



# CITY OF BROOKS BUILDING PERMIT APPLICATION

Estimated Value of Construction: \_\_\_\_\_  
\_\_\_\_\_

Application No: \_\_\_\_\_

### PERMIT FEES

Building Permit Fee: \_\_\_\_\_

Safety code Council Fee: \_\_\_\_\_

Other: \_\_\_\_\_

**TOTAL FEES \$** \_\_\_\_\_

*I/We hereby make application for a Building Permit under the provisions of Building Permit By-Law and amendments thereto, in accordance with the plans and supporting information submitted herewith and which form a part of this application.*

## APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone (Alternative): \_\_\_\_\_

City/Town: \_\_\_\_\_ Fax: \_\_\_\_\_

Postal Code: \_\_\_\_\_  Check this box if you would like to receive documents through email

Email: \_\_\_\_\_

Is the applicant the owner of the property?  Yes  No



If "NO" please complete box below

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Applicant's interest in the property:

City/Town: \_\_\_\_\_  Agent

Postal Code: \_\_\_\_\_  Contractor

Tenant

Other \_\_\_\_\_

## PROPERTY INFORMATION

Address of Property Affected: \_\_\_\_\_

Legal description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Roll No \_\_\_\_\_

Land Use district: \_\_\_\_\_

What is the existing use? \_\_\_\_\_

## BUILDING INFORMATION

**This application is to:** (Check all that apply)

- Construct a new building

The building is for:

- Residential Use  
 Commercial Use  
 Industrial Use  
 Public/Institutional Use  
 Other, specify \_\_\_\_\_

- Alter/renovate the existing building  
 Construct an accessory building  
 Demolish existing building  
 Change or intensification of use (e.g. new type of business in existing building)

Description of construction, intended use or occupancy of the building, and any work to be done (attach separate sheet if necessary).

## BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Building Footprint	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	
Basement Area	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>		
1 <sup>st</sup> Floor Area	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>		
2 <sup>nd</sup> Floor Area	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>		
3 <sup>rd</sup> Floor area	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>		
Height of Building	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Number of Storeys			
Contractor:			
Phone:		Fax:	
Architect/Engineer:			
Phone:		Fax:	

## DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application of Building Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

\_\_\_\_\_  
 APPLICANT

\_\_\_\_\_  
 Registered Owner (If not the same as applicant)

## NOTICE OF DECISION

Approved

Approved subject to conditions (see attached)

Other: \_\_\_\_\_

Date of Decision \_\_\_\_\_

SAFETY CODES OFFICER \_\_\_\_\_

**ALL buildings must have an Occupancy Permit prior to being occupied.**

# CITY OF BROOKS

## BUILDING PERMIT APPLICATION

### BUILDING APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Building Permit Applications for new buildings or exterior changes to existing buildings. This is not exhaustive list and the Designated Officer/Building Inspector may request additional information that is required to assess the application.

- Copy of Building Plans.** Plans shall be to scale and contain the following information:
  - A plot plan drawn to scale showing all building locations and adjacent streets must be submitted with this application.
  - Two sets of construction plans are to be attached to this application
  - Scale and dimensions of exterior walls and interior rooms
  - Floor plan of the space proposed to be developed
  - Building elevations including front, sides, and rear elevations, building height (from finished grade), roofing material, and roof pitch
  - The applicant agrees to comply with all applicable City By-laws and Regulations, the Alberta Building Code and all other applicable codes and regulations.
  - The applicant further agrees that if a permit is revoked or a Stop Work Order is issued for breach of any of the pertinent rules and/or regulations all claims are waived against the City of Brooks.
  - This information is being collected for the purpose of applying for a Building Permit pursuant to the provisions of the Safety Codes Act and its Regulations, and pursuant to section 32(C) of the Freedom Information and Protection of Privacy Act. If you have any questions about the collection you may contact the City of Brooks, F.O.I.P Coordinator at (403) 362-3333.
  - Fire Safety Plan
  - Professional Involvement
  - Confirmation of Builders License and New Home Warranty
  
- If applicant is not registered owner,** a written statement (or this application) signed by the registered owner consenting to this application.
  
- Application fee payable to the City of Brooks.**