



## Requirements to apply for a **BASEMENT DEVELOPMENT** Permit

### Check List:

- Landowner Authorization Form  
(Contractor use only)
  
- Building Permit application  
(approval of the construction)
  
- Blueprint/floor layout
  
- Home Renovation Sheet
  
- Fire Safety Plan
  
- Payment for permit fee



**LANDOWNER AUTHORIZATION**

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

**Civic Address:** \_\_\_\_\_

**Project:** \_\_\_\_\_

This letter is to advise that I/we, \_\_\_\_\_ am/are the registered owners of the above referenced property and hereby authorize \_\_\_\_\_ to act as an agent for the address noted above in all matters relating to this project including applying for development and building permits within the City of Leduc.

**Signature of registered owner(s):** \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/Prov: \_\_\_\_\_ Post. Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



# BUILDING PERMIT APPLICATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4  
Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: planning@leduc.ca

Project Municipal Address: \_\_\_\_\_

Project Legal Description: \_\_\_\_\_

Plan \_\_\_\_\_

Block \_\_\_\_\_

Lot \_\_\_\_\_

### OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

## RESIDENTIAL

### USE OF OCCUPANCY:

Single Detached Dwelling  Duplex Dwelling  Townhouse (3 to 6 Units)  Other (Specify) \_\_\_\_\_

### TYPE OF WORK:

New Home Construction / New Home Warranty Registration #: \_\_\_\_\_

#### New Construction Only - Area (m<sup>2</sup>)

1st Floor	2nd Storey	Attached Garage	Detached Garage	Basement Development

- Deck
- Shed
- Swimming Pool
- Covered Deck
- Detached Garage
- Addition
- Secondary Suite
- Alteration
- Basement Development
- Wood Stove / Fireplace
- Hot Tub
- Demolition
- Manufactured Home | Alberta Label # \_\_\_\_\_
- Other / Specify: \_\_\_\_\_

Total Area (m<sup>2</sup>): \_\_\_\_\_ Market Value of Project (\$): \_\_\_\_\_

Description of Work: \_\_\_\_\_

## COMMERCIAL / INDUSTRIAL / MULTI-RESIDENTIAL

### USE OF OCCUPANCY:

Commercial  Industrial  Institutional / Government  Multi-Residential / No. of Residential Units: \_\_\_\_\_

### TYPE OF WORK:

New Construction  Foundation  Demolition  Addition  Alteration

#### New Construction Only

No. of Floors	Area of Largest Floor (m <sup>2</sup> )	Total Area (m <sup>2</sup> )

#### Addition Only

Total Area (m <sup>2</sup> )

#### Alteration Only

Total Area (m <sup>2</sup> )

Market Value of Project (\$): \_\_\_\_\_

Description of Work: \_\_\_\_\_



# BUILDING PERMIT APPLICATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4  
Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: [planning@leduc.ca](mailto:planning@leduc.ca)

Property Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## APPLICANT

Applicant is Homeowner:

Fill out if different from Property Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Interest of Applicant: \_\_\_\_\_

I hereby accept responsibility to have the installation completed in accordance with the requirements of the *Safety Codes Act, Code, and Regulations*. I accept responsibility to ensure that the installation is inspected by a Safety Codes Officer prior to concealing any work, and upon completion of the installation. Neither the granting of a permit, nor inspections by a Safety Codes Officer shall in anyway relieve the Contractor from full responsibility for carrying out the work in accordance with the *Safety Codes Act, Codes, and Regulations* pursuant to the Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Company Name: \_\_\_\_\_  
City of Leduc Business Licence #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**WHEN APPLYING FOR A COMMERCIAL, INDUSTRIAL OR INSTITUTIONAL/GOVERNMENT USE, PLEASE COMPLETE FORM B "BUSINESS INFORMATION FORM" (attached)**

FOIP Statement: The personal information requested on this form is being collected under the *Safety Codes Act* and the *Municipal Government Act* for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The information is being collected in accordance with Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. NOTE: The name of the permit holder and the nature of the permit is available to the public upon request. Questions regarding the collection of this personal information may be directed to the City Clerk at (780) 980-7177 at #1 Alexandra Park, Leduc, AB, T9E 4C4.



