







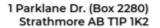
Development Permit Application Package

Strathmore

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.

StrathmoreRURAL REIMAGINED

Applicant Use	Office Use	Required Documents and Information
0	0	Secondary Suite Development Information Sheet
0	0	2. Development Permit Application
0	0	3. Floor Plan Drawing, use of each room must be labelled. Detailed list of requirements for this drawing is found within the information sheet.
0	0	4. Building Permit Application
0	0	5. Plumbing Permit Application
0	0	6. Electrical Permit Application
0	0	7. Fire Safety Plan

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. 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,

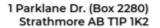
Doors and trim are installed,

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

StrathmoreRURAL REIMAGINED

(to be completed and submitted with Building Permit Application)

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

2.	All holes, tears and gaps in 6 mil polyethylene air/vapor barrier to be sealed prior to covering.	Yes □	N/A □
3.	Insulation located in areas where it may be subject to mechanical	Yes □	N/A □
	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.		
VI.	PROTECTION FOR DWELLING UNITS FOR FIRE/SMOKE		
	Dwelling unit beyond SFD 10 minute response time? May limit ability	Yes □	No □
	to install additional windows in side yard.	163 🗆	
	Are new windows or larger windows being installed in either side yard?	Yes □	No □
3.	Exits and exit stairs are to be protected by a continuous smoke-tight	Yes	
	barrier of not less than 12.7 mm thick gypsum on both sides of walls		
1	and underside of the stair and any landings. Where a public corridor is located in a house with a secondary suite,		
4.	it shall be protected by a continuous smoke-tight barrier of not less	Yes □	N/A □
	than 12.7 mm thick gypsum board installed on both sides of the walls		
	and underside of the floor/ceiling framing.		
5.	Any walls and floor/ceiling that separates the dwelling units shall be	Yes	
	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.		
6.	Any doors in the plane of a smoke barrier shall be minimum of 45 mm	Voo	
	solid core wood door and be equipped with a self closing device.	Yes	
VII.	BEDROOM DETAILS TO BE SHOWN ON DRAWING		
	Fresh air supply (supply duct from furnace) to each bedroom shown on Drawing?	Yes	
2.	Location of Smoke Alarm (interconnected) shown on drawing and	Yes □	No □
	located:		
	a) within each bedroom, andb) in a location between the sleeping rooms and the remainder of		
	the basement, and		
	c) within the hallway leading to the bedrooms (if a hallway exists).		
Sn	noke Alarms to be at least 1 metre away from bathroom doors.		
	Location of Carbon Monoxide Detector (interconnected) shown on		
	Location of Carbon Monoxide Detector (interconnected) shown on drawing:		
	Location of Carbon Monoxide Detector (interconnected) shown on drawing: a) inside each bedroom OR		
TUE	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.	IRINATIO	NI
	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. SMOKE ALARM AND CARBON MONOXIDE DETECTOR CAN BE COM	IBINATIOI	N
UNIT	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. SMOKE ALARM AND CARBON MONOXIDE DETECTOR CAN BE CONS WHERE THEY SHARE A LOCATION.		
UNIT	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. SMOKE ALARM AND CARBON MONOXIDE DETECTOR CAN BE COM	IBINATIOI Yes □	N No 🗆
UNIT	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. SMOKE ALARM AND CARBON MONOXIDE DETECTOR CAN BE CONSIMIED THEY SHARE A LOCATION. 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) and		
UNITS 4.	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. SMOKE ALARM AND CARBON MONOXIDE DETECTOR CAN BE CONSIMERE THEY SHARE A LOCATION. Egress window openable area identified on Drawing (usually the area of the screened mesh) and the egress area is required to meet both:		

