

## Description

Successful completion of this application and a meeting all submission requirements will result in the applicant receiving all required **Lot Grading, Development, and related Inspection Services Permits.**

## Submittal Requirements (below is a list of submittal requirements that may apply to your project, please refer to page 5 to confirm)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Land Title</b> – if a Development Permit is required see page 5                          | <input type="checkbox"/> <b>Heat Loss Calculations</b> – may be required for additions, alterations and fire restores         |
| <input type="checkbox"/> <b>Plot/Lot Grading Plan</b> – if Development or Lot Grading Permit are required see page 5 | <input type="checkbox"/> <b>9.36 Energy Efficiency Summary</b> – may be required for additions, alterations and fire restores |
| <input type="checkbox"/> <b>Building Plans</b> – ensure requirements listed on page 5 are included on plans          | <input type="checkbox"/> <b>Manufacture Specifications</b> – required for any appliance installation ex: hot tub, fireplace   |
| <input type="checkbox"/> <b>Floor Joist Layout</b> – required for additions, alterations and fire restores           |   |
| <input type="checkbox"/> <b>Roof Truss Layout</b> – required for additions, alterations and fire restores            |   |

## Fees (for applicable permits)

|   |   |  |
|---|---|--|
| <b>Lot Grading Permit Fee:</b> \$80.00                                | <b>Building Permit Fee:</b>                             |  |
| <b>Development Permit Fee:</b> \$150.00<br>\$75.00 Shed or Garage     | \$85.00<br>plus a \$4.50 Safety Codes Levy              | Basement, Carport, Deck, Hot Tub/Swimming Pool, Retaining Wall, Shed, Wood Stove |
| <b>Electrical Permit Fee:</b> \$85.00 plus a \$4.50 Safety Codes Levy | \$90.00 per square foot<br>plus a 4% Safety Codes Levy  | Alterations  |
| <b>Plumbing Permit Fee:</b> \$85.00 plus a \$4.50 Safety Codes Levy   | \$180.00 per square foot<br>plus a 4% Safety Codes Levy | Additions, Fire Damaged Building   |
| <b>Gas Permit Fee:</b> \$85.00 plus a \$4.50 Safety Codes Levy        |   |  |

## Submission Information

Complete applications and all submittal requirements may be submitted electronically to [inspections@cityofgp.com](mailto:inspections@cityofgp.com).

## Questions

For questions on Lot Grading requirements, please contact **780-538-0417** or email [lotgrading@cityofgp.com](mailto:lotgrading@cityofgp.com)  
 For questions on Development requirements, please contact **780-538-0325** or email [devpermits@cityofgp.com](mailto:devpermits@cityofgp.com)  
 For questions on Inspection Services requirements, please contact **780-538-0421** or email [inspections@cityofgp.com](mailto: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. Proposed Development

### 1. Check one of the following

- Single Detached     
  Semi Detached (Side-by-Side)     
  Duplex (Up and Down)     
  Manufactured Home  
 Triplex     
  Fourplex     
  Row House \_\_\_\_\_ # of units

## D. Work Item (check all that apply)

### 1. Check all that apply:

- Addition \_\_\_\_\_ sq.ft.     
  Electrical Service\*     
  Shed\* \_\_\_\_\_ sq.ft.  
 Air Conditioner\*     
  Fireplace\*     
  Solar\*  
 Alteration \_\_\_\_\_ sq.ft.     
  Fire Restore\* \_\_\_\_\_ sq.ft.     
  Temporary Heat  
 BBQ     
  Furnace Replacement     
  Temporary Power\*  
 Basement\* \_\_\_\_\_ sq.ft.     
  Garage\* \_\_\_\_\_ sq.ft.     
  Unit Heater  
 Carport Attached\*     
  Hot Tub/Swimming Pool\*     
  Wood Stove/  
 Solid Fuel Burning Appliance\*  
 Deck\* \_\_\_\_\_ sq.ft.     
  Retaining Wall\*     
  Other\* \_\_\_\_\_  
 Covered/Enclosed

\* Required Cost of Construction

Clear Form

Print Form

## E. Applicant Information (if different from above)

Job Number: \_\_\_\_\_

|                     |  |               |  |
|---------------------|--|---------------|--|
| Applicant / Company |  |               |  |
| Applicant Address   |  | City          |  |
| Province            |  | Postal Code   |  |
| Contact Name        |  | Contact Phone |  |
| Contact Email       |  |               |  |

