



# DEVELOPMENT PERMIT

## DETACHED DWELLING & DUPLEX APPLICATION

Please e-mail completed form to [planning@olds.ca](mailto:planning@olds.ca)

Roll # \_\_\_\_\_

DP # \_\_\_\_\_

Property Address		Project Description	
Lot	Block	Plan	
Name of Applicant		Tel Fax	Cell
Address of Applicant		Postal Code	
E-mail			
Name of REGISTERED OWNER		Tel Fax	Cell
Address Of REGISTERED OWNER		Postal Code	
Estimated Value of Project	Commencement Date (Estimated)	Completion Date (Estimated)	
<b>OFFICE USE ONLY</b> DP Fee \$400 + ( _____ dwelling units x \$50) _____ = Total \$ _____ Security \$ _____ Receipt # _____ Utility Excavation Permit Connect Fee \$ _____ Security \$ _____ Receipt # _____			

The following information is necessary to enable a thorough evaluation and timely decision on your application. **Applicants are required to fill in the column, "Applicant".** As far as possible, drawings and plans should be prepared to professional drafting standards.

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. Current copy of CERTIFICATE OF TITLE (dated within 3 months) and copies of any REGISTERED UTILITY RIGHT OF WAY, EASEMENT AGREEMENT or CAVEAT by the Town
<input type="checkbox"/>	<input type="checkbox"/>	2. OWNER AUTHORIZATION (if the applicant is not the owner of the property)
<input type="checkbox"/>	<input type="checkbox"/>	3. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	4. DEVELOPMENT SECURITY DEPOSIT (Refunded upon completion of development permit conditions)
<input type="checkbox"/>	<input type="checkbox"/>	5. UTILITY EXCAVATION PERMIT APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>	6. SITE PLAN
<input type="checkbox"/>	<input type="checkbox"/>	a) North arrow
<input type="checkbox"/>	<input type="checkbox"/>	b) Property address
<input type="checkbox"/>	<input type="checkbox"/>	c) Legal description (Lot, Block, Plan)
<input type="checkbox"/>	<input type="checkbox"/>	d) Property lines
<input type="checkbox"/>	<input type="checkbox"/>	e) Label adjacent streets, lanes, sidewalks & curbs
<input type="checkbox"/>	<input type="checkbox"/>	f) Utility rights-of-way and easements
<input type="checkbox"/>	<input type="checkbox"/>	g) Foundation outline of dwelling, outline of eaves any other projections (e.g. cantilevers) & decks
<input type="checkbox"/>	<input type="checkbox"/>	h) Front, side and rear setbacks from property lines (show dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	i) Outline and location of any accessory buildings dimensioned to the two closest property lines

<input type="checkbox"/>	<input type="checkbox"/>	j) Lot grades (include grade points as indicated on pg. 4, Diagram 1) <b>See <u>LOT GRADE NOTE</u> below</b>
<input type="checkbox"/>	<input type="checkbox"/>	k) Width & length of all parking areas including parking pads, stalls, driveways, etc.
<input type="checkbox"/>	<input type="checkbox"/>	l) Retaining walls (existing and proposed) indicating length, width & height
<input type="checkbox"/>	<input type="checkbox"/>	m) Location of existing and proposed fences
<input type="checkbox"/>	<input type="checkbox"/>	n) Location of existing and proposed service lines
<input type="checkbox"/>	<input type="checkbox"/>	7. ELEVATION DRAWINGS - 2 sets (11"x17") OR digital PDF, showing:
<input type="checkbox"/>	<input type="checkbox"/>	a. Exterior of proposed building, including windows, doors, projections and decks
<input type="checkbox"/>	<input type="checkbox"/>	b. Lot grades, grades at the corners of the building and the grade lines plotted on each of the building elevation drawings and extended to property line (consistent with the Site Plan)
<input type="checkbox"/>	<input type="checkbox"/>	c. Height from grade to the top of roof on each elevation drawing
<input type="checkbox"/>	<input type="checkbox"/>	d. Elevations of any proposed retaining wall
<input type="checkbox"/>	<input type="checkbox"/>	8. FLOOR PLANS - 2 sets (11"x17") OR digital PDF, showing:
<input type="checkbox"/>	<input type="checkbox"/>	a. Layout of all exterior and interior walls. Identify rooms by function (eg. kitchen, bathroom, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	b. Location of all doors and windows
<input type="checkbox"/>	<input type="checkbox"/>	c. Dimensions of the building(s); including cantilevers, other projections, decks, etc.
<input type="checkbox"/>	<input type="checkbox"/>	

**LOT GRADE NOTE**

1. In **new subdivisions** the following information is required (see diagrams pages 4-8):
  - a) The Building Grade Certificate, produced by the engineer for the developer of the subdivision, must be submitted with the application;
  - b) All grades shown on the Building Grade Certificate must be shown on the site plan and the elevation drawings. The elevation drawings should also show the elevations of the footings and the sanitary invert if applicable.
2. In **developed areas** (infill) of the community, grades are required at the locations indicated on attached diagrams.

