

Description

Successful completion of this package, and meeting all submission requirements, will result in a complete application for a **Lot Grading, Development and all related Inspection Services Permits**. When applying for more than one dwelling unit (with the exception of a secondary suite), and upon approval, each address will result in a permit, therefore the fees identified below and submission requirements will also apply to each address.

Submittal Requirements

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| <p><input type="checkbox"/> 1. Certificate of Title</p> <p><input type="checkbox"/> 2. Plot/Lot Grading Plan – ensure requirements listed on page 5 are included on plan</p> <p><input type="checkbox"/> 3. Building Plans – ensure requirements listed on page 5 are included on plans</p> <p><input type="checkbox"/> 4. Floor Joist Layout – shall include telepost location and engineering for loading</p> <p><input type="checkbox"/> 5. Roof Truss Layout – shall provide individual detail sheet for each truss</p> <p><input type="checkbox"/> 6. Engineered Pilling Documentation</p> <p><input type="checkbox"/> 7. Heat Loss Calculations – a sample is located at cityofgp.com/development-plans/specifications-standards-and-guidelines</p> | <p><input type="checkbox"/> 8. Proof of New Home Warranty</p> <p><input type="checkbox"/> 9. 9.36 Energy Efficiency Summary</p> <p><input type="checkbox"/> 10. Addressing Application – required for secondary suites as well as triplex and fourplex application available at cityofgp.com/city-government/bylaws-policies-procedures/policies-procedures/assigning-address-application-form</p> <p>Please Note: Upon a thorough review of your application, a Development Officer will establish if a Variance or additional documentation is required.</p> |
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Fees

Lot Grading Permit Fee: \$80.00

Development Permit Fee: \$150.00

If a secondary suite is applied for, add an additional \$150.00

- ☐ **Variance Required:** \$400.00
If required, submit variance application as a submittal. Application available: cityofgp.com/city-services/permits-licenses-forms/development-permit-variance-application

Building Permit Fee: Calculated as follows

_____ total floor area (excluding basement and garage)

_____ cost of construction (sq.ft. x 180)

_____ building permit fee (cost of construction / 1000 x \$4.50)

*A 4% Safety Codes Levy is included in this price
If a secondary suite is applied for, add an additional \$150.00

Electrical Permit Fee: \$244.40*

If a secondary suite or basement is applied for, add an additional \$89.50

Plumbing Permit Fee: \$156.00*

If a secondary suite or basement is applied for, add an additional \$89.50

Gas Permit Fee: \$156.00*

If a secondary suite or basement is applied for, add an additional \$89.50

Occupancy Certificate: \$50.00

If a secondary suite is applied for, two Occupancy Certificates are required

Submission Information

Complete applications and all submittal requirements may be submitted electronically to inspections@cityofgp.com.

If applying for only one lot grading permit, submit Lot Grading Plan and this application with the following sections complete:

A, B, D, E 1, G, H, I

If applying for only a development permit, submit #1 plot/lot grading plan, #2 certificate of title, #3 building plans and this application with the following sections complete:

A, B, D, E 1 & 2, G, H, I

If applying only for a building permit, submit all submittal noted on page 1, with the exception of #2 certificate of title and if the permit is for a secondary suite #10 addressing application.

Questions

For questions on Lot Grading requirements, please contact **780-538-0417** or email lotgrading@cityofgp.com

For questions on Development requirements, please contact **780-538-0325** or email devpermits@cityofgp.com

For questions on Inspection Services requirements, please contact **780-538-0421** or email inspections@cityofgp.com

FOIP Act Policy

The personal information on this form is being collected under the authority of the City of Grande Prairie Lot Grading Bylaw, Land Use Bylaw and Building Bylaw and amendments thereto, as well as Section 33(c) of the *Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25*, as amended from time to time. The personal information being collected in this application package, including name and contact information, will be used to process the application. This information may also be used for statistical data. The information is protected by the provisions of the FOIP Act. If you have any questions about the collection, use or disclosure of your personal information, please contact the City of Grande Prairie FOIP Coordinator at **780-538-0300**.

