

DECK

REQUIREMENTS:

1. Drawing: please show rear and side yard setback measurements (use site plan sheet enclosed or a copy of a Real Property Report);
2. Development Permit application;
3. Building Permit application;
4. Deck Checklist;
5. Final Inspection by Safety Codes Officer.



Town of Strathmore

680 Westchester Road
Strathmore, AB T1P 1J1
Phone: (403) 934-3133
Fax: (403)934-4713

DEVELOPMENT PERMIT APPLICATION FORM

Land Use By-Law No. 14-11

I/We hereby make application for a development permit under the provisions of the Land Use By-Law in accordance with the plans and supporting information submitted herewith which form part of this application.

This document does not, in any way, relieve the applicant from any requirements imposed by way of caveat or restrictive covenant on the title of the property.

File No. _____ Fees: _____ Offsite Levies: _____

Applicant _____ **Tel. No.** _____

Mailing Address: _____ **Fax. No.** _____

City/Town _____ **Prov.** _____ **Postal Code** _____

Email: _____ (please print clearly)

Affected Property (the lands):

Registered Owner of Land _____

Address _____ **Tel. No.** _____

City _____ **Prov.** _____ **Postal Code:** _____

Property Address _____

Lot _____ **Block** _____ **Plan** _____

Proposed Development / Project: _____

Present Land Use Designation / Zoning: _____

Existing Use of Land or Building: _____

Estimated Commencement Date: _____ **Estimated Completion Date:** _____

Other Supporting Material Attached: _____

Right of Entry

I hereby authorize the Town of Strathmore to enter the land(s) for the purpose of conducting a site inspection in connection with my application for development approval.

This right is granted pursuant to Municipal Government Act.

Confirmation of Application:

I _____ (Signature) _____ (Print) hereby certify that I am the Registered Owner or am the applicant and authorized to act on behalf of the Registered Owner
Applicant _____ Date _____

Please return any correspondence by: (choose one)
If none chosen, or if information provided is unclear, ordinary mail will be the default choice

- Ordinary Mail (Canada Post)
- Email (email address must be provided on pg. 1)
- Fax (fax # must be provided on pg. 1)

Notes:

1. Upon our receipt of this completed application and any required background or accompanying material, the Planning Department has up to 40 days to process the application, during which time the Development Officer may exercise his discretion to approve/refuse or refer the application to the Town of Strathmore Council for their approval / refusal.
2. This is not a building permit; applicable building gas, electrical, and plumbing permits must be obtained prior to taking occupancy or commencing construction.

This information is being collected under *the Municipal Government Act* and will only be used for the purpose of Building & Development Application. It is protected by the provisions of the Freedom of Information & Protection of Privacy Act. If you have any questions about the collection please contact the FOIP Coordinator at 934-3133, weekdays.



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e-mail: development@strathmore.ca

Phone: 403-934-3133

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Permit Label

BUILDING PERMIT APPLICATION

To be completed by Town Staff	Development fee		
Development Permit #	Calgary Growth Charge		
Building Permit #	Water meter fee		
Date:	Building Permit fee		
Date of receipt of complete application	Safety Codes Council fee		
	Total payable		

To be completed by Owner or applicant			
Project Civic Address			
Legal Address Lot		Block	Plan
Construction Value \$		Area (Ft ² or m ²)	
TYPE OF PROJECT (check applicable box)			
<input type="checkbox"/> Residential New Single Family Dwelling		<input type="checkbox"/> Single Family Addition	<input type="checkbox"/> Single Family Renovation
<input type="checkbox"/> Residential Semi-Detached / Duplex Dwelling(s)		<input type="checkbox"/> Basement Development	<input type="checkbox"/> Deck
<input type="checkbox"/> Residential Manufactured / Modular Home		<input type="checkbox"/> Shed	<input type="checkbox"/> Detached Garage
<input type="checkbox"/> Residential Multi-family _____ # of dwelling units		<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Wood Burning Appliance
<input type="checkbox"/> Commercial A. <input type="checkbox"/> New building <input type="checkbox"/> Renovation B. <input type="checkbox"/> Office/Personal Service <input type="checkbox"/> Retail <input type="checkbox"/> Assembly (restaurant/drinking)			
<input type="checkbox"/> Industrial A. <input type="checkbox"/> New Building <input type="checkbox"/> Renovation B. <input type="checkbox"/> F3 Light Hazard <input type="checkbox"/> F2 Medium Hazard			
<input type="checkbox"/> Other (if not listed above): describe project			