The Development Authority may require additional material to properly evaluate the proposed development.

In addition to **1 set of plans** required for the Development Permit Application, a **Building Permit Application** requires an additional **2 sets of plans** (11'x17'). A digital PDF version is also acceptable.

I hereby make application under the provisions of the Town of Olds Land Use Bylaw #01-23 for a Development Permit in accordance with the plans and supporting information submitted herein and which form part of this application.

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Name of APPLICANT (Please Print)

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Signature of APPLICANT

---

DATE



## OWNER AUTHORIZATION

Please e-mail completed form to [planning@olds.ca](mailto:planning@olds.ca)

PLEASE PRINT

DP # \_\_\_\_\_

Property Address:

Lot

Block

Plan

I hereby certify I am the Registered Owner **or** Agent authorized to act on behalf of the registered owner(s) of the above stated property.

\_\_\_\_\_  
Name of ☐ Registered Owner / ☐ Agent

\_\_\_\_\_  
Signature of ☐ Registered Owner / ☐ Agent

\_\_\_\_\_  
Date

**IF ABOVE SECTION IS NOT SIGNED BY A REGISTERED OWNER, THE SECTION BELOW MUST BE COMPLETED:**

☐ I/we authorize the above named Agent to act on our behalf in submission of this Application.

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

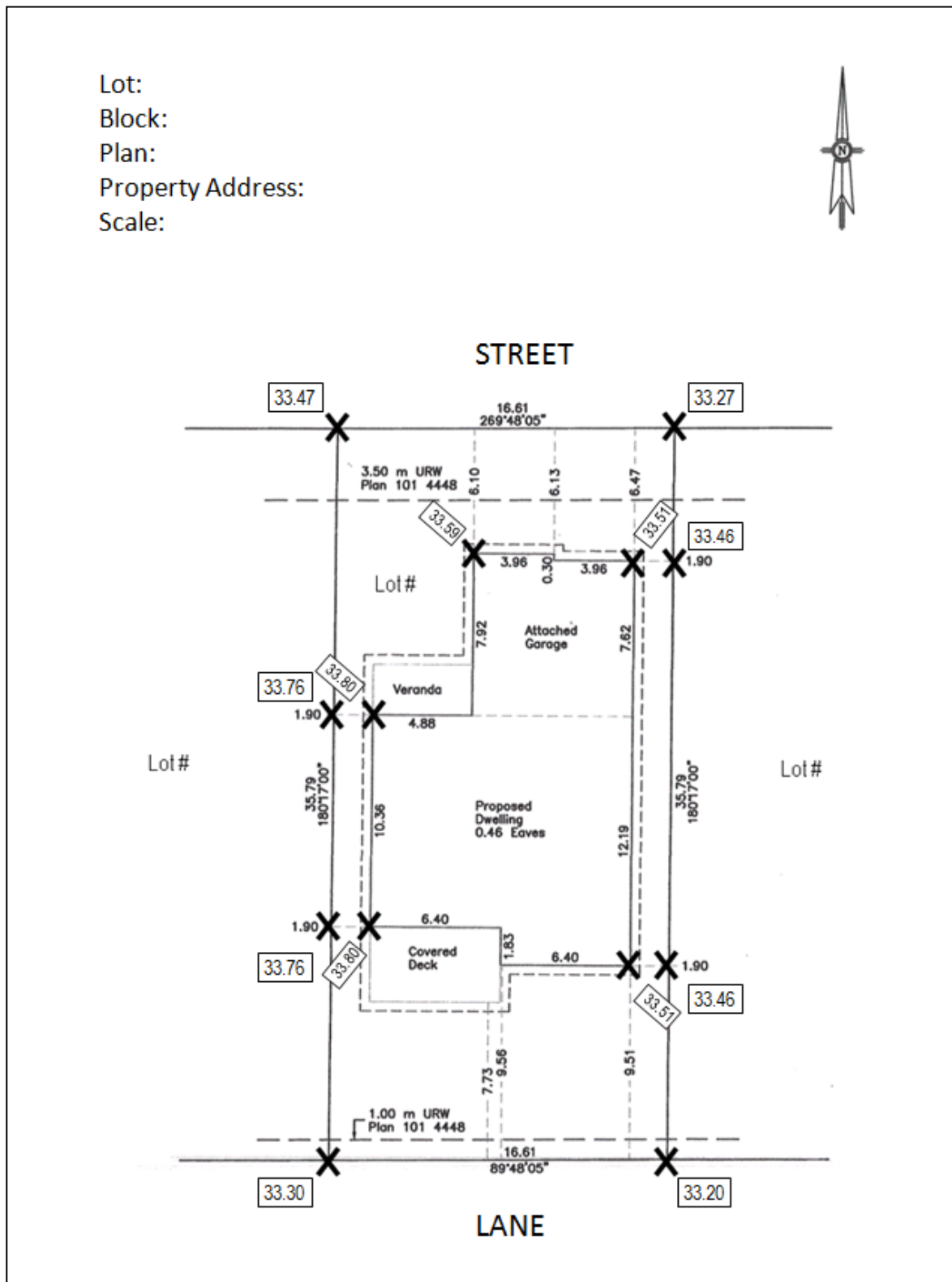
\_\_\_\_\_  
Date

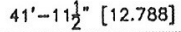
**Please Note:**

- A registered owner is required to sign.
- Form must be submitted with original signatures.
- If Registered Owner or Agent is a corporation, signed documentation showing names of those who have signing authority for the corporation must also be submitted.

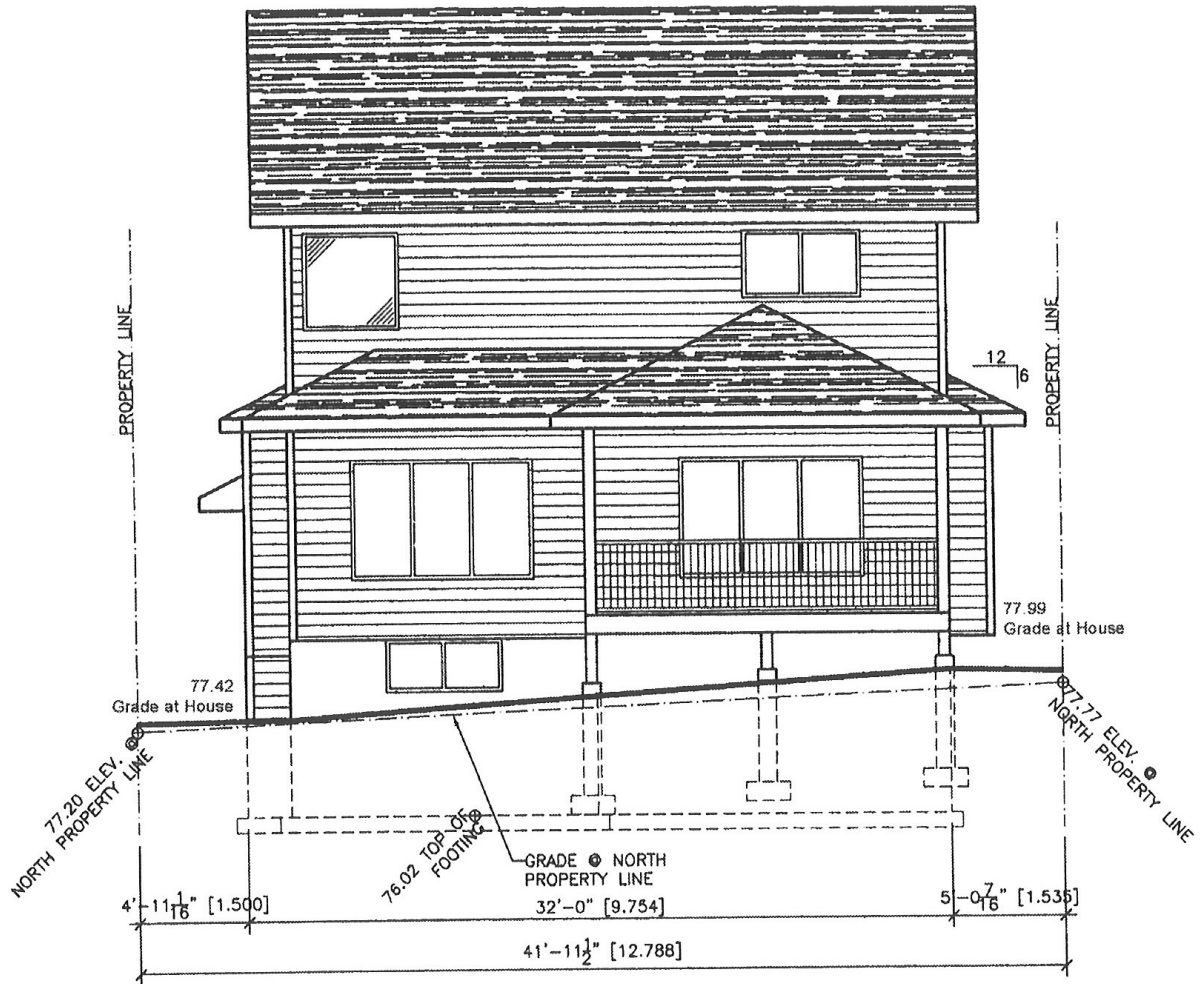
*The personal information on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used in order to process this form. Please forward questions or concerns to the FOIP Coordinator at 4512 46 Street, Olds, AB T4H 1R5. Phone 403-556-6981, Fax 403-556-6537, or email [FOIP@olds.ca](mailto:FOIP@olds.ca)*

