



Here is some important information to know before you begin working as a general contractor in the City of Grande Prairie.

Permits

The permit regulations of the Alberta Safety Codes Act state a permit in the building discipline is required for the construction of a building, including the renovation of or addition to a building and when making a change in the occupancy classification of a building. Building permits are not required for:

- Construction of a building, including a renovation or an addition to a building if the construction, renovation or addition does not exceed \$5,000 in prevailing market value.
- Matters affecting health and safety are not at risk.
- Painting or decorating if matters affecting health or safety are not at risk and if there is no structural changes to the building
- Re-roofing or re-siding if the re-roofing or re-siding is undertaken for aesthetic purposes or for the purpose of maintaining the building, the re-roofing or re-siding is being replaced with roofing or siding of a similar type, matters affecting health or safety are not at risk and if there is no structural change to the building.
- Replacing or altering ducting serving a space heating appliance if it is located in a single family residential dwelling and if there are no design changes required to the heating and ventilation system
- Construction of, including a renovation of or an addition to, a stage if the platform of the stage is not at a distance greater than 1200mm above the adjacent surface on any side
- Construction of, an exterior deck that is attached to or detached from a single family dwelling that is not greater than 600 mm from that adjacent grade on all sides of the deck

I understand when a building permit is required:

Your Responsibilities

The permit regulations of the Alberta Safety Codes Act state when a permit is issued, the permit holder must:

- Ensure a fire safety plan is on ever site. Information on how to create a fire safety plan can be found online at cityofgp.com/city-services/emergency/fire-department/fire-prevention-safety/fire-safety
- Comply with the terms and conditions of the permit.
- Undertake the construction, process, or activity in accordance with the Act and applicable codes and standards.
- Notify the permit issuer:
 - If the permit holder does not intend to complete the undertaking, or
 - If there is a change in ownership from the owner as stated on the permit application.

I understand my responsibilities as a permit holder:



Permit Life

- Required inspections are listed in the terms and conditions of the permit.
- Work must start within 90 days of a permit being issued.
- The project must not be abandoned for a period of 120 days.
- An email requesting confirmation of project start will be sent if no inspections are requested within 80 days once the permit is issued.
- Once the job is underway the permit is tracked to ensure there is activity within every 120 days. After this time period, an email requesting confirmation the project is ongoing. If work on the project has stalled, this is the time to request an extension. There will be information in the email on how to do this.

I understand the life of a permit:	
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Fees

Permit fees are established as per [Schedule "A" of Bylaw C-1395 for Fees, Rates and Charges cityofgp.com/city-government/bylaws-policies-procedures/bylaws/fees-rates-and-charges](http://cityofgp.com/city-government/bylaws-policies-procedures/bylaws/fees-rates-and-charges)

Fines for Non-Compliance

Failure to obtain a permit prior to beginning work results in a fine.

- For the first offence, a fine at a rate double the permit fee referenced above.
- For the second offence, a fine at a rate triple the permit fee referenced above.
- For the third offence, a fine to be set as defined in [Section 15.1 of Bylaw C-1328](#).

When a building permit is issued, the building permit placard must be posted on-site and visible from the street until final inspections are complete.

At time of inspection, the following building permit documents are to be onsite, plans marked "EXAMINED": **1) Engineer floor joist layout 2) Engineer roof truss layout and permit conditions**

Important Notes

- All work related to a scheduled inspection must be complete and ready for the date of inspection.
- Adequate site access is required for City staff to complete inspections. Sites must be clean, safe, and complete with secured ladders or stairs.
- Receiving an inspection with failure to meet any of the above requirements will result in a failed, not ready, or no entry. After the first occurrence sites may be subject to a fine as described in Schedule "C" of Bylaw C-1328.

I understand non-compliance may result in receiving a fine:	
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Print Name		Date	
Signature			