Estimated start date of construction:	
Estimated completion date of construction:	

OWNER NAME:		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:
E-mail address:		

CONTRACTOR NAME:		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:
E-mail address:		

APPLICANT NAME:		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:
E-mail address:		

List of Contractors Responsible for the Following Disciplines (if applicable)		
HVAC	Name:	Ph #
Electrical	Name:	Ph #
Plumbing	Name:	Ph #
Gas	Name:	Ph #

I authorize the appropriate officers of the Town of Strathmore the right to access the property for the purpose of any necessary inspection in conjunction with this application. The undersigned hereby agrees to build according to the approved permits, information above, Plan Examination Report, and plans and specifications herewith submitted and agrees to comply with all Town Bylaws and Safety Code requirements.

I (print name),		hereby certify that:
	I am the owner.	
	I have been designated as the representative or agent of the owner, and I am aware that it is my responsibility to obtain all approvals from the land owner.	
I have read and understand this application in its completed form.		
SIGNATURE:		DATE:

DECISION

This Permit is valid for one year from the date of issuance. If this project is not complete within the one year time limit, an extension must be applied for or the Permit will be deemed to be expired and a new Permit will be required.

Date of issuance of Permit: _____

Safety Codes Officer: _____

Designation Number: _____

The Town of Strathmore is the Authority Having Jurisdiction and the Issuing Municipality