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 □ N/A □		
HEATING AND VENTILATION	T		
Separate heating and ventilation system for each suite.	Yes □		
Each dwelling unit is provided with it's own thermostat.	Yes □		
A warm air supply outlet is required to each room with an exterior wall (this includes walk-in closets).	Yes □		
 Joints in new ventilation system ducting shall be sealed with mastic or metal foil duct tape. 	Yes □		
5. Return air duct provided to basement with location shown on drawing?	Yes □		
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 □		
7. Bathroom exhaust ducted to outside?	Yes □		
8. Dryer exhaust ducted to outside?	Yes □ N/A □		
	1.00 11 11/11 12		
FURNACE/MECHANICAL ROOM			
 Furnace is in a service room separated from developed area by 12.7 mm thick gypsum on each side of the walls. 	Yes □ No □		
2. Service room will have a door with minimum size of 810 mm X 1980	Vac 🗆		
mm (32 inches by 80 inches).	Yes □		
Light with wall switch installed inside furnace room.	Yes □		
4. Return air vents inside the furnace room have been closed off and sealed?	Yes □ N/A □		
STAIRS			
1.			
2.			
3.			
4.			
RADON (SOIL) GAS	<u>(1 </u>		
To limit the ingress of Radon gas, the recommended practice is to seal (using around all penetrations through the concrete floor, all cracks in the concrete floor.	,		
the perimeter of the concrete floor where accessible.	,		
FIRE SAFETY PLAN 1. Fire Sefety Plan completed and included with application			
Fire Safety Plan completed and included with application.	Yes □		
OTHER INFORMATION			
Mid efficient furnace or hot water appliance chimney exhaust must have minim	 um 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. Albert	ta Fire Code		
Furnace shutoff switch is to be located between the door to the furnace room a			
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



Application Form

Applications can be submitted electronically by emailing all required documents to: 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)				pplicant)		
Phone			Phone	Phone		
Email			Email	Email		
Mailing Address		Mailing Addres	Mailing Address			
Town/City	Province	Postal Code	Town/City	Province	Postal Code	
		Location o	of Developm	nent		
Civic Address						
Legal Address	Lot	I	Block	Plan		
				<u>'</u>		
		Description	of Develop	ment		
Describe the proposed development and all activities on the site.						



Application Screened for Completion By:

(Development Officer/Planner)

Date

La	Land Use District:				
Pe	Permitted or Discretionary Use:				
De	Development Permit Application Fee:				
	For Office Use O	nly			
Ro	II #:	Development Permit #:			
Bu	ilding Permit Required? (Y/N)	Business License Required? (Y/N)			
Da	te Submitted:	Fees Paid? (Y/N)			
 1. 2. 3. 4. 6. 	Failure to fully complete this form and/or supply the required information. The Permit fees must accompany this application prior to a Development Permit does not become effective until the appearance been heard and a decision has been rendered by the Subdivision at the subdivision at the accision has not been issued within 40 days of the date the application has not been issued within 40 days of the date the application, the application will be deemed to be refused. An appeal Development Appeal Board within 14 days. A Development Permit shall be deemed void after 12 months of an A Development Permit is NOT a Building Permit or a Business Lice Development Permit application does not excuse the applicant from Business Licenses, nor does it excuse the applicant from abiding be Federal licenses or requirements. This Development Permit does not override conditions of any easient controls, or agreements affecting the building and/or lands. The A and all conditions affecting a building and/or land. I have read, understood, and agree to the above information. The best of my knowledge and abilities, is a feat of the showledge and abilities.	to its review. Il period has expired or until any appeals have and Development Appeal Board (SDAB). In polication was deemed complete by Development may then be made to the Subdivision and to progress. Inse. Any approvals granted regarding this form applying for the necessary Building Permits or by other applicable Municipal, Provincial, and/or ement, restrictive covenant, architectural applicant is still responsible to comply with any the information I have provided is true, and to the			
	Owner/Applicant Signature	Date			



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**.

