



Development Permit Application Package

Uncovered Deck and Balcony

Version 2 – November 2021

Development Permit Application Requirement List Uncovered Deck and Balcony 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
		1. Residential Deck Information Sheet
		2. Development Permit Application Permits are required for decks that are higher than 0.6m (2'-00") above grade at any point. A balcony will always require a permit.
		3. 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
		4. Building Permit Application
		5. Site Plan Drawing You may use a copy of a real property report to draw your site plan. The Residential Deck Information Sheet includes an exhaustive list of what needs to be included on the floor plan.
		6. 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.

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

FOUNDATION / FINAL / OCCUPANCY INSPECTION

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

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

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

S H E D S

FOUNDATION / FINAL / OCCUPANCY INSPECTION

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

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

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

D E C K S

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

Deck is complete
Guards/handrails and stairs installed



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

I. ADDRESS OF HOUSE	
II. HEIGHT OF DECK ABOVE GRADE WITHIN 1.2 M OF PERIMETER OF DECK	
1. Height of deck .6 m or less above grade OR	Yes <input type="checkbox"/> Permit not required
2. Height of deck greater than .6 m above grade	Yes <input type="checkbox"/> Permit is required
III. DRAWING REQUIREMENTS	
1. Site plan with dimensions of the deck, landing(s) and stairs.	Yes <input type="checkbox"/>
2. Site plan showing the distances from deck to side yard and rear yard property lines.	Yes <input type="checkbox"/>
3. Site plan identifies any existing window wells for bedroom windows.	Yes <input type="checkbox"/>
4. Approximate height of the deck surface above grade. For multiple level decks show approximate height of each level.	Yes <input type="checkbox"/>
5. The location of the stairs.	Yes <input type="checkbox"/>
6. Type and location of foundation shown.	Yes <input type="checkbox"/>
7. The size and location of columns supporting the beam.	Yes <input type="checkbox"/>
8. The location of beams including dimensions to house, dimension to other beams and dimension to outside edge of the deck.	Yes <input type="checkbox"/>
9. The size, spacing and layout of joists for the floor system.	Yes <input type="checkbox"/>
10. Type of flooring	
11. The location and height of guard rails.	Yes <input type="checkbox"/>
IV. FOUNDATION	
1. Where screw piles are used for the foundation, the application must include the following stamped by a professional engineer licensed to practice in Alberta a) a drawing of the location of each screw pile to be installed and b) details of each screw pile to be used.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
2. Where concrete piles are used with no footing, the bearing surface of the bottom of the pile will be used with a bearing capacity of 2,000 lbs/ft ² unless a bearing certificate provides verification of bearing capacity (ie a 10 inch concrete pile would carry 1090 lbs).	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3. Where concrete deck blocks are used, the following applies: a) deck is not more than one storey,	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

<ul style="list-style-type: none"> b) deck is not more than 55 m² in area, c) distance from finished ground to underside of deck joists is less than 600 mm, d) does not support a roof load, and e) not attached to the house or other structure unless verified by a professional engineer. 	
V. FRAMING STRUCTURE	
<ul style="list-style-type: none"> 1. Details of each column noted on the drawing including: <ul style="list-style-type: none"> a) location of each column b) distance between columns c) size of each column (ie 6 X 6) d) column width to be at least as wide as the beam width e) column to be secured to supported beam. 	Yes <input type="checkbox"/>
<ul style="list-style-type: none"> 2. Details of each beam noted on the drawing noted including: <ul style="list-style-type: none"> a) dimension and type of each member (ie 2 X 10 spruce) b) number of plies (ie 3 ply) c) location of joints in beam members to be over support columns d) beam members to be fastened together with columns of nails at 450 mm o.c. 	Yes <input type="checkbox"/>
<ul style="list-style-type: none"> 3. Details of floor joists noted on the drawing including: <ul style="list-style-type: none"> a) size and type of floor joist (ie 2X 10 spruce) b) spacing of the joists c) blocking between or strapping across the bottom of the joists where joist supports exceed 2.1 meters (7 feet) d) maximum cantilever of deck joists (no upper floor or roof load) beyond a beam is: <ul style="list-style-type: none"> i) 2 X 6 joist = no cantilever allowed ii) 2 X 8 joist = maximum cantilever 400 mm (16 inches) iii) 2 X 10 joist = maximum cantilever 600 mm (24 inches) <p>The floor joists are not to be attached to a Manufactured Home unless a professional engineer has verified in writing that the home is structured to support this additional load.</p>	Yes <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>
VI. FLASHING	
<ul style="list-style-type: none"> 1. Flashing is required over the nailing ledger attached to the house wall and extending up 50 mm inboard of the wall sheathing membrane. 	Yes <input type="checkbox"/>
VII. STAIRS	
<ul style="list-style-type: none"> 1. Exterior stairs serving a single dwelling unit shall have a width of not less than 860 mm. 	Yes <input type="checkbox"/>
<ul style="list-style-type: none"> 2. Min rise for each step is 125 mm and max rise for each step is 200 mm 	Yes <input type="checkbox"/>
<ul style="list-style-type: none"> 3. Min run for each step is 255 mm and max run for each step is 355 mm 	Yes <input type="checkbox"/>

4. Risers shall be of uniform height in any one flight, with a maximum tolerance of a) 5 mm between adjacent treads or landings, and b) 10 mm between the tallest and shortest risers in a flight.	Yes <input type="checkbox"/>
5. Rectangular treads shall have a uniform run with a maximum tolerance of a) 5 mm between adjacent treads, and b) 10 mm between the deepest and shallowest treads in a flight.	Yes <input type="checkbox"/>
6. Flight of stairs has more than 3 risers (handrails and guardrails required)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
VIII. GUARDS AND RAILINGS	
1. A handrail on one side of a stair is required where there is more than three risers.	Yes <input type="checkbox"/>
2. The height of the handrail shall be between 865 mm and 1070 mm when measured from a line through the nosings vertically to the top of the railing.	Yes <input type="checkbox"/>
3. Exterior guards serving a single dwelling unit shall be not less than 900 mm in height where the walking surface is not more than 1800 mm above the finished ground level. If the deck exceeds 1800 mm above finished ground level, the guard shall be not less than 1070 mm in height.	Yes <input type="checkbox"/>
4. Openings through guards shall be not greater than 100 mm.	Yes <input type="checkbox"/>
IX. PROHIBITION OF HOT TUB ON DECK	
1. Residential deck is not intended to accommodate a hot tub or other similarly weighted object unless engineered documents submitted.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
X. FIRE SAFETY PLAN	
1. Fire Safety Plan completed and included with application	Yes <input type="checkbox"/>
XI. UNDERGROUND UTILITIES	
1. Underground utility locate documents included with application.	Yes <input type="checkbox"/>
OTHER INFORMATION	

FORM 1 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)		
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
<p>Describe the proposed development and all activities on the site.</p> <hr/> <hr/> <hr/> <hr/>

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

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



Site Plan for Proposed Uncovered Deck/Balcony

Include the shape, location, and dimensions of the proposed deck/balcony on the site plan. **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		

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

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

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

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

APPLICANT NAME:		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:

E-mail address:

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

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

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

DECISION

This Permit is valid for ____ 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.



Town of Strathmore
1 Parklane Drive, Box 2280
Strathmore, AB T1P 1K2
Fax 403-934-4713

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: **Uncovered Deck or Balcony**

Contact Personnel: _____ Phone #: _____

Specific Considerations:

- Fire extinguisher(s) and charged garden hose (weather dependent) 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

Date: _____