## Home Renovation Information Sheet

### Required Documentation:

#### A floor plan showing the following information:

Information Attached Yes

Complete floor layout showing all rooms and dimensions of rooms where work is being done	
Indicate the use of all rooms	
Indicate location of all doors and windows, and show dimensions	
List of all materials used to construct walls	
Interconnected smoke alarm location	

### If applicable information:

Information Attached Yes No

Interconnected carbon monoxide alarm location (required for bedrooms)		
Type/size of bathroom exhaust fan (required for bathrooms)		
Electrical layout (required for any electrical additions or alterations)		
Plumbing layout (required for any plumbing additions or alterations)		
Heat layout (required for any heating additions or alterations)		
Removing or altering columns or beams / (engineering required)		
Relocating, or removing interior walls that are load bearing / (engineering required)		
Rebuilding or making openings in exterior walls including windows or doors		
CSA / ULC approved woodstove		
CSA / ULC approved factory built fireplace		

### Materials:

Exterior walls 2 X 4	
Exterior walls 2 X 6	
Exterior walls Metal	
Interior walls 2 X 4	
Interior walls 2 X 6	
Interior walls Metal	
Insulation R12	
Insulation R20	



## POST ON CONSTRUCTION SITE

Builder / Owner Name: \_\_\_\_\_

Construction Site Address: \_\_\_\_\_

Contact Ph#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Property Type

Residential

Commercial

Industrial

### Type of Work Being Done (Check All That Apply)

New Construction

Renovation

Demolition

Other Structures Over 9.38 m<sup>2</sup>   
(i.e.: Shed / Tent)

### Hot Works

Yes

No

**IF Yes Fill Out Sections E**

*Definition: Hot works involving open flames or producing heat or sparks, including but not limited to, cutting, welding, soldering, brazing, grinding, adhesive bonding, roofing operations, thermal spraying and thawing pipes.*

### Description of Work Being Completed

Anticipated Completion Date: \_\_\_\_\_

### Type of Fire Safety Plan

**Basic** - For Buildings: UNDER 600m<sup>2</sup> / 3 Stories or Less / Unoccupied / Detached Garages  
Renovations / Basement Developments

**Comprehensive** - For Buildings OVER 600m<sup>2</sup> / 4 Stories or Higher and/or Occupied

**IF Basic Fire Safety Plan Fill Out Sections A, B, E (if applicable), F**

**IF Comprehensive Fill Out Sections A, B, C, D, E (if applicable), F**



## Section A

**CONSTRUCTION SITE ADDRESS: Must be visible from the street at every phase of construction.**

City of Leduc Bylaw No. 495-2001

**Muster Point Location:** \_\_\_\_\_

*Must be within one block of the construction site*

## Section B

### Requirements for Adjacent Property Protection

Provide an outline of what option(s) are to be used for the protection of adjacent property as per the current Alberta Fire Code Article 5.6.1.2.

\*\*\*Not required for: Interior Renovations or Interior Developments, Demolitions, Sheds and / or Tents.

#### **Protection of Adjacent Properties**

**1) Protection shall be provided for exposed adjacent buildings or facilities from fire originating from buildings, parts of buildings, facilities and associated areas undergoing construction, alterations or demolition operations.**

Adjacent Property Protection product used: \_\_\_\_\_

## Section C

Contact Information	Name	Phone #	Cell#
Site Supervisor			
Key Holder			
Security			
Alarm Company			

## Section D

### Diagram

A legible base floor / site plan **MUST BE submitted with a Comprehensive Fire Safety Plan for review** and then be posted on the construction site in a conspicuous area(s).

A diagram should include the following:

- Footprint of Building including any rooms
- Building Dimensions
- Location of exit(s)
- Location of evacuation route(s)
- Location of muster point(s)
- Identify adjacent & adjoining streets
- Location of first aid station (if any)
- Location of Flammable or Combustible liquids/Hazardous Processes
- Location of fire extinguisher(s) **One per Exit with a maximum travel distance of 150ft (45m) between each**



## Section E

### Hot Works

The National Fire Code (Alberta Edition) requires that a Hot Works Fire Safety Plan be prepared for all activities involving Hot Works. Fire Safety Plans that involve hot works must be submitted to us for review and acceptance.

### Hot Works Fire Safety Plan

<p><b>Location of Hot Works</b></p>	
<p><b>Type of Hot Works to be Completed</b></p>	
<p><b>Mitigation of Risk That Will be Undertaken</b></p>	
<p><b>Other Required Information</b></p>	



## Section F

I have read and understand the requirements of the fire safety plan

Date \_\_\_\_\_

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

- 1) Keep a copy of the Fire Safety Plan on site for safety orientation and review.
- 2) Submit a copy of the Fire Safety Plan to:

The Planning and Development Department  
#1 Alexandra Park,  
Leduc AB, T9E 4C4  
Ph 780-980-7177  
Fax 780-980-7127  
E-Mail: [planningshared@leduc.ca](mailto:planningshared@leduc.ca)

- ★ All applicable sections must be fully completed before final processing can be initiated.
- ★ See website for further details of Adjacent Property Fire Protection and Construction Fire Safety Plans by clicking [here](#), or by using the QR codes below.