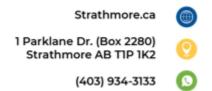
Required Documentation and Information				
Applicant	Office			
0	0	Certificate of Title dated within 30 days of the date of your application submission		
0	0	Copies of all instruments and documents registered on the Certificate of Title		
0	0	Owner Authorization Form (see Form 3)		
0	0	Right of Entry Form (see Form 3)		
0	0	Secondary Suite Development Permit Application Fee		
0	0	City of Calgary Growth Charge (if required)		
0	0	Key Plan (2 copies) that includes the following:		
0	0	a. North Arrow and Key Map (showing adjacent properties within 50m of the site)		
0	0	b. Address, Legal Description, Property Lines, Lot Area, Site Width, and Site Depth		
0	0	c. Utility Rights-of-Way and Easements		
0	0	d. Outlines of all buildings (including accessory buildings) with setbacks from property lines		
0	0	e. Adjoining streets, sidewalks, curb cuts, retaining walls, fencing, and garbage collection		
0	0	f. Parking, loading areas, drive aisles, circulation roads, driveway flares, vehicle manuvering		
0	0	g. Location of existing service lines, electric and gas metres, utility poles guy wires, hydrants		
0	0	h. Public amenities located within six (6) metres of the subject property (see Form 4)		
0	0	Layout of Secondary Suite (ex. Doors, windows, bedrooms, living areas, appliances, heating, etc)		
0	0	Dimensions of all rooms and windows (proposed and existing)		
0	0	Location of Door Sticker Placement (must be visibly stuck to front door of primary dwelling)		
0	0	Location of additional garbage bins on site (contact Utility Department for more information)		
0	0	Parking Plan (must demonstrate how parking minimums will be achieved per Land Use Bylaw)		
0	0	Public Amenities Disclosure (see Form 4)		
0	0	Site Contamination Disclosure (see Form 5)		
0	0	Fire Safety Plan (see Form 6) Note: The Town will also accept this at the Building Permit stage		
0	0	Digital Copies of the Entire Application Package		



	Strathmore.ca
0	Parklane Dr. (Box 2280) Strathmore AB TIP 1K2
0	(403) 934-3133

NOTE : The Development Officer/Planner may request addition NOTE : By signing your name on the signature line below, you agr	,
Owner/Applicant Signature	Date
Application Screened for Completion By: (Development Officer/Planner)	Date





Right of Entry & Owner Authorization Form

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

OWNER AUTHORIZA	TION	
I/We		
Print name(s) of registered or	wner(s)	
Being the registered owner(s) for		
Legal description ar	nd/or municipal address of land	
Do hereby authorize		
Individual or firm mal	king application	
To submit a Development Permit application on our behalf for the above	e described property.	
Owner Signature	Date	
RIGHT OF ENTRY	(
I/We		
Print name(s) of registered or	wner(s)/applicant(s)	
Being the registered owner(s)/applicant(s) for		
Legal descr	iption and/or municipal address of land	
Do hereby authorize representatives of the Town of Strathmore to entersite inspection(s) to evaluate the proposed development and to ensure the event the Development Permit application is approved.	• • • • • • • • • • • • • • • • • • • •	
To submit a Development Permit application on our behalf for the above described property.		
Owner/Applicant Signature	Date	



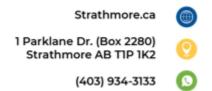
Strathmore.ca	
1 Parklane Dr. (Box 2280) Strathmore AB TIP 1K2	0
(403) 934-3133	(2)

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.	within six (6) metres of the proposed developm	vide a detailed description of each Town owned feature located nent. Please ensure these features are included on the Site Plan Application. E.g. benches, trees, garbage cans, sidewalks, planter trol devices etc.			
_					
_					
3.	If you answered YES to question #1, please des occur during site demolition and/or construction	cribe your plan to mitigate damages to these features that may n.			
_					
_					
	Owner/Applicant Signature	Date			





Site Contamination Disclosure

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

	ACTIVE ENVIRONMENTAL SITI	E INVESTIGATIONS
1.	Are you aware of any active environmental investigations for th studies.	is site? E.g. audits, assessments, tests, surveys or
	YES	NO
2.	If you answered YES to question #1 above, please provide a brie investigation.	ef description of each environmental
_		
_		
	HISTORICAL SITE REM	IEDIATION
3.	Are you aware of any historical site remediation or a request for assessments, tests, surveys or studies.	r such to occur on this site? E.g. audits,
	YES	NO
4.	If you answered YES to question #3 above, please provide a brie	ef description.
_		
_		
	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