## F. Sub-Contractor Information (leave this section blank if same as above)

|                       |  |                  |  |
|-----------------------|--|------------------|--|
| Builder Contractor    |  | Business License |  |
| Plumbing Contractor   |  | Business License |  |
| Gas Contractor        |  | Business License |  |
| Electrical Contractor |  | Business License |  |
| HVAC Contractor       |  | Business License |  |

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

|                     |   |                                       |                                       |
|---------------------|---|---------------------------------------|---------------------------------------|
| Plumbing            | # of Fixtures _____   |                                       |                                       |
| Gas                 | New BTU's _____   | Replacing BTU's (if applicable) _____ |                                       |
| Electrical          | <input type="checkbox"/> New Panel <input type="checkbox"/> Overhead <input type="checkbox"/> 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 Owners of noted property to act as an Applicant on which the work identified in this application will be conducted.
- 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 Land Use 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.

|   |             |
|---|-------------|
| <b>Signature</b>  | <b>Date</b> |
| <b>Landowner Signature/<br/>Authorized Agent</b><br>(if different from applicant) | <b>Date</b> |

## PLEASE NOTE

**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**

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.

## For Office Use Only

|                               |   |
|-------------------------------|---|
| <b>Development Permit Fee</b> | <b>Lot Grading Permit Fee</b>   |
| <b>Building Permit Fee</b>    |   |
| <b>Electrical Permit Fee</b>  | <b>Plumbing Permit Fee</b>  |
| <b>Gas Permit Fee</b>         | <b>Total</b>  |
| <b>4% Safety Codes Levy</b>   |   |
| <b>Payment Type</b>           | <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Other |

## G. Submittal Requirements

### 1. General Site Plan Requirements:

**Building Site Plan Consisting of:** A plan drawn by hand on a 8.5" x 11" with the following information:

- Dimensions of the proposed structure, distance from the edge of proposed structure to all of the property lines, property dimensions, locations and sizes of all other existing accessory buildings/structures.

**Development Plot Plan Consisting of:** A plan scaled no less than 1:100, printed on 11" x 17" paper, designed and prepared by a surveyor, engineer or architect with the following information:

- 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.

**Lot Grading Plan Consisting of:** A plan scaled no less than 1:100, printed on 11" x 17" paper, designed and prepared by a surveyor, engineer or architect with the following information:

- 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
- 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 pattern with arrows; slope percentage; proposed elevations; registered plan number; existing elevations

### 2. Alteration

A building permit is required along with subtrade permits for any applicable proposed work. If the proposed alteration affects the exterior elevation a Development or Lot Grading Permit may be required. You will be notified if additional permits are required after your application has been reviewed.

- **Existing Floor Plan:** indicate existing room use and size
- **Proposed New Floor Plan:** indicate each of the following *as per example ([cityofgp.com/city-services/permits-licenses-forms/alteration-floor-plan-example](http://cityofgp.com/city-services/permits-licenses-forms/alteration-floor-plan-example))*  
 Room dimension, cold air return, C/O<sub>2</sub> and smoke detectors, electrical panel location, window size in bedroom(s), exhaust outlet for bathroom(s), hallway finish width minimum of 34", door size for service room minimum 32"

### 3. Basement

A building permit is required along with subtrade permits for any applicable proposed work.

- **Floor Plan:** indicate each of the following *as per example ([cityofgp.com/city-services/permits-licenses-forms/basement-floor-plan-example](http://cityofgp.com/city-services/permits-licenses-forms/basement-floor-plan-example))*  
 Room dimension, cold air return, C/O<sub>2</sub> and smoke detectors, electrical panel location, window size in bedroom(s), exhaust outlet for bathroom(s), hallway finish width minimum of 34" door size for service room minimum 32"

## 4. Deck Submittal Requirements

A building permit is required for a deck that has a walking surface more than 24" from grade (measurement taken from highest point).

If the proposed deck will have a solid roof or more than one solid wall above the decking, a development permit is required. Due to **set back requirements (see section 47: [cityofgp.com/sites/default/files/docs/plandev/land-use-bylaw-by-section/2020\\_04\\_06\\_table\\_of\\_contents\\_c1260\\_bylaw.pdf](http://cityofgp.com/sites/default/files/docs/plandev/land-use-bylaw-by-section/2020_04_06_table_of_contents_c1260_bylaw.pdf))**, a variance may be required. A lot grading permit is not required.

