



# Development Permit Application Package

## SECONDARY SUITE

Version 4 – November 2021

## Development Permit Application Requirement List Secondary Suite

Please check off the following information which is required to facilitate a thorough evaluation and timely decision on your application. All information and material for this application must be complete, clear, legible and precise. The processing of your application will be put on hold status until the complete information is submitted.

Only complete applications will be accepted.

Applicant Use	Office Use	Required Documents and Information
<input type="radio"/>	<input type="radio"/>	1. <b>Secondary Suite Development Information Sheet</b>
<input type="radio"/>	<input type="radio"/>	2. <b>Development Permit Application</b>
<input type="radio"/>	<input type="radio"/>	3. <b>Floor Plan Drawing</b> , use of each room must be labelled. Detailed list of requirements for this drawing is found within the information sheet.
<input type="radio"/>	<input type="radio"/>	4. <b>Building Permit Application</b>
<input type="radio"/>	<input type="radio"/>	5. <b>Plumbing Permit Application</b>
<input type="radio"/>	<input type="radio"/>	6. <b>Electrical Permit Application</b>
<input type="radio"/>	<input type="radio"/>	7. <b>Fire Safety Plan</b>

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Confirming that all required information has been provided, is correct and complete)



# TIMING FOR BUILDING INSPECTIONS



To arrange an inspection, go to <https://forms.strathmore.ca/Permit-Inspections> for each of the stages listed below. **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 [development@strathmore.ca](mailto:development@strathmore.ca). The proposed completion date must be included.

## **RESIDENTIAL SECONDARY SUITE** **DEVELOPMENT**

### **FRAMING INSPECTION**

**Arrange when the following are complete:**

Walls are framed,  
Heating and ventilation ducts are installed,  
Exhaust ducts to exterior are installed,  
Bedroom egress windows are installed, and  
Plumbing & electrical inspections have been done.

**AND**

### **FINAL INSPECTION**

**Arrange when the following are complete:**

Gypsum Ceiling is installed,  
Gypsum has been installed on both sides of walls of the utility (furnace) room, shared walls between the suites, and walls between a suite and common exit,  
Penetrations through suite separation & utility wall gypsum have been sealed,  
Walls are painted,  
Doors and trim are installed,  
Heat registers and vent covers are installed, and  
Electrical and plumbing are complete.

**Please note** \* Separate permits and inspections are required for plumbing, gas, and electric. These Permits are applied for at the Town Office and inspections are booked through the Town's website as noted above. The inspection will be undertaken by Park Enterprises Ltd.

**2021 Secondary Suite Information Sheet**  
 based on National Building Code 2019 – Alberta Edition  
 (to be completed and submitted with Building Permit Application)