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		

	Ţ.	Total pay	able			
To be completed by Ow	ner or applicant					
Project Civic Address						
Legal Address Lo	t	Block		Plan		
Construction Value	Area:				Г	\Box ft ² or \Box m ²
\$				 		ı tı oı 🗆 m
TYPE OF PROJECT (che	**		ı			
☐ Residential New Single Fam	ily Dwelling			e Family Addition	n	☐ Single Family Renovation
☐ Residential Semi-Detached	Duplex Dwelling(s)		□ Base	ment Developm	nent	□ Deck
☐ Residential Manufactured /	Modular Home					☐ Detached Garage
☐ Residential Multi-family	# of dwelling u	units	□ Hot 7	Гub		☐ Wood Burning Appliance
☐ Commercial A. ☐ New bu	uilding Renovation	B . □ O:	ffice/Per	sonal Service	Retai	l □ Assembly (restaurant/drinking)
☐ Industrial A. ☐ New B	uilding Renovation	B . □ F	3 Light I	Hazard □ F2 M	edium	Hazard
☐ Secondary Suite	☐ Other (if not l	listed abo	ove): de	escribe projec	t	
Estimated start date of co	nstruction:					
Estimated completion date of construction:						
OWNER NAME:						
Address:					Pho	one:
City:			Cei			1:
Prov:	Postal Code:				Fax	:
E-mail address:						
CONTRACTOR NAM	ME:					
Address:					Pho	one:
City:					Cel	1:
Prov:	Postal Code:				Fax	•
E-mail address:						
APPLICANT NAME:						
Address: Phone:						
City:					Cel	

Fax:

Postal Code:

Prov:

Lis	st of Contractors Responsible for the I	Following Disciplines (if applicable)
HVAC	Name:	Ph#
Electrical	Name:	Ph#
Plumbing	Name:	Ph#
Gas	Name:	Ph#
necessary insp approved perm	vection in conjunction with this application. T	ore the right to access the property for the purpose of any The undersigned hereby agrees to build according to the port, and plans and specifications herewith submitted and uirements.
I (print name		hereby certify that:
	n the owner.	
	ave been designated as the representative or ponsibility to obtain all approvals from the la	agent of the owner, and I am aware that it is my land owner.
I have read a	and understand this application in its comple	eted form.
SIGNAT		DATE:
DECISIO	<u>ON</u>	
complete v	within the year(s) from the da emed to be expired and a new Permit	extension must be applied for or the Permit
Date of iss	suance of Permit:	
Safety Coo	des Officer:	
Designation	on Number:	

E-mail address:

Protection of Privacy - The personal information requested on this form is collected under the authority of the <u>Safety Codes Act</u>, the <u>Municipal Government Act</u> and Section 33 (c) of the <u>Alberta Freedom of Information and Protection of Privacy Act</u>. 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.

