve the owner of the building or the constructor thereof from complying with the requirements of the *Safety Codes Act and Regulations*, and any relevant Town Bylaws or Provincial or Federal Statutes or Regulations in force.
- This personal information is being collected under the authority of *Land Use By-Law 941* and the Municipal Government Act and will be used for the Town's Planning and Development decisions and is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP).



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### DECK WORKSHEET

Listed below is an acceptable construction technique for most single family dwelling decks. If this form is not suitable for the construction of your deck, detailed drawings may be submitted for review.

Deck Dimensions: \_\_\_\_\_ X \_\_\_\_\_  
(parallel X Perpendicular to house)

#### Typical Deck Construction

As Per Typical/Alternative

2x6 Decking Material \_\_\_\_\_

2x10 Joists 24 Inches on Center  
(Maximum Span 14 Feet) \_\_\_\_\_

2x 10 Deck Header Anchored To Home \_\_\_\_\_

Joist Hanger To Tie Joist To Hear \_\_\_\_\_

2 Ply 2x10 Beam \_\_\_\_\_

4"X 4" Posts To Ground  
(Maximum Distance Between Posts 9 Feet)  
(Proper Bearing Required) \_\_\_\_\_

- graded lumber required (spruce, PWF, and all weather wood acceptable)
- all lumber within 6" of dirt must be treated with a wood preservative

#### Stairs

Minimum Run 9 ¼" \_\_\_\_\_

Maximum Rise 7 7/8" \_\_\_\_\_

- guards and handrail required on exterior stairs over three risers

#### Guard

36" High (Between 2 And 6 Feet Above Grade) \_\_\_\_\_

42" High (Over 6 Feet Above Grade) \_\_\_\_\_

- no horizontal member between 4 and 36 inches that would permit climbing
- opening in guards not to exceed 4 inches

NOTE: Decks supported on pillions or sidewalk blocks are acceptable but may experience movement. A minimum pile depth of 7' – 0" or 24"x24"x8" concrete pad and pile minimum depth 4' – 0" would be required for future enclosure of deck.



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**CALL BEFORE YOU DIG**  
**Alberta ONE Call**  
**1.800.242.3447**

**Utility Department Requirements**  
**403.337.3446**

- A temporary civic address must be displayed during construction. A water/sewer permit may be required prior to connecting to Town Utilities. Contact the Utility Services Department for further information.
- Damage incurred to the municipal owned and maintained infrastructure is the financial responsibility of the homeowner/contractor. Operational Services recommends that a pre-construction inspection be completed to identify infrastructure damage. This will remove financial responsibility from the homeowner/contractor for the damages not incurred during construction. Contact the Utility Department Services for further information.
- No person, other than those authorized by Utility Services, may operate a curb stop. Any attempt to turn the curb stop will result in a five hundred dollar (\$500.00) fine to the person(s) who have signed the Town of Carstairs Development permit.
- It is the responsibility of the consumer to make application for utilities. Failure to do so will result in services being disconnected.

**Utility Construction Information**

All components of public/private utility system must be installed as per current By-Laws 941. Any breach of the provisions of the water/sewer inspection is required on all utility connections prior to back filling. Contact the Utility Services Department for further information.

**Construction Debris:**

The area must be generally clear and free of construction debris.

**Civic Address:**

A permanent civic address must be suitably affixed to the structure.

**Sidewalk/Curbs**

All dirt, snow and debris must be removed from the sidewalk/curb at all times. There must be no damage to the sidewalk/curb or other components of the infrastructure.

**Curb Cock (water shut-off valve)**

The curb valve box must be at surface and operate to the standards required by the utility services department. The valve box is to be encased in a sleeve and installed around the valve box in such a way that the cap may be removed if required.

**Lot Grading**

The final lot grading is to be completed in accordance with the building grade certificate. Then the grade sheet must be signed off by the person(s) who have obtained the Development Permit.



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### COMPLIANCE MONITORING

Below are the agencies authorized by Alberta Municipal Affairs to issue permits and provide compliance monitoring in non-accredited municipalities:

Agency Name	Telephone	Fax	Permits Offered		
			Electric	Gas	Plumbing
Davis Inspection Service	403.275.3338 800.639.0912	403.275.9790	✓	✓	✓
IJD Inspection Ltd.	403.346.6533 877.617.8776	403.347.2533	✓	✓	✓
Park Enterprises	403.3293437 800.621.5440	403.329.8514 866.406.8484	✓	✓	✓
Superior Safety Codes	888.717.2344	888.717.2340	✓	✓	✓
The Inspections Group	780.454.5048 866.554.5048	780.454.5222 866.454.5222	✓	✓	✓