<b>I. ADDRESS OF HOUSE</b>	
<b>II. DRAWING REQUIREMENTS</b>	
1. A drawing is provided showing the location of both the primary dwelling unit and secondary suite?	Yes <input type="checkbox"/>
2. The layout of the proposed secondary suite with approximate room sizes and exit is shown on a drawing?	Yes <input type="checkbox"/>
3. Intended use of each room shown on a drawing?	Yes <input type="checkbox"/>
4. The location of the stairs and exit to the outside is shown on a drawing?	Yes <input type="checkbox"/>
5. The size of the doors from the outside to the interior of the secondary suite is noted on the drawing.	
6. The location of smoke alarms and carbon monoxide detectors shown?	Yes <input type="checkbox"/>
7. The location of heat ducts shown on drawings?	Yes <input type="checkbox"/>
8. Size, type and location of bedroom windows shown on drawings?	Yes <input type="checkbox"/>
9. Size, location and horizontal measurement from face of glass to the window well is shown for each window well?	Yes <input type="checkbox"/>
<b>III. EXIT DOOR SIZES &amp; EXIT STAIR WIDTH</b>	
1. Door size from exterior to inside the suite are minimum 810 mm wide and 1980 mm high.	Yes <input type="checkbox"/>
2. Minimum width of exit stair from the secondary suite to the exterior is 860 mm.	Yes <input type="checkbox"/>
3. Clear height over the stair is not less than 1950 mm.	Yes <input type="checkbox"/>
<b>IV. FRAMING</b>	
1. Wood framing members supported on the concrete floor are to be: a) pressure treated with a wood preservative <b>OR</b> b) installed over a min 0.05 mm (2 mil) polyethylene film	Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>
2. Wall studs shall be continuous for the full storey height except at openings and shall not be spliced.	Yes <input type="checkbox"/>
3. Ceiling height to be minimum of 1.95 m.	Yes <input type="checkbox"/>
<b>V. INSULATION AND AIR/VAPOR BARRIER</b>	
1. Existing frost walls at perimeter of basement are complete with insulation and 6 mil poly air/vapor barrier. Stud size & spacing and insulation thickness of existing perimeter walls noted on drawing.	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. All holes, tears and gaps in 6 mil polyethylene air/vapor barrier to be sealed prior to covering.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3. Insulation located in areas where it may be subject to mechanical damage is to be protected by a covering such as gypsum board or plywood. This includes areas within 1 meter (3.3 feet) of the furnace, hot water heater, and washer and dryer.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>VI. PROTECTION FOR DWELLING UNITS FOR FIRE/SMOKE</b>	
1. Dwelling unit beyond SFD 10 minute response time? May limit ability to install additional windows in side yard.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Are new windows or larger windows being installed in either side yard?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Exits and exit stairs are to be protected by a continuous smoke-tight barrier of not less than 12.7 mm thick gypsum on both sides of walls and underside of the stair and any landings.	Yes <input type="checkbox"/>
4. Where a public corridor is located in a house with a secondary suite, it shall be protected by a continuous smoke-tight barrier of not less than 12.7 mm thick gypsum board installed on both sides of the walls and underside of the floor/ceiling framing.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
5. Any walls and floor/ceiling that separates the dwelling units shall be protected by a continuous smoke-tight barrier of not less than 12.7 mm thick gypsum board installed on both sides of the walls and underside of the floor/ceiling framing.	Yes <input type="checkbox"/>
6. Any doors in the plane of a smoke barrier shall be minimum of 45 mm solid core wood door and be equipped with a self closing device.	Yes <input type="checkbox"/>
<b>VII. BEDROOM DETAILS TO BE SHOWN ON DRAWING</b>	
1. Fresh air supply (supply duct from furnace) to each bedroom shown on Drawing?	Yes <input type="checkbox"/>
2. Location of Smoke Alarm (interconnected) shown on drawing and located: a) within each bedroom, <b>and</b> b) in a location between the sleeping rooms and the remainder of the basement, <b>and</b> c) within the hallway leading to the bedrooms (if a hallway exists).  Smoke Alarms to be at least 1 metre away from bathroom doors.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Location of Carbon Monoxide Detector (interconnected) shown on drawing: a) inside each bedroom OR b) outside each bedroom within 5 meters of the bedroom door.	
<b>THE SMOKE ALARM AND CARBON MONOXIDE DETECTOR CAN BE COMBINATION UNITS WHERE THEY SHARE A LOCATION.</b>	
4. Egress window openable area identified on Drawing (usually the area of the screened mesh) and the egress area is required to meet both: a) minimum dimension not less than 380 mm (15 inches) <b>and</b> b) minimum open area not less than .35 m <sup>2</sup> (540 inch <sup>2</sup> )?  The type of window is to be noted, ie horizontal slider, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>