### If a Development Permit is required:

- Please provide a Plot Plan as described in G 1

### If no Development Permit is required:

- Site Plan as describe in G 1
- Plan Drawing consisting of: Length, width, distance between pilings (pile to pile and pile to house), location of stairs, span of joists and beams
- Elevations consisting of: Side Elevations of proposed construction, over all height and widths
- Construction details: Complete and attach a **construction details sheet** ([cityofgp.com/city-services/permits-licenses-forms/deck-construction-detail-sheet](http://cityofgp.com/city-services/permits-licenses-forms/deck-construction-detail-sheet)) with your application
- 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

## 5. Fire Restore

A building permit is required for a deck that has a walking surface more than 24" from grade (measurement taken from highest point).

If the proposed restoration results in a change to the exterior elevation a Development or Lot Grading Permit may be required. You will be notified if one is required after your application has been reviewed.

- **Engineered Letter:** If there is any structural damage, an engineered letter will be required to speak to the structural integrity of the remaining structures, as well as provide the scope of work required to repair said damage. Structural damage is considered damage to any roof truss, floor joist, beam or load bearing wall framing.
- **Floor Plan:** indicate each of the following as **per example** ([cityofgp.com/city-services/permits-licenses-forms/alteration-floor-plan-example](http://cityofgp.com/city-services/permits-licenses-forms/alteration-floor-plan-example))
- Room dimension, cold air return, C/O<sub>2</sub> and smoke detectors, electrical panel location, window size in bedroom(s), exhaust outlet for bathroom(s), hallway finish width minimum of 34", door size for service room minimum 32"

## 6. Hot Tub/Swimming Pool

A building permit is required for any sized pool, and all hot tubs. If new wire is required to supply power, an Electrical permit is also required.

- Manufacture specifications (Model, CSA approval and installation requirements sections).
- In the Description of Work section, indicate if the item will be at ground level or on a raised platform. If it will be on a raised platform, more information will be required, please submit a **constructions details sheet** ([cityofgp.com/city-services/permits-licenses-forms/deck-construction-detail-sheet](http://cityofgp.com/city-services/permits-licenses-forms/deck-construction-detail-sheet)).

## 7. Shed/Garage (Accessory Structure)

A building permit is required for any accessory building over 10 m<sup>2</sup>. If the proposed accessory structure is over 20 m<sup>2</sup> a Development Permit is required. A Lot Grading Permit may be required, after a review of the application, you will be notified of additional requirements.

**If a Development Permit is required:**

- Please provide a Plot Plan as described in G 1 at the top of this section.

**If no Development Permit is required:**

- Site Plan as describe in G 1
- Plan Drawing consisting of: Length, width, location of doors and windows
- Elevations consisting of: Side Elevations of proposed construction, over all height and widths
- Construction details: Complete and attach a [construction details sheet \(cityofgp.com/city-services/permits-licenses-forms/shed-construction-detail-sheet\)](http://cityofgp.com/city-services/permits-licenses-forms/shed-construction-detail-sheet) with your application

## 8. Solar Panel

A building and electrical permit are required.

Depending on the proposed solar array a Development or Lot Grading Permit may be required. You will be notified if one is required after your application has been reviewed.

- Site Plan as describe in G 1
- Roof Plan indicating panel layout
- Engineered Truss Layout OR Engineered Letter: Speaking to the structural integrity of the existing roof to accommodate loading from proposed installation
- Manufacture Specifications
- Mounting Detail
- Single Line Diagram

\*Please note, Homeowners are not permitted to obtain their own Electrical Permit for Solar Panel installations.

## 9. Retaining Wall

If the proposed wall is 4' or higher, a building permit is required. An Engineered drawing of proposed construction and a Lot Grading Plan as per G 1 are required.

Depending on the size and location of the proposed retaining wall, a Development or Lot Grading Permit may be required. You will be notified if one is required after your application has been reviewed.

## 10. Wood Stove/ Solid Fuel Burning Appliance

A building permit is required to install a wood stove, or solid fuel burning appliance.

- Manufacture specifications (Model, CSA approval and installation clearances sections)