





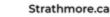


Development Permit Application Package

Strathmore

RESIDENTIAL DETACHED GARAGE

Version 2 - October 2021









(403) 934-3133

Development Permit Application Requirement List **Detached Garage Development**

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
		Detached Garage Information Sheet
		2. Development Permit Application Engineering will be required for garages over 55 m ² (592 ft ²) in area.
		3. Site Plan Drawing You may use a copy of a real property report to draw your site plan. The Detached Shed Information Sheet includes an exhaustive list of what needs to be included on the floor plan.
		 Utility Locates Please contact Alberta One Call Corporation for utility locates prior to project start. http://albertaonecall.com/submit-a-locate-request or 1-800-242-3447
		5. Building Permit Application
		6. Electrical Permit Application
		7. Gas Permit Application
		8. Fire Safety Plan
		9. Performance Security

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.

DETACHED GARAGES

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.

SHEDS

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.

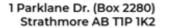
COVEREDD E C K S

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

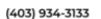
Underside of Roof is visible (before ceiling is installed) Deck is complete

Guards/handrails and stairs installed











2021 Accessory Building – Detached Garage Information Sheet based on National Building Code 2019 – Alberta Edition

Strathmore

(to be completed and submitted with Building Permit Application)

I.	ADDRESS OF HOUSE	<u>, , , , , , , , , , , , , , , , , , , </u>					
II.	DRAWING REQUIREMENTS						
	Site plan with dimensions of the detached garage.	Yes □					
	Site plan showing the distances from detached ga rear yard property lines.		Yes □				
3.	Site plan identifies any existing Utility rights of way Drainage rights of way affecting the property.	y or Overland	Yes □				
4.	Elevation drawings showing the appearance of the	e walls and roof.	Yes □				
5.	Type and details of floor shown (ie concrete or tre	ated wood).	Yes □				
6.	Details of the roof structure (ie trusses or roof rafte	ers).	Yes □				
7.	Location/direction of roof peak is shown.		Yes □				
8.	Type of exterior wall cladding.	Yes □					
9.	Type of roofing material	Yes □					
III.	SIZE AND HEIGHT OF SHED						
1.	Detached garage is less than 55 m² (590 sq. ft.) in area, not more than 1 storey in height and may have an overhead door.	Yes □ Permits are required					
2.	Proposed building is 55 m² in area or larger, at least 1 storey in height and may have an overhead door.	Yes □ Permits Enginee	are required. ering is required.				
IV.	FLOOR		T				
1.	Concrete floor minimum 100 mm thick		Yes □				
	OR						
2.	Pressure treated floor on grade. Any wood floor for the floor system less than 150 mm above the grout treated. Details to be provided: a) joist size and spacing	Yes □					
	b) floor type and thickness						
V.	WALLS						

1. Wall details supporting the roof included. Details to include are: a) exterior wall cladding (ie vinyl siding), b) exterior sheathing type and thickness c) bottom plate to be treated if within 150 mm of ground d) stud size and spacing, e) double top plate OR stud under each roof framing member, f) header size over openings (window, man door and overhead door), and g) exterior wall cladding. 2. Every wall is 600 mm or more from property line. If no, any wall less than 600 mm from property line must have a 45 minute fire resistance rating − 5/8" type X gypsum installed on the interior side of the entire wall and gable end above the wall. 3. Wall studs shall be a maximum of 3 meters in height unless an engineered stamped drawing is submitted with the permit application. 4. Wall studs shall not be spliced. 5. Exterior corners shall be framed with a minimum of 2 studs. 6. Header/lintel size over windows and man door are specified. 7. Header/lintel size over large opening for vehicles is specified. 8. Headers/lintels shall be supported at each end by a cripple stud from bottom plate to the underside of the header/lintel and a king stud from bottom plate to the top plate and nailed to the cripple stud. 9. Wall sheathing shall be nailed at 150 mm o.c. along edges and 300 mm o.c. across the field. 10. Wood siding shall not be installed within 200 mm of the ground. Yes □ VI. ROOF 1. Details of the roof structure. a) Roof trusses – submit roof truss detail sheet from supplier. b) Roof rafter – provide size and spacing of rafters and collar ties Yes □ Ves □ Ves □ N/A □ Yes □					
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				Yes	
VII FI ASHING		8. A	ny roof soffit less than 1.2 meters to property line is not vented.	Yes	
	VII.	FLAS	HING		