5. If a window well is required, minimum horizontal distance of 760 mm (30 inches) from face of glass to window well shown on drawings?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>HEATING AND VENTILATION</b>	
1. Separate heating and ventilation system for each suite.	Yes <input type="checkbox"/>
2. Each dwelling unit is provided with it's own thermostat.	Yes <input type="checkbox"/>
3. A warm air supply outlet is required to each room with an exterior wall (this includes walk-in closets).	Yes <input type="checkbox"/>
4. Joints in new ventilation system ducting shall be sealed with mastic or metal foil duct tape.	Yes <input type="checkbox"/>
5. Return air duct provided to basement with location shown on drawing?	Yes <input type="checkbox"/>
6. Return air to be provided by ¾" gap under bottom of door to a room if return air duct not provided inside room?	Yes <input type="checkbox"/>
7. Bathroom exhaust ducted to outside?	Yes <input type="checkbox"/>
8. Dryer exhaust ducted to outside?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>FURNACE/MECHANICAL ROOM</b>	
1. Furnace is in a service room separated from developed area by 12.7 mm thick gypsum on each side of the walls.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Service room will have a door with minimum size of 810 mm X 1980 mm (32 inches by 80 inches).	Yes <input type="checkbox"/>
3. Light with wall switch installed inside furnace room.	Yes <input type="checkbox"/>
4. Return air vents inside the furnace room have been closed off and sealed?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>STAIRS</b>	
1.	
2.	
3.	
4.	
<b>RADON (SOIL) GAS</b>	
To limit the ingress of Radon gas, the recommended practice is to seal (using flexible sealant) around all penetrations through the concrete floor, all cracks in the concrete floor, and around the perimeter of the concrete floor where accessible.	
<b>FIRE SAFETY PLAN</b>	
1. Fire Safety Plan completed and included with application.	Yes <input type="checkbox"/>
<b>OTHER INFORMATION</b>	
Mid efficient furnace or hot water appliance chimney exhaust must have minimum clearances to any combustibles. 25 mm (1 inch) around B vent chimney and 150 mm (6 inch) around C vent chimney. Alberta Gas Code	
B and C vent chimneys are to be kept clean from accumulation of dust. Alberta Fire Code	
Furnace shutoff switch is to be located between the door to the furnace room and the furnace itself. Canadian Electrical Code	

A minimum of 600 mm (24 inches) is to be maintained in front of the furnace for maintenance access. Alberta Fire Code

Dryer ducts are to be supported to minimize low spots in the horizontal ducting which could allow for lint to accumulate. Alberta Fire Code



## FORM 1

### Application Form

Applications can be submitted electronically by emailing all required documents to: [development@strathmore.ca](mailto:development@strathmore.ca) or in person to the Development Services Counter at Town Hall. **Development Fees must be paid with submission.**

Applicant & Property Owner Information					
Applicant			Property Owner (if different than Applicant)		
Phone			Phone		
Email			Email		
Mailing Address			Mailing Address		
Town/City	Province	Postal Code	Town/City	Province	Postal Code

Location of Development			
Civic Address			
Legal Address	Lot	Block	Plan

Description of Development
Describe the proposed development and all activities on the site.
_____
_____
_____
_____
_____
_____



<b>Land Use District:</b>	
<b>Permitted or Discretionary Use:</b>	
<b>Development Permit Application Fee:</b>	
<b>For Office Use Only</b>	
<b>Roll #:</b>	<b>Development Permit #:</b>
<b>Building Permit Required? (Y/N)</b>	<b>Business License Required? (Y/N)</b>
<b>Date Submitted:</b>	<b>Fees Paid? (Y/N)</b>

1. Failure to fully complete this form and/or supply the required information may delay your application.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any appeals have been heard and a decision has been rendered by the Subdivision and Development Appeal Board (SDAB).
4. If a decision has not been issued within 40 days of the date the application was deemed complete by Development Services, the application will be deemed to be refused. An appeal may then be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be deemed void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or a Business License. Any approvals granted regarding this Development Permit application does not excuse the applicant from applying for the necessary Building Permits or Business Licenses, nor does it excuse the applicant from abiding by other applicable Municipal, Provincial, and/or Federal licenses or requirements.
7. This Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreements affecting the building and/or lands. The Applicant is still responsible to comply with any and all conditions affecting a building and/or land.