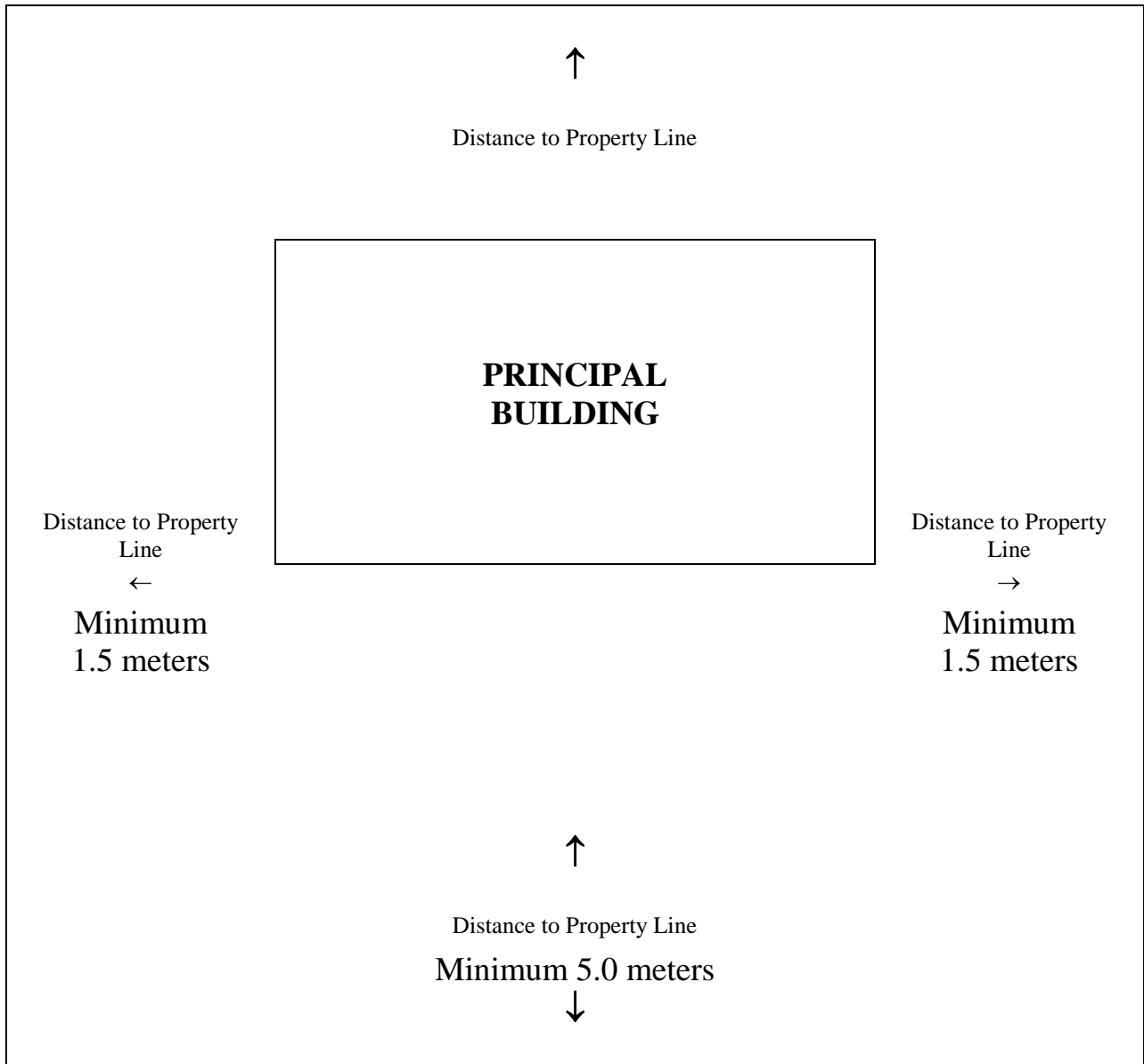
Protection of Privacy - The personal information requested on this form is collected under the authority of the Safety Codes Act, the Municipal Government Act and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. It will be used for the purpose of issuing permits, Safety Codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is public information and will be released to the public upon request. Direct any questions about this collection to the Town of Strathmore FOIP Coordinator at 403-934-3133, weekdays.

SITE PLAN DECK

or

**PROVIDE A COPY OF REAL PROPERTY REPORT
(indicating location and size of deck / deck extension, and setbacks)**

STREET



LANE (REAR YARD)



Town of Strathmore
 680 Westchester Road
 Strathmore, AB
 T1P 1J1
 403-934-3133

Residential Deck Development Information Sheet

(to be completed and submitted with Building Permit Application)

ADDRESS	
SIZE AND LOCATION DETAILS	
Deck is more than 60 cm. (24 inches) above the grade within 1 meter of the deck? If yes, Permits are required.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Deck is not closer than 5 meters to the rear property line?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Deck is not closer than 1.5 meters to the side property line?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Site plan shows existing house, existing or proposed deck, proposed deck addition (if applicable) and stairs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the deck for a manufactured home with a pile or wood blocking foundation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
PROHIBITION OF HOT TUB OR OTHER SIMILAR WEIGHTED ITEMS	
There will be a hot tub placed on the deck?	Yes <input type="checkbox"/> No <input type="checkbox"/>
CONSIDERATION FOR ROOF LOAD	
Will the foundation and/or floor structure be supporting any roof load?	Yes <input type="checkbox"/> No <input type="checkbox"/>
FOUNDATION	
Will the foundation (piles, pwf columns, etc.) be at least 1.2 m below grade?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the type and size of foundation shown on the drawings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the foundation is to be a shallow foundation, does it meet all of the below: a) Not more than 55 m ² (590 sq. ft.), and b) The height from finished ground to underside of the joists is less than 600 mm (24 inches), and c) It is not supporting a roof, and d) It is not attached to the house or other structure.	Yes <input type="checkbox"/> No <input type="checkbox"/>
FLOOR STRUCTURE	
Are the columns 6 X 6 and shown on the drawing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the beam members to be 2 X 8 or larger?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the beam 2 ply or 3 ply?	2 ply <input type="checkbox"/> 3 ply <input type="checkbox"/>