1.	Flashing is required over windows and doors. Flashing shall extend up a minimum of 50 mm behind the sheathing paper and form a drip on the outside edge.	Yes □
	the outside edge.	
VIII.	DETACHED GARAGE HEATING AND INSULATION	
	Will the garage be heated? If yes, continue to insulation requirements.	
		Yes □ No □
2.	Insulation requirements if garage heated:	
	a) Walls minimum of RSI 2.1 (R12)	Yes □
	b) Roof-ceiling assembly minimum of RSI 6.0 (R34)	Yes □
		165 🗆
IX.	DOOR AND WINDOWS	
	A man door is required and shall be a minimum of 760 mm wide.	V □
	·	Yes □
2.	No man door or windows are permitted in any wall less than 1.2 meters	Yes □
	to property line.	
3.	Windows and man doors must be a minimum of 2 meters apart where	Yes □
	they are installed in a wall less than 2 meters to property line.	
X.	SITE GRADING	
1.	The building site shall be graded so water will not accumulate at or	Yes □
	near the building.	
XI.	FIRE SAFETY PLAN	
1.	Fire Safety Plan completed and included with application	Yes □
XII.	UNDERGROUND UTILITIES	
1.	Underground utility locate documents included with application.	Yes □
	(detached garage is not permitted to be placed over a natural gas	100 🗆
	service line)	



FORM 1Application 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 (in	Property Owner (if different than Applicant)							
Phone	Phone								
Email	Email								
Mailing Address			Mailing Address						
Town/City	Province	Postal Code	Town/City	Provin	ce	Postal Code			
		1		-1					
		Location	of Developme	nt					
Civic Address									
Legal Address	Lot		Block	ock Plan					
		Descriptio	n of Developm	ent					
Describe the prop	osed development	and all activitie	es on the site.						



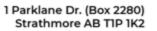
Application Screened for Completion By:

(Development Officer/Planner)

Date

La	nd Use District:							
De	Development Permit Application Fee:							
	For Office	e Use Only						
Ro	II #:	Development Permit #:						
Bu	ilding Permit Required? (Y/N)	Business License Required? (Y/N)						
Da	te Submitted:	Fees Paid? (Y/N)						
 Failure to fully complete this form and/or supply the required information may delay your application. Development Permit fees must accompany this application prior to its review. 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). If a decision has not been issued within 40 days of the date the application was deemed complete by Developmen 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. A Development Permit shall be deemed void after 12 months of no progress. 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 of Business Licenses, nor does it excuse the applicant from abiding by other applicable Municipal, Provincial, and/or Federal licenses or requirements. 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						







(403) 934-3133



Strathmore RURAL REIMAGINED

Site Plan for Proposed Detached Garage									
Include the shape, location and dimensions of the proposed detached garage on the site plan. Include the distance from the proposed detached garage to the side and rear property lines. Include the approximate shape and location of the existing house on the property. Tip: A current Real Property Report can be used as the site plan.									



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
\$				· · · · · · · · · · · · · · · · · · ·		
TYPE OF PROJECT (che	**					
☐ Residential New Single Fam	iily Dwelling		□ Single	e Family Addition	n	☐ Single Family Renovation
☐ Residential Semi-Detached	Duplex Dwelling(s)		□ Base	ment Developm	nent	□ Deck
☐ Residential Manufactured /	Modular Home		☐ Shed			☐ Detached Garage
☐ Residential Multi-family	# of dwelling u	units	☐ Hot 7	Γub		☐ Wood Burning Appliance
☐ Commercial A. ☐ New b	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 dat	te of construction:					
OWNER NAME:						
Address:					Pho	one:
City:					Cel	1:
Prov:	Postal Code:				Fax	:
E-mail address:						
CONTRACTOR NAM						
Address:					Pho	one:
City:					Cel	1:
Prov:	Postal Code:				Fax	:
E-mail address:						
APPLICANT NAME:						
Address:					Pho	one:
City:					Cel	

Fax:

Postal Code:

Prov:

Lis	st of Contractors Responsible for the F	Following Disciplines (if applicable)
HVAC	Name:	Ph#
Electrical	Name:	Ph#
Plumbing	Name:	Ph#
Gas	Name:	Ph#
necessary insp approved perm	pection in conjunction with this application. The	re the right to access the property for the purpose of any The undersigned hereby agrees to build according to the ort, and plans and specifications herewith submitted and uirements.
I (print name		hereby certify that:
	n the owner.	
	ave been designated as the representative or a ponsibility to obtain all approvals from the la	agent of the owner, and I am aware that it is my and owner.
I have read a	and understand this application in its complete	eted form.
SIGNAT		DATE:
DECISIO	<u>ON</u>	
complete v	within the year(s) from the da within the year(s) time limit, an emed to be expired and a new Permit v	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



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 Lot: Block: Plan: Part of:			Civic Address	;:			
Lot:	Block:	Plan:					
Part of:	¼ SEC	TWP	RG	W	Meridian		
Owner's Name	2:		Phone Numb	per:			
City/Town:		Prov	_ Postal Code:				
Email:			_ Home Owner	r's signature _			
conducted and resid	de on the property. I a	m doing the work myse	elf and assume respor	nsibility for complia	e premises in which the work will be ance with the applicable Acts and		
Mailing Addres	ss:		Fax Number:			-	
		Prov					
				Signature:			
Email:							
Applicant's Na	ıme:		_ Applicant's S				
			Fax Number:				
Prov	Postal	Code:	_ Email:				
		this installation will be c it will expire in 1 year u			ta Safety Codes Act and Regulations	and shall	
**The Permit Applic	cant acknowledges tha	at No Refunds will be iss	sued after Permit Issu	uance, the Plan Rev	view process has been initiated, or fo	or Permit	
		ccess of 90 days due to I					
-	•	eck one box from	-		5:1 6 (6.)		
• •					Other Specify)		
					Basement Development		
					oltage: Phase:		
					ry		
					a: ft²/m²		
Description of	work:						
Permit Fee:	Other Fo	ee:	SCC Levy:	To	tal Fee:		
Payment Meth	nod: 🗆 Cash	□ Cheque	□ Debit	□ Visa	☐ Master Card		
Credit Card Pa	yment Informat	tion:					
Name of Card Holder Card Number:							
Expiry Date CVC Number							
(credit card information will not be forwarded outside of the Municipal Office)							
Permit Issuano	e Information (this section is to	be completed by	ov Permit Issu	er)		
	•		•	•			
2 00.8			0.8				

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.



GAS 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
	Phone Number:
	Fax number:
City/Town: Prov	
	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 me responsibility for compliance with the applicable Acts and Regulations.
Contractor's Name:	Phone Number:
Mailing Address:	Fax Number:
City/Town Prov	
Journeyman Class and Number:	Journeyman's Signature:
Email:	
Applicant's Name:	Applicant's Signature:
	Phone Number:
City/Town:	
ProvPostal Code:	Email:
*The Permit Holder hereby certifies that this installation will be o	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 un	nless otherwise noted. sued 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	
Project Information: please check one box from	
· ·	Connection □ Alteration □ Other (Specify)
Intended Use: ☐ Institutional ☐ Industrial ☐ (Commercial Residential Basement Development
☐ Garage or Accessory Building	(shed) Other (Specify)
	Other (Specify):
Gas: (Please mark number outlets)	· · · //
Furnaces: Unit Heaters:	Barbeques: Roof Top Units:
Water Heaters: Boilers:	Space Heaters: Tank Sets:
Fireplaces: Dryers:	Other Outlets: Specify:
Total Number of Outlets:	Commercial BTU's
	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 N	Card Number: umber
(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:
	Name: Signature:

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.



Date:___

Town of Strathmore 1 Parklane Drive, Box 2280 Strathmore, AB T1P 1K2 Fax 403-934-4713 development@strathmore.ca

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:
Building Name (if applicable):
Description of Project: Detached Garage
Contact Personnel:Phone #:
 Specific Considerations: Fire extinguisher(s) and charged garden hose (weather permitting) 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 via the nearest exit if you are warned of a fire
 PROCEED to the main entrance (outside) 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 inside buildings unless a dedicated watch is in place
 Liquid Propane Tanks or flammable liquids containers are not allowed within buildings
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