Clear Form

Print Form

A. Project Address(es)

Civic			
Legal	Lot:	Block:	Plan:

B. Owner Information

Owner Name			
Address		City	
Province		Postal Code	
Email		Phone	

C. Sub-Contractor Information (Leave this section blank if sub contractors will be applying for their own permits)

Building Contractor			
Plumbing Contractor		Journeyman Certificate #	
Gas Contractor		Journeyman Certificate #	
Electrical Contractor		Master Certificate #	
HVAC Contractor		Journeyman Certificate #	

D. Applicant Information (If different than Owner)

Job Number: _____

Applicant / Company			
Applicant Address		City	
Province		Postal Code	
Contact Name		Contact Phone	
Contact Email		Master / Journeyman Certificate #	

E. Proposed Development

1. Check one of the following and indicate the amount of square footage _____

<input type="checkbox"/> Single Detached	<input type="checkbox"/> Semi Detached (Side-by-Side)	<input type="checkbox"/> Duplex (Up and Down)	<input type="checkbox"/> Garage Suite	<input type="checkbox"/> Manufactured Home
<input type="checkbox"/> Triplex	<input type="checkbox"/> Fourplex	<input type="checkbox"/> Row House _____ # of units	<input type="checkbox"/> Secondary Suite _____ sq.ft. of suite	

Clear Form

Print Form

E. Proposed Development

2. What is included in the development (Check all that apply)

☐ Select this box to confirm all related work below will be ready for inspection at the same time.

☐ Attached Carport ☐ Deck _____ sq.ft. of suite ☐ Covered ☐ Enclosed ☐ Secondary Suite * _____ sq.ft. of suite

☐ Attached Garage ☐ Basement Development * _____ sq.ft. of suite ☐ Hot Tub

*Additional fees will apply and a second Building Permit will be issued.

* Required Cost of Construction

F. Required Inspections (visit us online at cityofgp.com/business-development/inspection-process-single-family-dwellings for more information.)

☐ I'd like to receive all inspections offered by Inspection Services

OR

☐ I'd like to receive the minimum number of inspections as required by the Municipal Quality Management Plan

G. Details of Work (If not applying for subtrades at this time, please check box to indicate as such)

Plumbing ☐ Not applying at this time # of Fixtures _____

Gas ☐ Not applying at this time BTU's _____ ☐ Fireplace

Electrical ☐ Not applying at this time ☐ New Panel ☐ Overhead ☐ Underground
Amps _____ Volts _____ Cost of Electrical Installation _____

Description of Work

[Clear Form](#)

[Print Form](#)

H. As the Applicant, I affirm (check all that apply)

- ☐ I/We am/are the registered Owner(s) of noted property on which the work identified in this application will be conducted.
- ☐ I have entered into a binding agreement to purchase the noted property on which the work identified in this application will be conducted.
- ☐ I have permission of the registered Owner(s) of noted property to act as an Applicant on which the work identified in this application will be conducted.
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- ☐ I/we grant Right of Entry and ensure the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions and terms of the Lot Grading Bylaw, Land Use Bylaw and Building Bylaw. I/we will notify the appropriate authority of any proposed changes to the plans submitted with this application.

By authorizing Right of Entry, you are authorizing the City of Grande Prairie to enter upon the subject lands for the purpose of site inspection(s), to evaluate the proposed development, and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.

Signature		Date	
Landowner Signature/Authorized Agent (if different from applicant)		Date	

I. Fees

Development Permit	<input type="checkbox"/> Not applying at this time	Lot Grading Permit	<input type="checkbox"/> Not applying at this time
Building Permit	_____ sq.ft. (above grade sq.ft.)	Total	<input type="checkbox"/> Not applying at this time
Electrical		Plumbing	
Gas		Occupancy	
		Total	

PLEASE NOTE

This is an estimate of the fees that can be expected for this project. You will be contacted for payment.