DIAGRAM 1 – EXAMPLE OF LOT GRADES

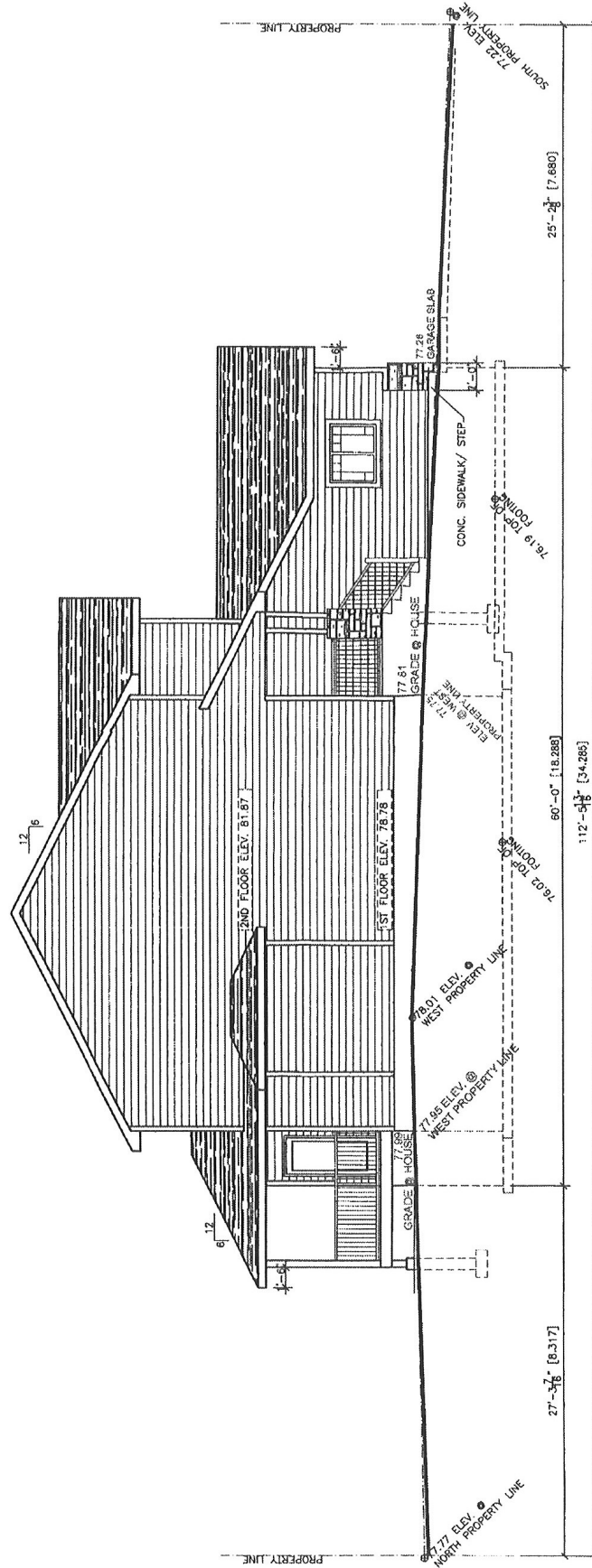


$$3/16'' = 1' - 0''$$


