



- The inspector may issue a building permit for part of the work before the plans and specification for the complete work is submitted.
- The issuance of a building permit shall not prevent the inspector from thereafter having the correction of work being carried on when in contravention of the Safety Codes and Building Codes Acts.
- Every permit issued by the inspector shall become null and void if the work authorized is not commenced within **90 days** of the date of issuance.

* It is expected that the applicant pay the applicable building permit fees upon picking up the issued building permit.

Inspection Period

(ongoing until construction complete)

- The building inspector will perform ongoing inspections of the construction process to ensure compliance with the examined plans, the building standards act, and other bylaws and regulations.
- The inspector will prepare ongoing reports indicating deficiencies, when stages of construction are complete, and when occupancy is permitted. The applicant and Town of Rocky Mountain House get copies of the report.
- When occupancy permitted, and/or construction complete, the Town will issue a Permit Services report that states whether the construction complies with the Safety Codes Act.

* From the date of issuance, the applicant has **One Calendar year** to complete construction before the building permit expires.



Applying for a Building Permit?

This brochure is designed to help developers, business owners, and residents understand the building permit process as well as what is needed for an application.



Town of Rocky Mountain House
Planning and Community Development

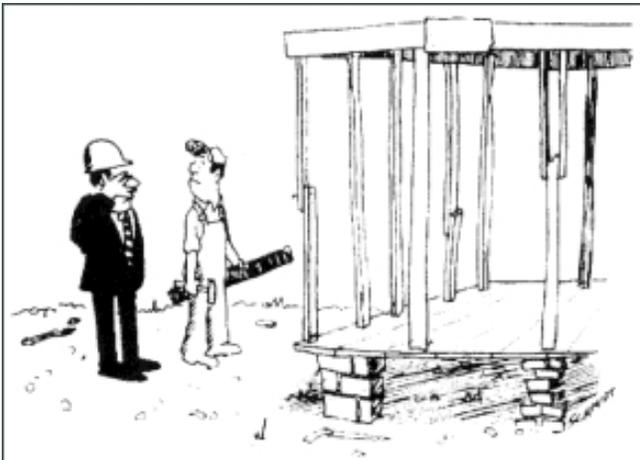
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When do I need a Building Permit?

- A building permit is required for any construction, alteration, relocation, repair, or demolition of any building that has an **estimated value over \$5000.00**.
- A building permit is **not required**:
 - For painting or decorating
 - Minor repairs not exceeding \$5000.00 in value.
 - A tool shed not exceeding 102 square feet.
 - Repair or alteration to heating, ventilating or air conditioning which will not hinder the satisfactory operation of the system.



What is required for a Building Permit Application?

1. Completed **Application for Building Permit Form**
2. On the Application Form, it is required that the applicant provide the **Estimated Market Cost** of the project.
3. Two sets of **Construction and Specification Plans**. Each set of plan requires:
 - a. Building address
 - b. Name and address of owner of property.
 - c. Name and address of the agent that represents owner.
 - d. Name and address of person who prepared plans.
 - e. **Site plan** showing dimensions of lot and location of proposed work in relation to property lines
4. Computations, test results, or other evidence that may be required by Inspector.

What is the Building Permit Process?

1. Review and Issuance of Building Permit (2 weeks)

- Upon application, the building inspector will review the permit and determine the appropriate fees that are required, as well as whether approval is warranted.
- The inspector may circulate the plans and specifications to other Town departments, or the Province of Alberta to determine compliance with their regulations or bylaws.
- With issuance of a permit, the inspector will stamp the plans "EXAMINED". All work shall be done in accordance with the Examined plans. Examined plans can only be changed or modified with authorization of the inspector.
- One set of Examined plans will be kept by the inspector, and one set of the Examined plans will be given to the applicant, and shall be kept at the work-site at all times for the availability to the inspector.