*I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.*

\_\_\_\_\_

*Owner/Applicant Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Application Screened for Completion By:  
(Development Officer/Planner)*

\_\_\_\_\_

*Date*

## FORM 2

### Development Permit Application Checklist

All information in the following checklist must be attached to every Development Permit application. **THIS LIST MUST BE SIGNED AND SUBMITTED WITH THE APPLICATION FORM.**

Required Documentation and Information		
Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Certificate of Title</b> dated within 30 days of the date of your application submission
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all <b>instruments and documents</b> registered on the Certificate of Title
<input type="checkbox"/>	<input type="checkbox"/>	<b>Owner Authorization Form</b> (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Right of Entry Form</b> (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Secondary Suite Development Permit Application Fee</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>City of Calgary Growth Charge</b> (if required)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Key Plan (2 copies)</b> that includes the following:
<input type="checkbox"/>	<input type="checkbox"/>	a. North Arrow and Key Map (showing adjacent properties within 50m of the site)
<input type="checkbox"/>	<input type="checkbox"/>	b. Address, Legal Description, Property Lines, Lot Area, Site Width, and Site Depth
<input type="checkbox"/>	<input type="checkbox"/>	c. Utility Rights-of-Way and Easements
<input type="checkbox"/>	<input type="checkbox"/>	d. Outlines of all buildings (including accessory buildings) with setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	e. Adjoining streets, sidewalks, curb cuts, retaining walls, fencing, and garbage collection
<input type="checkbox"/>	<input type="checkbox"/>	f. Parking, loading areas, drive aisles, circulation roads, driveway flares, vehicle maneuvering
<input type="checkbox"/>	<input type="checkbox"/>	g. Location of existing service lines, electric and gas metres, utility poles guy wires, hydrants
<input type="checkbox"/>	<input type="checkbox"/>	h. Public amenities located within six (6) metres of the subject property (see Form 4)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Layout of Secondary Suite</b> (ex. Doors, windows, bedrooms, living areas, appliances, heating, etc)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Dimensions of all rooms and windows</b> (proposed and existing)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Location of Door Sticker Placement</b> (must be visibly stuck to front door of primary dwelling)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Location of additional garbage bins on site</b> (contact Utility Department for more information)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Parking Plan</b> (must demonstrate how parking minimums will be achieved per Land Use Bylaw)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Public Amenities Disclosure</b> (see Form 4)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Contamination Disclosure</b> (see Form 5)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire Safety Plan</b> (see Form 6) Note: The Town will also accept this at the Building Permit stage
<input type="checkbox"/>	<input type="checkbox"/>	<b>Digital Copies of the Entire Application Package</b>



Strathmore.ca



1 Parklane Dr. (Box 2280)  
Strathmore AB T1P 1K2



(403) 934-3133



**NOTE:** The Development Officer/Planner may request additional information beyond the checklist requirements.  
**NOTE:** By signing your name on the signature line below, you agree that all information submitted on this form is true.

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*Owner/Applicant Signature*

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*Date*

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*Application Screened for Completion By:  
(Development Officer/Planner)*

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*Date*

### FORM 3

## Right of Entry & Owner Authorization Form

All information in the following form must be filled-out and submitted with every Development Permit application.

<b>OWNER AUTHORIZATION</b>	
I/We _____ <div style="text-align: center;"><i>Print name(s) of registered owner(s)</i></div>	
Being the registered owner(s) for _____ <div style="text-align: center;"><i>Legal description and/or municipal address of land</i></div>	
Do hereby authorize _____ <div style="text-align: center;"><i>Individual or firm making application</i></div>	
To submit a Development Permit application on our behalf for the above described property.	
_____ <div style="text-align: center;"><i>Owner Signature</i></div>	_____ <div style="text-align: center;"><i>Date</i></div>