Single Attached and Detached Homes - Fire Protection



Row Housing and Semi-detached Homes - Adjacent Property Fire Protection



Buildings Four Stories or Less - Adjacent Property Fire Protection



Construction Fire Safety Plan - Additional Information

---

## Section G (For Fire Services Use Only)

FIRE SERVICES REVIEWED

Signature \_\_\_\_\_



## CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines are to protect life and property. These guidelines are intended mainly for contractors.

### Most issues at construction sites can be dealt with using simple precautions.

- 1) Street address of the site is to be posted and **clearly visible at all times** for all emergency response personnel, including police, fire and ambulance. Address numbers should be affixed in a visible location at a level of about 2 m from the ground, or taped to the inside of a front facing window.
- 2) Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.
- 3) Fire Department Access is to be maintained at ALL times from start to completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.
- 4) **Construction Heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire.**
- 5) Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.
- 6) Outdoor Refuse Containers shall be kept at least 3 meters from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard.

### **Burning of waste material at construction sites is NOT PERMITTED.**

- 7) Hot works shall be performed only by personnel trained in the safe use of hot works equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least **one 10lb ABC portable extinguisher** and a pail of water shall be provided in the hot works area.
- 8) If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. **Immediately Dial 911**. Provide the operator with a street address and a description of the emergency.

## Emergency Numbers

**Fire / Police / EMS: 9-1-1**  
**POWER: 780-310-9473**  
**WATER: 780-980-7108**  
**GAS: 1-866-222-2068**



### CREDIT CARD AUTHORIZATION FORM

I, \_\_\_\_\_ of \_\_\_\_\_  
(Print name) (Company name)

ADDRESS: \_\_\_\_\_

CITY/PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

I hereby authorize the City of Leduc to use the following credit card number to the cover cost of:  
**(Please choose one per form)**

City Permits

Pet Licence

Utility Deposit

Business Licence

Other: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

Card issued to: \_\_\_\_\_ \*CVD/CVV # \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**\*CVD/CVV is the three digits on the back of your Visa or Mastercard, or the 4 digits on the front of your American Express**

Planning #: _____ _____ _____
--

The personal information on this form is collected to provide payment to the City of Leduc. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information can be directed to the City Clerk at 780-980-7132, #1 Alexandra Park, Leduc, Alberta, T9E 4C4.

## Do you need a permit?

Yes. You **must** obtain a building permit for any basement development as determined by your local authority.

Building permits are required for most major construction projects, including new buildings, additions, renovations, or a change of use in any existing building.

## Benefits of getting a permit

- You have access to the expertise of certified safety codes officers (inspectors), who will help you comply with the Alberta Building Code.
- Your plans will be reviewed by a certified safety codes officer to identify potential problems. This will help you make changes in the planning stage and avoid costly corrections after construction.
- Inspections will be carried out by certified safety codes officers, who will provide you with inspection reports and followup of any outstanding deficiencies related to the Alberta Building Code.

## Basement suites

This brochure provides information about basement development for single-family homes only. It does **not** include the province-wide standards for the construction of secondary suites that are now included in the Alberta Building Code and the Alberta Fire Code.

For more information on basement suite requirements, please see the *Secondary Suites* brochure, or contact Municipal Affairs using the contact information on the back of this brochure.

## Alberta's Safety System

Alberta Municipal Affairs works in partnership with the Safety Codes Council, municipalities, corporations, agencies, and other organizations to deliver effective community-focused public safety programs and services to Albertans.

## Questions or more information:

### Alberta Municipal Affairs

Safety Services Branch  
16th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4  
  
Phone toll-free: 1-866-421-6929  
Fax: 780-427-8686  
E-mail: [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)  
[www.municipalaffairs.alberta.ca/cp\\_index.cfm](http://www.municipalaffairs.alberta.ca/cp_index.cfm)

### Safety Codes Council

Suite 1000, 10665 Jasper Ave NW  
Edmonton, Alberta T5J 3S9  
  
Toll-free within Alberta:  
Phone: 1-888-413-0099  
Fax: 1-888-424-5134  
[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)