Will the joints in beam members be centered over a support column?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the beam size and location including support beam support columns shown on the drawing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the joist size, length, spacing, and any cantilever shown on the drawing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If for a manufactured home, the joists are not attached to the home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the type of floor surface for the deck shown on the drawings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Flashing will be in place to direct wall moisture away from the house at the top of the deck nailer and floor surface?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
GUARD RAIL		
A railing will be installed anywhere the deck is more than .6 meters above the adjacent grade?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The railing will not facilitate climbing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Spacing between vertical members will be maximum 100 mm apart?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
STAIRS WITH MORE THAN 3 RISERS		
Handrail to be installed prior to final inspection under Building Permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there railings on both sides of the stairs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All risers and treads are uniform in dimension?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
CONTRACTOR (if other than the owner)		
Name		
Company name		
Address		
City, Province	Postal Code	
Phone	Fax	
E-mail		



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Fire Safety Plan

THIS PLAN MUST BE POSTED ONSITE AND OCCUPANTS/EMPLOYEES ARE EXPECTED TO BE TRAINED
IN HOW TO FOLLOW ITS PROVISIONS

Building Permit # _____ Address: _____

Description of Project: **Deck**

Contact Personnel: _____ Phone #: _____

Specific Considerations:

- Fire extinguisher(s) or garden hose (or similar extinguishing device) will be available at all times during the progress of the construction
- Access to fire hydrants and buildings for fire apparatus must be maintained

Emergency Response Numbers: FIRE/POLICE/AMBULANCE: 9-1-1

General Considerations:

- A WARNING SYSTEM will be in place to warn of potential threats, and facilitate evacuation (yelling, ringing of a bell or horn, etc.)
- EVACUATE to a safe location outside the yard if you are warned of a fire
- PROCEED to the sidewalk/street in front of the house and report to the Fire Department
- FIGHT the fire ONLY if it is small and you are NOT ALONE

Hazards Control:

- At the end of each day combustible refuse will be cleared from the site area and disposed of in bins or stored in neat piles. Unused construction material will be kept neat and orderly.
- No open-flame devices will be used unless a dedicated watch is in place

This Fire Safety Plan is designed in conformance with and is a requirement of Division B, Section 2.8.2 of the Alberta Fire Code, and on signature, becomes an agreement between the building owner/contractor and the Town of Strathmore Fire department.

Building Owner/Contractor Name: _____
Print name

Building Owner/Contractor Signature: _____
Signature

Date: _____



TIMING FOR BUILDING INSPECTIONS



Please call Audrey or Cathy at (403) 934-3133, or email: development@strathmore.ca to arrange an inspection for each of the stages listed below. You may call 24 hours a day, 7 days a week, if no one is available to take your call, your message will be forwarded. **THE INSPECTION MUST BE ARRANGED 2 - 3 WORKING DAYS IN ADVANCE.** A Building Permit is valid for one year from the date of issuance.

If your project is not completed within the one year time limit, an extension must be applied for in writing to the Development Officer.

D E T A C H E D G A R A G E S

FOUNDATION / FINAL / OCCUPANCY INSPECTION

Call when the following are complete, (only one inspection required):

Slab on grade is complete;
Shingles, exterior finish (siding or stucco, fascia and soffits);
Doors and windows are installed and completed.

Please note * Separate permits and inspections are required for plumbing, gas, and electric.

S H E D S

FOUNDATION / FINAL / OCCUPANCY INSPECTION

Call when the following are complete, (only one inspection required):

Slab on grade is complete, (if applicable);
Shingles, exterior finish (siding or stucco);
Doors and windows are installed and completed.

Please note * Separate permits and inspections are required for plumbing, gas, and electric.

D E C K S

Call when the following are complete, (only one inspection required):

Foundation complete
Guards/handrails and stairs installed