<b>RIGHT OF ENTRY</b>	
I/We _____ <div style="text-align: center;"><i>Print name(s) of registered owner(s)/applicant(s)</i></div>	
Being the registered owner(s)/applicant(s) for _____ <div style="text-align: center;"><i>Legal description and/or municipal address of land</i></div>	
Do hereby authorize representatives of the Town of Strathmore 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.	
To submit a Development Permit application on our behalf for the above described property.	
_____ <div style="text-align: center;"><i>Owner/Applicant Signature</i></div>	_____ <div style="text-align: center;"><i>Date</i></div>

## FORM 4

### Public Amenities Disclosure

This form must be filled-out and submit as part of every Development Permit application.

1. **Is there any Town owned land, public amenities, or have Final Acceptance Certificates (FAC's) been issued by the Town of Strathmore for property adjacent to the proposed development?** *Please contact the Town of Strathmore's Development Services if you are unsure of the status of Final Acceptance Certificates in your neighbourhood.*

YES

NO

2. **If you answered YES to question #1, please provide a detailed description of each Town owned feature located within six (6) metres of the proposed development. Please ensure these features are included on the Site Plan submitted as part of your Development Permit Application. E.g. benches, trees, garbage cans, sidewalks, planter boxes, curbs, deep services, roadways, traffic control devices etc.**

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3. **If you answered YES to question #1, please describe your plan to mitigate damages to these features that may occur during site demolition and/or construction.**

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*Owner/Applicant Signature*

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*Date*

**FORM 5**

Site Contamination Disclosure

Please be aware further site assessments may be required as part of the review of your application.

**ACTIVE ENVIRONMENTAL SITE INVESTIGATIONS**

1. **Are you aware of any active environmental investigations for this site?** *E.g. audits, assessments, tests, surveys or studies.*

YES

NO

2. **If you answered YES to question #1 above, please provide a brief description of each environmental investigation.**

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**HISTORICAL SITE REMEDIATION**

3. **Are you aware of any historical site remediation or a request for such to occur on this site?** *E.g. audits, assessments, tests, surveys or studies.*

YES

NO

4. **If you answered YES to question #3 above, please provide a brief description.**

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\_\_\_\_\_  
*Owner/Applicant Signature*

\_\_\_\_\_  
*Date*



**BUILDING PERMIT APPLICATION**  
 Town of Strathmore  
 1 Parklane Drive, Box 2280  
 Strathmore, AB T1P 1K2  
 development@strathmore.ca

Town of Strathmore  
 Permit Label

<b>To be completed by Town Staff</b>	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		
	<b>Total payable</b>		

<b>To be completed by Owner or applicant</b>			
Project Civic Address			
Legal Address	Lot	Block	Plan
Construction Value \$	Area: _____ <input type="checkbox"/> ft <sup>2</sup> or <input type="checkbox"/> m <sup>2</sup>		
<b>TYPE OF PROJECT</b> (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 <b>A.</b> <input type="checkbox"/> New building <input type="checkbox"/> Renovation <b>B.</b> <input type="checkbox"/> Office/Personal Service <input type="checkbox"/> Retail <input type="checkbox"/> Assembly (restaurant/drinking)			
<input type="checkbox"/> Industrial <b>A.</b> <input type="checkbox"/> New Building <input type="checkbox"/> Renovation <b>B.</b> <input type="checkbox"/> F3 Light Hazard <input type="checkbox"/> F2 Medium Hazard			
<input type="checkbox"/> Secondary Suite		<input type="checkbox"/> Other (if not listed above): describe project	

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

<b>OWNER NAME:</b>		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:
E-mail address:		

<b>CONTRACTOR NAME:</b>		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:
E-mail address:		

<b>APPLICANT NAME:</b>		
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 \_\_\_\_ year(s) from the date of issuance. If this project is not complete within the \_\_\_\_ year(s) 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.