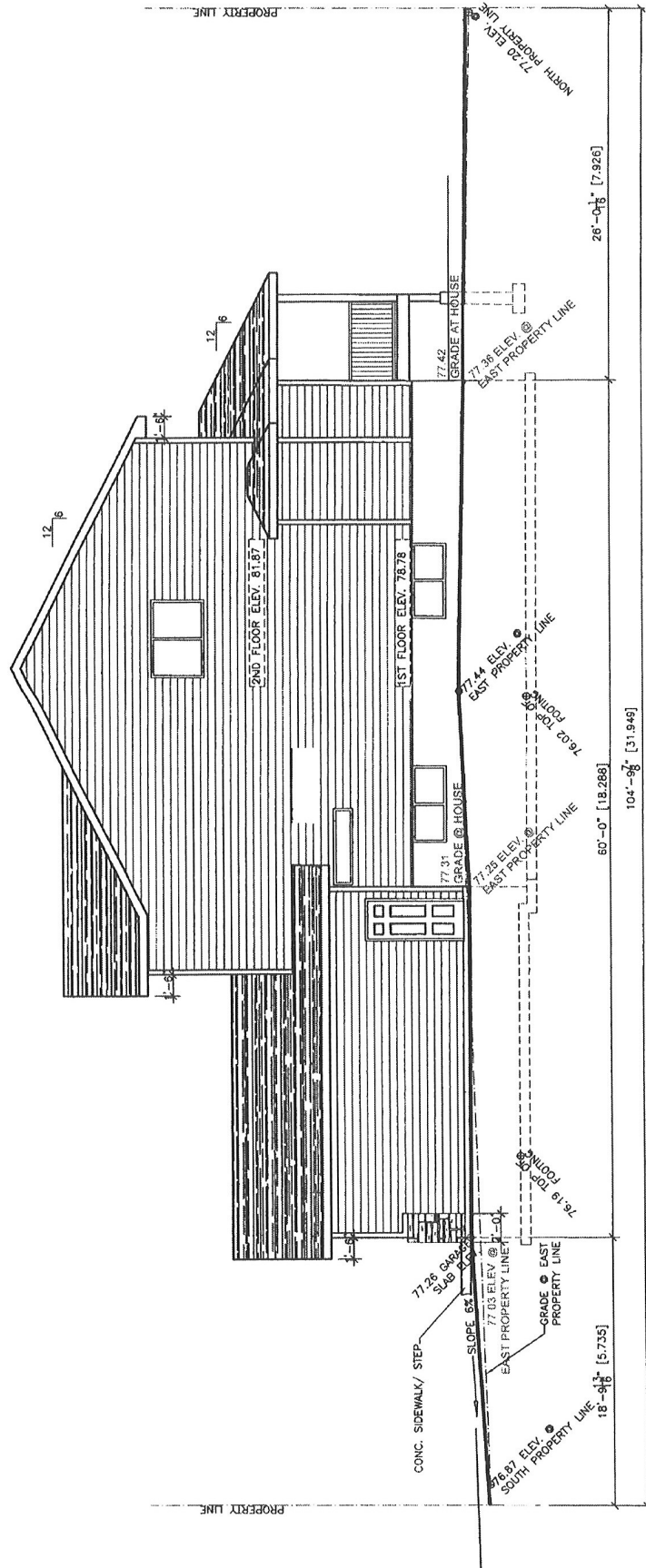
2 NORTH ELEVATION  
A3  $\frac{3}{16}" = 1'-0"$