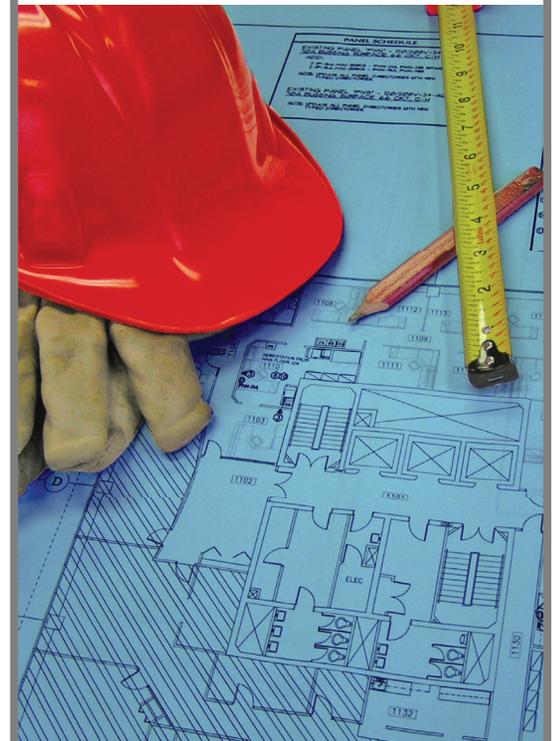
Please place your agency or municipality contact information in the space below.

These brochures may be updated periodically. They have no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect.

April 2010  
ISBN: 978-0-7785-6002-9

# Safety Tips

## Finishing your basement



Government  
of Alberta ■  
Municipal Affairs



# Finishing your basement

## Required plans information

You must submit plans with your building permit application to your local authority before starting any construction. The plans should contain the following **floor plan** and **cross-section** information:

## Floor plan requirements

- Show proposed and existing rooms.
- Indicate the use and dimensions of the proposed rooms under development.
- Indicate details of any structural changes.
- Show locations of smoke alarms.
- Indicate locations, sizes and swing direction of all doors.
- Indicate window sizes and locations.

## Cross-section requirements

Cross-section details shall be provided where required by the safety codes officer and should incorporate the following:

**Insulation:** The perimeter of the foundation wall is to be insulated from the top of the wall to a minimum of 600 mm (24 inches) below the exterior finished ground level. This insulation is to have a minimum thermal resistance value of RSI 1.4 (R8).

### Foamed plastic insulation materials:

These can be dangerous when exposed to fire and must be protected by a thermal barrier (i.e. drywall).

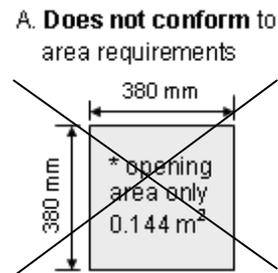
**Vapour Barrier** installed on the heated side of the insulation.

## Bedroom windows

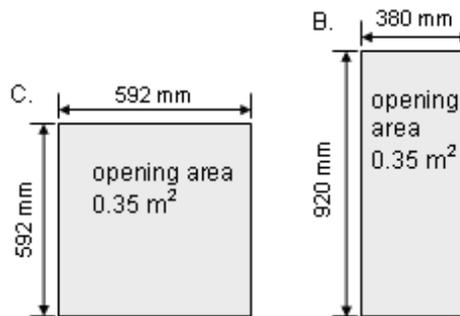
Unless a bedroom has a door that leads directly to the building exterior, or the basement is sprinklered, each bedroom must have at least one window that can be opened from the inside without the use of tools or technical knowledge.

This window must provide an unobstructed opening with a minimum area of  $0.35 \text{ m}^2$  ( $3.77 \text{ ft}^2$  or 543 square inches), and no dimension less than 380 mm (15 inches). See the drawings below for further clarification.

## Examples of conforming and non-conforming bedroom windows



The opening in example A is only  $0.144 \text{ m}^2$ , and it will not allow the average occupant to pass through the window as an alternate means of escape during a fire emergency.



**Examples B and C conform** to height, width and area requirements

## Window egress into window-well

If a window opens into a window-well, a clearance of at least 550 mm (about 22 inches) between the window and the wall of the window-well is required.

An awning-style window opening into a window-well may pose a challenge in maintaining this clearance, and it could interfere with the occupant's ability to exit through the window-well. The required clearances **must** be maintained when the window is in the open position.

## Gas-fired furnaces

In developed basements, gas-fired furnaces and water heaters must be enclosed in a separate room from the living space, as required in the current edition of the Alberta Building Code.

## Smoke alarms

Smoke alarms located in both the main dwelling and the basement must be installed as per the current edition of the Alberta Building Code.

They must be hard-wired into an electrical circuit and interconnected so they will all operate in unison.

## Carbon monoxide alarms

Carbon monoxide alarms shall be installed in every home containing a solid-fuel-burning appliance, as required in the current edition of the Alberta Building Code. The alarms are also recommended for existing homes.