**PLUMBING PERMIT APPLICATION**  
 Town of Strathmore  
 1 Parklane Drive, Box 2280  
 Strathmore, AB T1P 1K2  
 development@strathmore.ca

Town of Strathmore  
 Permit Label

Date of Application: \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_  
 Development Permit Number: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

Accredited Municipality: Town of Strathmore Civic Address: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Part of: \_\_\_\_\_ ¼ SEC \_\_\_\_\_ TWP \_\_\_\_\_ RG \_\_\_\_\_ W \_\_\_\_\_ Meridian

**Owner's Name:** \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Fax number: \_\_\_\_\_  
 City/Town: \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Home Owner's signature \_\_\_\_\_  
 Home Owner's signature/declaration (homeowner permits only) "I hereby declare I am the owner of the premises in which the work will be conducted and reside on the property. I am doing the work myself and assume responsibility for compliance with the applicable Acts and Regulations.

**Contractor's Name:** \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 City/Town \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Journeyman Class and Number: \_\_\_\_\_ Journeyman's Signature: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 City/Town: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

\*The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and shall be commenced within 90 days. The Permit will expire in 1 year unless otherwise noted.  
 \*\*The Permit Applicant acknowledges that No Refunds will be issued after Permit Issuance, the Plan Review process has been initiated, or for Permit Applications that have been pending in excess of 90 days due to lack of information or payment.

**Project Information: please check one box from each of the lines below:**  
**Type of Work:**  New Work  Renovation  Connection  Alteration  Other (Specify) \_\_\_\_\_  
**Intended Use:**  Institutional  Industrial  Commercial  Residential  Basement Development  
 Garage or Accessory Building (shed)  Other (Specify) \_\_\_\_\_  
 If Institutional, Industrial or Commercial, does a Backflow/Cross-Control Connection device exist? Yes  No   
 If no, one must be installed as per Bylaw 19-19  
 Value: (labour & materials): \_\_\_\_\_ Total Development Area: \_\_\_\_\_ ft<sup>2</sup>/m<sup>2</sup>  
**Plumbing: please indicated the number of fixtures:**  
 Kitchen Sinks: \_\_\_\_\_ Toilets (Water Closets): \_\_\_\_\_ Backwater Valve: \_\_\_\_\_ Laundry Standpipe: \_\_\_\_\_  
 Wash Basins: \_\_\_\_\_ Floor Drains: \_\_\_\_\_ Sump Pump: \_\_\_\_\_ Hose Bibs: \_\_\_\_\_  
 Bathtubs: \_\_\_\_\_ Auto Washers: \_\_\_\_\_ Bar Sinks: \_\_\_\_\_ Dishwasher: \_\_\_\_\_  
 Showers: \_\_\_\_\_ Sprinkler Heads: \_\_\_\_\_ Other: \_\_\_\_\_ Specify: \_\_\_\_\_  
**Total Number of Fixtures:** \_\_\_\_\_

Permit Fee: \_\_\_\_\_ Other Fee: \_\_\_\_\_ SCC Levy: \_\_\_\_\_ Total Fee: \_\_\_\_\_  
 Payment Method:  Cash  Cheque  Debit  Visa  Master Card  
**Credit Card Payment Information:**  
 Name of Card Holder \_\_\_\_\_ Card Number: \_\_\_\_\_  
 Expiry Date \_\_\_\_\_ CVC Number \_\_\_\_\_  
 (credit card information will not be forwarded outside of the Municipal Office)

**Permit Validation Section and Permit Issuer's Information (to be completed by Permit Issuer)**  
 Date of Issue: \_\_\_\_\_ Name: \_\_\_\_\_  
 Designation No: \_\_\_\_\_ Signature: \_\_\_\_\_

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.