3 WEST ELEVATION  
A3 3/16"=1'-0"



4 EAST ELEVATION  
A3 3/16"=1'-0"







# BUILDING PERMIT APPLICATION

BP Fee \$ _____	Receipt# _____
SCC Fee \$ _____	Roll # _____
TOTAL \$ _____	

Building Permit #	Application Date		
<b>Project Location:</b> Civic Address _____ Lot _____ Block _____ Plan _____			
<b>Applicant</b> _____ Daytime Phone _____ Mailing Address _____ City/Town _____ Postal Code _____ Email _____			
<b>Owner/ Prospective Owner</b> _____ Daytime Phone _____ Mailing Address _____ City/Town _____ Postal Code _____ Email _____			
<b>Contractor</b> _____ Contact Person: _____ Daytime Phone _____ Mailing Address _____ City/Town _____ Postal Code _____ Email _____			
<b>Name of Architect/ Engineer</b> (if applicable) _____			
<b>Occupancy Type:</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Other _____ <b>Type of Work:</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> Foundation <input type="checkbox"/> Garage / Shed / Carport <input type="checkbox"/> Wood Burning Appliance <input type="checkbox"/> Other _____			
<b>Building Area Ft<sup>2</sup>:</b> _____ <b>Basement Development Ft<sup>2</sup></b> _____ <b>Number of Stories</b> _____			
<b>Description of Work:</b> _____ _____ _____			
Value of Material & Labour \$ _____			
<b>Permit Applicant Declaration:</b> The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety codes Act and Regulations and work will commence within 90 days. <b>APPLICANT</b> <b>APPLICANT</b> <b>NAME</b> _____ <b>SIGNATURE</b> _____			
The personal information requested on this form is being collected for the purpose of processing your application and is governed, authorized and protected by the Freedom of Information and Protection of Privacy Act (FOIP). By providing this information, you consent to its use for the above purposes. If you have any questions with respect to the collection or release of this information, please contact the Town of Olds FOIP Coordinator at (403) 556-6981.			
<b>Permit Validation Section:</b> Special Conditions: _____ General Conditions: _____ This Permit expires if the construction to which it applies: - Is not commenced within 90 days from the date of issue of the permit, - Is suspended or abandoned for a period of 120 days, or - Is in respect of a seasonal use residence and the construction is suspended or abandoned for a period of 240 days after the construction is started. <div style="text-align: right;">AB New Home Warranty <input type="checkbox"/> (If applicable)  <b>Email: <a href="mailto:planning@olds.ca">planning@olds.ca</a></b> <b>Phone: 403-507-4806</b></div>			
Issuing S.C.O. Name	S.C.O. Designation #	S.C.O. Signature	Date of Issue



## Construction Fire Safety Plan

### Small buildings

Address:

Building Permit #

Description of Project:

General Considerations:

FIRE/POLICE/AMBULANCE: 9-1-1

- Address to be posted in conspicuous location
- A warning system will be in place at all sites to warn of potential threats, and facilitate evacuation
- Each site will have a muster point where workers can be accounted for
- A method of notifying the fire department, or other emergency agency shall be available at all times
- Fire extinguishers minimum 2A-10 BC will be available at all times at every site while workers are present
- Access to fire hydrants and buildings for fire apparatus must be maintained
- Hazards Control:
- At the end of each day combustibles will be cleared from the site area, disposed of in bins, or stored in neat piles
- No open-flame devices will be used inside buildings unless a dedicated watch for one hour is in place, check after 4 hours – this includes hot works(welding, soldering)
- Use of propane to conform to the Propane Handling Code
- Propane tanks or flammable liquids containers are not allowed within buildings.
- Smoking is not permitted where conditions are hazardous or potential of ignition exists
- Construction Heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire. Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.

#### Contact Personnel:

Provide a list of names and telephone numbers of person(s) to be contacted during non-operating hours or in emergency situations.

- Contact (24 hr.) \_\_\_\_\_

This plan is designed in conformance with Section 2.8.2 of the Alberta Fire Code, and on signature, becomes an agreement between the building owner/contractor and the Town of Olds Fire Department

Building Owner/Contractor Signature: \_\_\_\_\_

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



## UTILITY EXCAVATION PERMIT APPLICATION

Please e-mail completed form to [planning@olds.ca](mailto:planning@olds.ca)

Please check a box below that best describes your utility excavation:

☐ Deep Utility

☐ Shallow Utility

Permit # \_\_\_\_\_

Name of APPLICANT		Tel/ Cell	Fax
Address of APPLICANT			Postal Code
Name of OWNER (if different from Applicant)		Tel/ Cell	Fax
Name of CONTRACTOR	Contact Name for site (24 hours)		Contact Tel (24 hours)
Location of Excavation		Start Date	End Date
Description Of Project			
Estimated date for Re-Paving (within 30 days)			

This checklist is to be completed and all information submitted along with your utility excavation permit application.

