

Building Permit Application



Commercial / Institutional Projects

Planning and Development

110 Bear Street, P.O. Box 1260, Banff, Alberta T1L 1A1
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enviroservices@banff.ca

Civic Address: _____ Unit No.: _____

Legal Description: Lot(s)/Unit: _____ Block: _____ Plan (LTO): _____

Project Description: _____

Building Area (m² and s.f.): _____ Estimated Value of Construction: _____

Name of Registered Owner*: _____

Mailing Address: _____

City/Province: _____ Postal Code: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____ Email: _____

***Two complete sets of drawings, an electronic copy in PDF format and a copy of the Title are required to be submitted with the Building Permit application.**

Name of Applicant/Agent: _____

Mailing Address: _____

City/Province: _____ Postal Code: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____ Email: _____

Designer / Contractor: _____

Mailing Address: _____

City/Province: _____ Postal Code: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____ Email: _____

Applicant's Declaration: I hereby certify that I have read and examined this application and know the information to be true and correct. All provisions of land title encumbrances, utility rights-of-way, overhead wires, law and bylaws governs this type of work of this property will be complied with whether or not specified herein.

Signature: _____ Date: _____

NOTE: A building or part of a building shall not be used or occupied until an Occupancy Permit has been issued by the Safety Codes Officer and requirements of all municipal bylaws pertaining to the development have been satisfied.

FOR OFFICE USE ONLY	Building Permit No.: _____
<input type="checkbox"/> Approved	Building Permit Fee: _____
<input type="checkbox"/> Approved Subject to Attached Conditions	Safety Codes Fee: _____
<input type="checkbox"/> Refused	TOTAL: _____
Safety Codes Officer: _____	Date: _____
Development Officer: _____ DP# _____	Date: _____

This personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this Building Permit application. It is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Manager of Planning and Development at 403-762-1215, Town of Banff, P.O. Box 1260, Banff AB, T1L 1A7.

CONDITIONS

1. Neither the issuance of a permit, nor the examination of plans and specifications shall be construed to be a permit, or approval of any violation of any of the provisions of the Safety Codes Act, Statutes of Alberta 1991, Chapter 8-0.5 with amendments and Regulations made pursuant thereto, Ministerial orders or the Land Use Bylaw of the Town of Banff.
2. A safety codes officer may suspend or cancel a permit if the safety codes officer, on reasonable and probable grounds, is of the opinion that the permit holder does not comply with the Safety Codes Act when acting pursuant to the permit or that thing, process or activity does not comply with the Safety Codes Act.

The safety codes officer shall serve written notice of the suspension or cancellation on the permit holder and shall also notify the Administrator. Appeals may be pursued in accordance with the Safety Codes Act.
3. Neither the granting of a permit nor the examination of plans and specifications nor any inspections carried out shall relieve the owner of a building from full responsibility of carrying out work or having work carried out in accordance with the requirements of the Safety Codes Act, regulations made pursuant thereto, and/or Ministerial orders.
4. The examined drawings for which this permit is issued must be posted on the job for use of the safety codes officer and no deviation from these drawings, with or without conditions, including site plans, shall be made without written approval from the safety codes officer.
5. Every permit shall automatically lapse either if active work is not commenced within 6 months from the date of issuance, or if the building authorized by the permit is suspended or abandoned for a period of 1 year at any time after the work is commenced. Before work can be started again, a new permit shall be obtained.
6. Any person who commits an offense under the provisions of the Alberta "Safety Codes Act", or regulations made pursuant thereto, is guilty of an offense.
7. The Safety Codes Act states that "A person who is guilty of an offense is liable
 - (a) for a first offense
 - (i) a fine of not more than \$15,000 and, in the case of continuing offense, to a further fine of not more than \$1,000 for each day during which the offense continues after the first day or part of a day, or
 - (ii) imprisonment of a term not exceeding 6 months, or both fines and imprisonment, and
 - (b) for a 2nd or subsequent offense the above penalties double.
8. No building or part of a building shall be used or occupied, and no change in the existing occupancy classification of a building or any part thereof shall be made until an Occupancy Permit has been issued, or permission to use or occupy the building has been received from the authority having jurisdiction. Occupancy Permits will not be issued without proof of other required permits.
9. As a safety codes officer may wish to inspect at various stages of construction, it will be the responsibility of the owner to notify the safety codes officer prior to covering up of any work regulated by the Act and regulations, namely:
 - (a) prior to backfilling of foundations,
 - (b) at the completion of framing,
 - (c) insulation and vapour barrier prior to the application of wall finishes,
 - (d) prior to occupancy of a building or part of a building.
10. Before any excavation or construction is started, the following should be checked:
 - (a) Utilities – locations, height or depth, and protection from damage of all utilities, i.e. sewers, water, sewer, gas, telephone, cable, etc.
 - (b) Levels – respecting proposed elevations of finished lanes, streets or avenues, sanitary or storm sewer connections.
11. This is not a permit for plumbing, gas or electrical work. Required permits shall be obtained for any of the above work from the appropriate authority. Contact Alberta Labour at 1-800-565-7483 and ask for 297-5771 for the authority having jurisdiction.

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REQUIRED INSPECTIONS

The following building inspection stages are requirements of the Town of Banff

NEW BUILDING

Commercial – All buildings except single-family dwellings and 2-unit semi-detached.

- Foundation
- Framing
- HVAC
- Final

Residential – single family & 2-unit semi-detached.

- Foundation – Dampproofing & foundation drainage completed before backfill
- Framing/HVAC – after plumbing, gas & electrical rough-ins have been completed before drywall.
- Final – Hot water available, heating & ventilation system operational, at least one water closet & one sink operational, flooring installed in operating bathroom, smoke alarms operational, handrails & guard rails in place.

EXISTING BUILDING

Commercial – See plans examination report

Residential – See plans examination report

The inspector may ask that all or a portion of the work be exposed for inspection if that work has been covered prior to the pertinent inspection being conducted.

REQUIREMENTS FOR OCCUPANCY PERMIT

ALL BUILDINGS

Commercial – All buildings except single-family dwellings and 2-unit semi-detached

- All required plumbing, gas & electrical permits have been taken & permit numbers submitted to the Town of Banff.
- All engineering reports, schedules and other verifications have been received by the Town of Banff.
- All deficiencies noted on the final inspection report have been corrected.

Residential – single family & 2-unit semi-detached

- All deficiencies noted on the final inspection report have been verified, in writing, by the owner, contractor or professional engineer, as having been corrected.

The above requirements must be met prior to occupancy being granted.