An application that covers more than one lot will have to be calculated by the City.

IMPORTANT NOTICE: THIS APPLICATION DOES NOT PERMIT YOU TO COMMENCE CONSTRUCTION

For Office Use Only

4% Safety Codes Levy					Addressing Required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Payment Type	<input type="checkbox"/> MC	<input type="checkbox"/> Visa	<input type="checkbox"/> AMEX	<input type="checkbox"/> Debit	<input type="checkbox"/> Cheque	<input type="checkbox"/> Other		

Plot/Lot Grading Plan Requirements

A plan scaled no less than 1:100, printed on 11" x 17" paper, designed and prepared by a surveyor, engineer or architect (submitted on paper or as a digital copy) with the following information:

- **Basic:** Municipal address; legal description; development phase; datum information; north arrow; scale; legend; date of survey; date drawn; sanitary invert; storm invert (if applicable); home builder
- **Plot/Lot Grading and Drainage:** Drainage pattern with arrows; slope percentages (along property line and from foundation to property line); proposed elevations at lot corners, house, garage, and break points; existing elevations (sidewalks, curb); status of adjacent parcel; building dimensions (projections where applicable) and offsets from property line; foundation elevations (top of foundation; bottom of footing; final grade at foundation)
- **Drainage Easements (if applicable):** Drainage pattern with arrows; slope percentage; proposed elevations; registered plan number; existing elevations
- **Development:** Dimensions of all eaves and minimum distance(s) proposed to the nearest adjacent property line(s); location of lot access including dimensions, existing sidewalk(s) and curb(s) distances to property line; conformance to the pre-approved access locations or a copy of plan stamped by Engineering Services showing the proposed access location is approved; location and measurement of any registered utility right-of-way (RW) including the RW plan number; lot lines shown with dimensions, lot area, building area and percentage of lot coverage by all structures; location of utility service connection to the building (gas, power, water, sanitary). This is available from the appropriate subdivision's engineering firm or the individual utility company.

Building Plans

A plan scaled no less than 1:100, printed on 11" x 17" paper (submitted on paper or as a digital copy) with the following information:

- **Scale and dimensions of exterior walls and interior rooms** (including cantilevers/projections)
- **Foundation Plan:** Pad size, location and construction specifications; indicate location of columns and beams
- **Floor Plans:** Provide square footage for all floor levels, garages and decks complete with proposed use; indicate all rough openings for door and window sizes complete with U or ER value.
- **Building Elevations:** All sides of the house; side elevations to illustrate unprotected openings shown as a percentage to building face (Note: a cantilever is a separate building face); building height; finished ground level; wall height (finished grade to eaves), roofing material and roof pitch; exterior finishing materials; assemblies of materials forming floors, walls, roofs, decks, etc.
- **Sections and Details:** Provide fully-labeled sections of all assemblies forming floors, walls, roofs, decks, etc. (Note: tall wall framing details required when an exterior wall exceeds 11'9"); window installation detail
- **Energy Compliance:**
 - **Prescriptive Path:** Designed as per 9.36.2 to 9.36.4
 - **Performance Path:** Designed as per 9.36.5
- **Engineered Piling Documents:**
 - An engineered design of the deck being supported with point loads identified.
 - An engineered design of the steel pile.
 - The name and contact of the certified installer that will be utilized.

Secondary Suite

If applying for a secondary suite ensure site plan indicates parking stalls for the secondary suite and the principal dwelling. The floor plan is also required to indicate the total square footage of the proposed suite. For more information on these requirements visit:

cityofgp.com/city-government/bylaws-policies-procedures/bylaws/land-use-bylaw

Secondary Suites are addressed in section 57 of the Land Use Bylaw