- ☐ Locates must be obtained **PRIOR** to excavation
- ☐ Alberta One Call – [www.alberta1call.com](http://www.alberta1call.com) or 1-800-242-3447
- ☐ DigShaw – [www.digshaw.ca](http://www.digshaw.ca) or 1-866-344-7429
- ☐ Site Plan – Property lines, buildings or structures, street/alley, or any other relevant information.
- ☐ Alberta Transportation – Call 1-403-340-5166 If working within a 2-block radius of Highway 27 or Highway 2A (if applicable)
- ☐ Canadian Pacific Railway – Call 1-888-333-6370 (if applicable)
- ☐ Road Closure (InterCon) – 1-866-926-9150
- ☐ Road Plan (if applicable)

## General Conditions – PLEASE READ

There is no fee for the Shallow Utility Excavation Permit application. A Development Security equal to the cost of the portion of construction that is on municipal lands is required and will be charged per Rates Bylaw. The fee for a new connection to a municipal underground service trunk main (water, sanitary or storm) is **\$1,200 per service connection (non-refundable)**. For example, if installing water and sewer services, the amount owing will be \$2,400.

A Development Security equal to the cost of the portion of construction that is on municipal lands is required and will be charged per Rates Bylaw. The value of the Development Security required for a set of two service connections, based on current fair market values, **\$3000 for work within boulevards only including service drop installation; \$8,000 for gravel surface with or without sidewalk/curb and gutter , and \$30,000 for paved surface with sidewalk/curb and gutter , per trench**. If costs are greater, the Applicant will be billed for the actual amounts. **It is the Developer/Contractor's responsibility to return the surface excavated to its equivalent or better**. The Development Security will be held for a period of **2 (two) year from completion of construction**, after which time **Final Acceptance Certification** will be given, so as to allow time for settlements/issues to become apparent. After this time, as long as there have been no performance issues, the Development Security will be returned.

There is no fee or securities required to connect to existing water, sewer, or storm services if the service lines are already to the property line. The Town of Olds requires and inspection of the connections **PRIOR TO BACKFILLING** to ensure quality assurance of connection to Town infrastructure.

The Applicant shall contact the **Town of Olds Planning and Infrastructure Department** at **403-507-4806** to arrange for an inspection of the water and sewer connections **PRIOR TO BACKFILLING**. Please be advised that the Development Security **will not** be returned to the Developer if water and sewer connections are not inspected prior to backfilling. Please note that **48 hours' notice** must be given to the **Planning and Infrastructure Department** prior to the desired inspection date. Inspections will be conducted between 8:30 am – 3:00 pm Monday to Friday only.

If **OLD SERVICES** are to be abandoned, they must be properly abandoned and inspected by a qualified member of the Town of Olds Utilities team. Please note that **48 hours' notice** must be given to the **Planning and Infrastructure Department** prior to the desired inspection date. **Call 403-507-4806 to arrange for an inspection**. Inspections will be conducted between 8:30am – 3:00pm Monday to Friday only. Water Services ½" or smaller are to be properly abandoned and replaced with new service connection pipe installed to the main.

The Applicant shall contact the **Town of Olds Planning and Infrastructure Department** at **403-507-4806** to arrange for a **SIDEWALK** inspection. Please note that **48 hours' notice** must be given to the **Planning and Infrastructure Department** prior to the inspection date desired. Inspections will be conducted between 8:30 am – 3:00 pm Monday to Friday only.

**All excavations within paved roads will be backfilled, compacted, and have a 3" concrete top (flush with pavement surface if asphalt top cannot be applied immediately)** and placed in the presence and observation of **Town of Olds Planning and Infrastructure Department staff**. **48 hours' notice** is required to have the inspector present. An inspection is required for any deposit to be returned. Inspections will be conducted between 8:30am – 3:00pm Monday to Friday only.

If the work is completed **WITHOUT AN INSPECTION FROM THE TOWN OF OLDS** the Contractor will be billed for the inspection at cost plus 50% for any work carried out by the Town of Olds or its agent to make any road, alley, or sidewalk safe, or to permanently complete excavations.

The **APPLICANT** will ensure that the work site is maintained in such a way that no harm may come to pedestrians or vehicles that may have to pass through or around the site, including barricades and lights if required. The Applicant agrees that the Town shall be **SAVE HARMLESS** from any injury/damages/losses that may occur due to neglect on the applicant's part. Traffic will not be delayed or detoured without authorization from the Town of Olds, Operational Services Department.

- ☐ The applicant shall provide **proof of insurance** identifying the Town of Olds as an additional named insured for those portions of construction on Town owned lands.

The Applicant must submit a time schedule from start to completion of the project for approval by the Town of Olds. The Applicant will be responsible for any work stoppages or deficiencies.

