

# Building Permit Application



4512 46 St, Olds AB T4H 1R5  
Tel (403) 556-6981 Fax (403) 507-4856

Date
Fee \$ _____
SCC Fee \$ _____
TOTAL \$ _____
Receipt No.

Roll No.
Permit No.

**TO BE COMPLETED BY PERMIT APPLICANT      PLEASE PRINT**

Print Name of APPLICANT		Signature of APPLICANT	
Address of APPLICANT		Tel	Fax
Name of OWNER (if different from Applicant)		Tel	Cell
Address of OWNER (if different from Applicant)		Fax	
Name of CONTRACTOR		Tel	Cell
Address of CONTRACTOR		Fax	
Name of ARCHITECT / ENGINEER (if applicable)			

## PROJECT INFORMATION

Project Location – Street Address			Postal Code
Legal Land Description:	Lot	Block	Plan
Type of Work <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> Wood Stove <input type="checkbox"/> Other:			
Intended Use or Occupancy of building			
Building Area (sq. ft or m <sup>2</sup> )	No. of Storeys	Value of Work (Materials & Labour)	
Description of Work			
Estimated Start Date		Estimated Completion Date	

## PERMIT APPROVAL & VALIDATION

(This permit application is not valid until the Authorized Building Safety Codes Officer (SCO) completes this section)

Date Documents Received	Special Conditions
<input type="checkbox"/> See Plan Review Report:	<input type="checkbox"/> See Handouts Included:
Print Name of BUILDING SCO	Signature of BUILDING SCO
BUILDING SCO Designation	Date of Issue

The personal information requested on this form is being collected in order to process your application and is governed by the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions with respect to the collection or release of this information, please contact the Town's FOIP Coordinator at (403) 556-6981.

# Building Inspection Requirements

Building Permit No. \_\_\_\_\_

The **Building Permit must be posted on site** so that it is visible from the road at all times during construction.

It is the permit holder's responsibility to obtain Building Inspections for all construction when all of the requirements have been completed at each of the three (3) stages listed below. The Developer shall not proceed with further construction until the Town of Olds Building Inspector has conducted a satisfactory inspection of the construction in the order listed below.

## 1. **Foundation**

- Must be damp proofed
- Installation of weeping tile and washed gravel
- For preserved wood foundations forward a copy of Engineer's Inspection Report
- Positioning and height of footings

## 2. **Framing**

- Framing complete including floors, walls and roof
- Roof covering installed (shingles, shakes, concrete tiles)
- Exterior door & windows installed
- Fireplaces roughed in and framed
- Interior stairs installed where possible
- Rough plumbing, electrical and mechanical

## 3. **Final**

- This inspection is required **before** occupying or using the building.
- General and fire safety requirements in the Alberta Building Code must be met at this stage (eg. Smoke alarms, handrails, guards, self-closure on garage door, etc.)
- If these requirements can be met in a temporary means, a partial occupancy inspection may be carried out.

### **INSPECTION REQUESTS:**

IJD Inspection Services Ltd. is the contractor responsible for Town of Olds Building Inspections. The Building Inspector works out of the Town of Olds office on **Mondays** and **Thursdays** each week. **It is the permit holder's responsibility to contact IJD Inspection Services Ltd. two (2) working days prior to requiring an inspection** by calling 403-346-6533 or by faxing 403-347-2533 with the following information supplied: owner's name, permit number and legal description of the site. The Building Inspector will leave INSPECTION REPORTS at the site.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*NOTE: BY SIGNING THE ABOVE, YOU AGREE TO ABIDE BY ALL OF THE ABOVE-NOTED BUILDING INSPECTION REQUIREMENTS FOR YOUR BUILDING PERMIT.*

**IMPORTANT TO NOTE: Please also be aware that you must have your water, sewer and sanitary connections inspected by the municipality prior to backfilling. To arrange for an inspection, contact the Town of Olds Operations Department at 403-507-4833 two (2) working days prior to requiring the inspection. Failure to do so will result in the services being re-excavated and inspected at your cost.**