**ELECTRICAL PERMIT APPLICATION**

Town of Strathmore  
 1 Parklane Drive, Box 2280  
 Strathmore, AB T1P 1K2  
 development@strathmore.ca

Town of Strathmore

Permit Label

Date of Application: _____		Estimated Start Date: _____	
Development Permit Number: _____		Est. Completion Date: _____	
Accredited Municipality: Town of Strathmore		Civic Address: _____	
Lot: _____	Block: _____	Plan: _____	
Part of: _____ ¼ SEC _____ TWP _____ RG _____ W _____ Meridian			
<b>Owner's Name:</b> _____		Phone Number: _____	
Mailing Address: _____		Fax number: _____	
City/Town: _____ Prov. _____		Postal Code: _____	
Email: _____		Home Owner's signature _____	
<small>Home Owner's signature/declaration (homeowner permits only) "I hereby declare I am the owner of the premises in which the work will be conducted and reside on the property. I am doing the work myself and assume responsibility for compliance with the applicable Acts and Regulations.</small>			
<b>Contractor's Name:</b> _____		Phone Number: _____	
Mailing Address: _____		Fax Number: _____	
City/Town _____ Prov. _____		Postal Code: _____	
Master Certification #: _____		Master Electrician's Signature: _____	
Email: _____			
<b>Applicant's Name:</b> _____		Applicant's Signature: _____	
Mailing Address: _____		Phone Number: _____	
City/Town: _____		Fax Number: _____	
Prov. _____ Postal Code: _____		Email: _____	
<small>*The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and shall be commenced within 90 days. The Permit will expire in 1 year unless otherwise noted.</small>			
<small>**The Permit Applicant acknowledges that No Refunds will be issued after Permit Issuance, the Plan Review process has been initiated, or for Permit Applications that have been pending in excess of 90 days due to lack of information or payment.</small>			
<b>Project Information: <i>please check one box from each of the lines below:</i></b>			
<b>Type of Work:</b> <input type="checkbox"/> New Work <input type="checkbox"/> Renovation <input type="checkbox"/> Connection <input type="checkbox"/> Alteration <input type="checkbox"/> Other Specify) _____			
<b>Intended Use:</b> <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Basement Development			
<b>Supply Service Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Service: Amperes: _____ Voltage: _____ Phase: _____			
<b>Type of Supply Service:</b> <input type="checkbox"/> Overhead <input type="checkbox"/> Underground <input type="checkbox"/> Temporary <input type="checkbox"/> Pad Transformer			
Value: (labour & materials): _____		Total Development Area: _____ ft <sup>2</sup> /m <sup>2</sup>	
Description of Work: _____			
_____			
Permit Fee: _____ Other Fee: _____ SCC Levy: _____ Total Fee: _____			
Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit <input type="checkbox"/> Visa <input type="checkbox"/> Master Card			
<b>Credit Card Payment Information:</b>			
Name of Card Holder _____		Card Number: _____	
Expiry Date _____		CVC Number _____	
<small>(credit card information will not be forwarded outside of the Municipal Office)</small>			
<b>Permit Issuance Information (this section is to be completed by Permit Issuer)</b>			
Date of Issue: _____		Name: _____	
Designation No: _____		Signature: _____	

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.

## FORM 6

### Fire Safety Plan

**PLEASE CONTACT A PLANNER/DEVELOPMENT OFFICER TO DISCUSS THE REQUIREMENTS FOR YOUR FIRE SAFETY PLAN**

All information in the following form must be part of a development application. Note: The Town will accept a Fire Safety Plan at the Development Permit or Building Permit stage of development.

- Alberta Fire Code 2014, Division B, Section 5.6. This Section applies to *buildings*, parts of *buildings*, and associated areas undergoing construction or demolition operations including renovations.
- Alberta Fire Code 2014, Division B, Section 5.6.1.3. (1)(2) Prior to the commencement of construction or demolition operations, a Fire Safety Plan shall be prepared for the site.

The Fire Safety Plan will be **site specific** and may be reviewed at any time by the *authority having jurisdiction*. (Fire Department – Fire Safety Codes Officer) Fire Safety Plan should be reviewed and updated as the construction site progresses. The (General) Contractor, as a representative of the owner, is responsible for the Fire Safety Plan until occupancy.