By signing this application, the Applicant agrees to conform to the above General Conditions while working within Olds town limits.

\_\_\_\_\_  
Print NAME of APPLICANT

\_\_\_\_\_  
Signature of APPLICANT

\_\_\_\_\_  
Date

**PERMIT APPROVAL – OFFICE USE ONLY**

File reviewed by:  _____ Operational Services  Date: _____	Fees Paid \$ _____ (Codes: Service Connection - Water 1-4100-411-00; Wastewater 1-4200-411-00; Security 4-0000-474- 01) Receipt # _____  Date: _____
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Comments:


**Water & Sewer Inspection Report**  
(To be completed by Town of Olds)

Permit # \_\_\_\_\_

The Town of Olds Planning & Infrastructure department requires 48 hours' notice for inspections. Inspections will be conducted between 8:30 am and 4:30 pm Monday to Friday only.

Municipal Address of PROPERTY			
Legal Description	Lot	Block	Plan
Name of OWNER			Tel
Name of CONTRACTOR / INSTALLER			Tel
Water / Sewer Line Connection <input type="checkbox"/> Approved <input type="checkbox"/> Corrections Required: _____			
Comments			

\_\_\_\_\_  
Signature of Water & Sewer Inspector

\_\_\_\_\_  
Signature of Contractor / Installer

\_\_\_\_\_  
Date

**Planning and Infrastructure CCC Inspection Report (to be completed by Town of Olds)**

The Town of Olds Planning and Infrastructure department requires 48 hours' notice for inspections. Inspections will be conducted between 8:30 am and 4:30 pm Monday to Friday only.

The CCC Inspection is only at the time of construction completion. This indicates that work has been completed to a satisfactory state for the two-year warranty period to start. There is a two-year compaction / settlement guarantee for all roads & sidewalks. If these settle within one year, the Contractor / Installer will make necessary corrections at no cost to the Town of Olds. This section is not applicable to existing services that are being connected to a property line.

Name of CONTRACTOR / INSTALLER		Tel
Pavement	<input type="checkbox"/> Approved <input type="checkbox"/> Corrections Required: _____	
Sidewalks / Curbs	<input type="checkbox"/> Approved <input type="checkbox"/> Corrections Required: _____	
Comments		

\_\_\_\_\_  
Signature of Operations Inspector

\_\_\_\_\_  
Signature of Contractor / Installer

\_\_\_\_\_  
Date

# Planning and Infrastructure FAC Inspection Report (to be completed by Town of Olds)

The Town of Olds Planning and Infrastructure department requires 48 hours' notice for inspections. Inspections will be conducted between 8:30 am and 4:30 pm Monday to Friday only.

The FAC inspection is the final inspection at the end of the two-year warranty period. If any settlement or issues have arisen due to the work, the contractor/developer must rectify issues before release of deposit. There is a two-year compaction / settlement guarantee for all roads & sidewalks. If these settle within two years, the Contractor / Installer will make necessary corrections at no cost to the Town of Olds. This section is not applicable to existing services that are being connected to the property line.

Name of CONTRACTOR / INSTALLER		Tel
Pavement	<input type="checkbox"/> Approved <input type="checkbox"/> Corrections Required: _____	
Sidewalks / Curbs	<input type="checkbox"/> Approved <input type="checkbox"/> Corrections Required: _____	
Comments		

\_\_\_\_\_  
Signature of Operations Inspector  
Installer

\_\_\_\_\_  
Signature of Contractor /

\_\_\_\_\_  
Date

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## Terms and Conditions:

- If the contractor fails to remedy any site damages, settlements, or any other construction related damages incurred during the shallow utility construction and up to the issuance of FAC, the deposit will be kept and utilized by the Town to complete all construction restoration. The following two statements apply for restoration costs valued higher and lower than the deposit being held in this event:
  - A. If the costs of restoration is greater than the deposit held and utilized by the Town of Olds, the Town will keep records of time and materials utilized for these corrective actions. If/when the contractor applies for a utility excavation permit with the Town of Olds, the permit will not be approved until such time as the Town of Olds is reimbursed for the previous damages and expenses outstanding.
  - B. If the costs of the remedy are less than the amount owing, the Town at its own discretion may return a portion of the unused deposit.
- Exposing of deep utilities such as CB lines and storm mains: Contractors can either expose the lines to ensure 0.5m minimum separation OR provide camera inspection of the Town infrastructure at time of CCC to prove that Town infrastructure was not damaged by utility installation.