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



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:				
Accredited Municipality: Town of Strathmore				
Lot: Block: Plan:				
Part of: ¼ SEC TWP	RG	_ W	Meridian	
Owner's Name:	_ Phone Number:_			
Mailing Address:	_ Fax number:		<u>-</u>	
City/Town: Prov				
Email: Home Owner's signature/declaration (homeowner permits only	Home Owner's si	ignature	respication which the work will be conducted	
and reside on the property. I am doing the work myself and assu	ıme responsibility for comp	oliance with the	applicable Acts and Regulations.	
Contractor's Name:				
Mailing Address:	Fax Number:			
City/Town Prov	Postal Code:			
Journeyman Class and Number:		nature:		
Email:				
Applicant's Name:	Applicant's Sign			
Mailing Address:				
City/Town:	_ Fax Number:			
ProvPostal Code:* *The Permit Holder hereby certifies that this installation will be	Email:	with the Alberta	Safaty Codes Act and Regulations and shall	
be commenced within 90 days. The Permit will expire in 1 year t		vitii tile Albeita	Safety Codes Act and Regulations and Shall	
**The Permit Applicant acknowledges that No Refunds will be is			w process has been initiated, or for Permit	
Applications that have been pending in excess of 90 days due to Project Information: please check one box fron				
Type of Work: □ New Work □ Renovation □	-		Other (Specify)	
Intended Use: Institutional Industrial				
☐ Garage or Accessory Building			•	
If Institutional, Industrial or Commercial, does				
If no, one must be installed as per Bylaw 19-1				
Value: (labour & materials):	Total Develop	ment Area:	ft²/m²	
Plumbing: please indicated the number of fixtu	=			
Kitchen Sinks: Toilets (Water Closets	s): Backwater '	Valve:	_ Laundry Standpipe:	
Wash Basins: Floor Drains:	Sump Pum	p:	Hose Bibs:	
Bathtubs: Auto Washers:			Dishwasher:	
Showers: Sprinkler Heads:	Other:	Specify: _		
Total Number of Fixtures:				
Permit Fee: Other Fee:				
Payment Method: Cash Cheque		Visa	☐ Master Card	
Credit Card Payment Information:				
Name of Card Holder	Card Numbe	er:		
Expiry Date CVC Nu (credit card information will not be forwarded outside of the Municipal Op	mber			
Permit Validation Section and Permit Issuer's				
	Information /to ha	completed	hy Permit Issuer	
Date of Issue:		-	-	
Date of Issue: Designation No:	Name:		by Permit Issuer)	

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 <u>Alberta Freedom of Information and Protection of Privacy Act</u>. 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

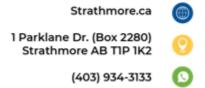
Town of Strathmore
1 Parklane Drive, Box 2280
Strathmore, AB T1P 1K2
development@strathmore.ca

Town of Strathmore Permit Label

Date of Application:		_. Estimated	Start Date: _			
Development Permit Number:			Est. Completion Date:			
Accredited Mu	ınicipality: Towr	of Strathmore	Civic Address	5:		
Lot:	Block:	of Strathmore Plan: TWP				
Part of:	¼ SEC	TWP	RG	W	Meridian	
Owner's Name	e:		Phone Numb	oer:		
City/Town:		Prov	_ Postal Code:		 	
Email:			_ Home Owne	r's signature _		
conducted and resid	le on the property. I a	im doing the work myse	elf and assume respon	nsibility for compli	e premises in which the work will be ance with the applicable Acts and	
Mailing Addre	ss:		Fax Number:			
		Prov				
				Signature:		
Email:						
Applicant's Na	ıme:		_ Applicant's S			
				·:		
Prov	Postal	Code:	_ Email:			
	•		•		ta 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					r 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:					
					Other Specify)	
Intended Use: ☐ Institutional ☐ Industrial ☐ Commercial ☐ Residential ☐ Basement Development						
					oltage: Phase:	
					ry	
					a: ft²/m²	
Description of	Work:		······································			
Permit Fee:	Other F	<u></u>	SCC Levy:	To	tal Fee:	
,		□ Cheque	☐ Debit	□ Visa	☐ Master Card	
	yment Informa			-		
	Name of Card Holder Card Number:					
Expiry Date						
(credit card information will not be forwarded outside of the Municipal Office)						
Permit Issuance Information (this section is to be completed by Permit Issuer)						
Date of Issue:						
Designation No	o:		Signature	e:		

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.





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 <u>site specific</u> 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.

		A Fire Safety Plan should include but is not limited to the following information.
1	Emorg	ency Procedures to be used in THE EVENT OF AN EMERGENCY
1.		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.	Trainin	g 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.	Assign	ed 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.
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		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.	Firefig	hting 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 Ex	tinguishers:
		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 wo	orks 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	Elamm	able and Combustible Storage
٠.		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
	_	storage area away from egress and access routes to the site



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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 <u>sole responsibility of the owner</u> 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.

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