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**A Fire Safety Plan should include but is not limited to the following information.**

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**1. Emergency Procedures to be used in THE EVENT OF AN EMERGENCY**

- Sounding of the fire alarm (horn). Who is the designate and backup person
- Notify the fire department (911). Who is the designate and back up person
- Instruction for site personnel to follow when an alarm is sounded.
- Are exit routes clearly identified within the site or from floors.
- Designated gathering location, off site.
- List of personnel on site, updated and current - you should know who is on site.
- Person assigned to meet the fire department and give information.
  - Where is the fire or injury located on site
  - Is everybody on site accounted for
- Assigned site fire warden(s), various trades represented.
- Directions and training on confining or controlling the fire.

**2. Training of site personnel on evacuation procedures including:**

- Site orientation.
- Regular site fire safety meetings incorporated into regular safety meetings.
- Simulated fire drills as applicable and warranted.

**3. Assigned site personnel responsible to install and maintain fire safety duties such as:**

- Control of combustibles on the site and around the buildings.
- General site housekeeping.
- Removal of excess garbage material on a regular basis.



- Maintain separation of combustibles from open flame devices.
- Maintain clear unobstructed access for fire department apparatus and to hydrants.
- Maintaining and operation of at least one exit from every floor.
- Separation of access routes from materials stored on site, combustibles, etc.
- Parking of vehicles or delivery trucks directed so as not to obstruct fire department access to the site and buildings. (offsite parking and storage may be considered)

**4. Firefighting Services** – hydrant, Siamese, sprinkler, temporary access route

- Installed, tested and activated at the start of construction
- Maintained and accessible for fire fighters
- Access to the building – listing primary and secondary access points
- Firefighting services (standpipes, hydrants) are in place, are they accessible
- Provide drawings showing location of firefighting systems as they are operational.
- The site properly addressed and the sign visible and legible to emergency crews

**5. Fire Extinguishers:**

- Sufficient numbers on site
- Up to date, serviced within the last year
- At or near gas or propane fuel operated equipment
- Mounted, with proper signage, at exit locations or required travel distance on site
- Adjacent to any hot works operations – cutting torch, welding or torching

**6. Hot works operations:**

- The area shall be clear of flammable and combustible materials
- Fire watch assigned during hot works operation and for a period of 60 minutes after its completion.
- A final inspection of the hot works area 4 hours after completion
- Are the hot works in the proximity of combustible or flammable materials, have provisions been made for protection of such materials by noncombustible materials, thermal barrier or other means.
- Work being performed by trained or certified personal
- A fire extinguisher present at all times
- Proper ventilation, as required
- Are there hot tar pits on site c/w extinguishers, trained personnel, and located away from combustible materials?

**7. Flammable and Combustible Storage**

- Storage area separated from combustible material by 3m
- Storage area locked and vented
- Storage area protected from vehicular/ industrial motorized traffic
- Portable pressurized (new or use) cylinders secured when not in use
- Area have proper signage or placard in place
- A current or updated list of dangerous goods on site
- A portable extinguisher in close proximity to storage and work areas
- Storage area away from egress and access routes to the site



## 8. Security

- Is their 24-hour security on site, by locked gate, nightly rounds, or on-site provisions

## 9. Contact Personnel

- Is there a list of names, addresses, and telephone numbers of persons to be contacted during non-operating hours or in emergency situations?

This information is being provided for the construction industry as an aid in preventing injury and fires in and around construction sites and to address life and property fire safety issues. Keeping in mind it is the **sole responsibility of the owner** or representatives of the owner to be aware of all regulations within the jurisdiction and to carry out or make provision to adhere to the various codes and standards applicable to their project or business.

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For further information, assistance or to arrange for a site visit contact your local Fire Inspection Officer or the Authority Having Jurisdiction. (403)934-3022