



Village of Holden  
 Box 357  
 Holden, AB T0B 2C0  
 Phone: (780) 688-3928  
 Fax: (780) 688-2091  
 www.village.holden.ab.ca

The Inspections Group Inc.  
 12010 – 111 Avenue  
 Edmonton, AB T5G 0E6  
 Phone: (780) 454-5048 Toll Free: (866) 554-5048  
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 www.inspectionsgroup.com

**BUILDING PERMIT APPLICATION FORM**

Application Date: DD / MMM / YYYY

Estimated Project Completion Date: DD / MMM / YYYY

Applicant Type:  Homeowner  Contractor

Cost of Installation (Labour & Material) \$ \_\_\_\_\_

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act. A permit may expire if the undertaking to which it applies: (a) is not commenced within 90 days of issue of the permit, (b) is suspended or abandoned for a period of 120 days. An extension can be considered when applied for in writing prior to permit expiry date.

**\*\*2 Sets of plans / specifications & payment must accompany this application\*\***

Owner Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner's Signature / Declaration (Single Family Residential Only)**

"I hereby declare I am the owner of the premises in which the work will be conducted, and reside or will reside on the property. I am doing the work myself, and assume responsibility for compliance with the applicable Act and Regulations"

Company Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor/Architect/Engineer Name

Signature

**Project Location in Village of Holden:**

Work:  not started  in progress  complete

Street Address: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_

Legal Subdivision: Part of: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Directions: \_\_\_\_\_

**BUILDING TYPE:**

- Dwelling Unit
- Detached/Attached Garage
- Accessory Building
- Basement Development
- Deck
- Wood Burning Stove/Fireplace
- Certification # \_\_\_\_\_
- Foundation Type
- \_\_\_\_\_
- Other (specify) \_\_\_\_\_
- \_\_\_\_\_

**TYPE OF WORK:**

- New Construction
- Relocation
- Addition
- Renovation
- Demolition
- Change of Occupancy
- Manufactured Home\*
- Modular Home\*

\*CSA # \_\_\_\_\_

Development # \_\_\_\_\_

**BUILDING USE:**

- Farm
- Single/Multi Residential
- Commercial
- Industrial
- Institutional
- Oil & Gas
- Other (specify) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**BUILDING AREA IN SQ. FT.:**

- Number of stories \_\_\_\_\_
- Main area \_\_\_\_\_
- 2<sup>nd</sup> floor \_\_\_\_\_
- Basement \_\_\_\_\_
- Garage \_\_\_\_\_
- Total Area \_\_\_\_\_
- Deck \_\_\_\_\_

Basement developed at time of construction?

Yes  No

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

Energy Compliance Method:  Performance  Trade-Off  Prescriptive

\*Manufactured Home – transportable in single or multiple sections; is ready for residential occupancy upon completion of setup.

\*Modular Home – assembled at site in sections; sections have no chassis, running gear nor its own wheels.

I the permit applicant understand and acknowledge the selected inspection stages will take place at my request. **Single family dwellings include one additional inspection stage with permit, which must be selected.**

**FOUNDATION**

- Accept
- Decline

**FRAMING**

- Accept
- Decline

**INSULATION**

- Accept
- Decline

**HVAC**

- Accept
- Decline

**FINAL\***

Required

Other:

(Additional may be selected at \$110/Inspection (plus Levy))

\_\_\_\_\_ (Applicant Signature)

Payment Type:  Cash  Cheque  C/C Agreement  Interac

**TIGI OFFICE USE ONLY**

Permit Fee: \$ \_\_\_\_\_

+ SCC Levy\*: \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Issuing Officer's Name: \_\_\_\_\_

Issuing Officer's Signature: \_\_\_\_\_

Designation Number: \_\_\_\_\_

Permit Issue Date: DD / MMM / YYYY

\*\$4.50 or 4% of the permit fee maximum \$560.00

**PLEASE CONTACT THE INSPECTIONS GROUP INC. FOR INSPECTIONS ALLOWING 2 – 5 WORKING DAYS NOTICE & PROVIDE SAFE ACCESS.**

The personal information provided as part of this application is collected under Sec. 43 of the Safety Codes Act and Sections 303 and 295 of the Municipal Government Act and in accordance with Section 32.c of the Freedom of Information and Protection of Privacy Act.



## VILLAGE OF HOLDEN

PO Box 357  
HOLDEN AB T0B 2C0  
Phone: 780 688 3928  
Fax: 780 688 2091  
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### BUILDING PERMIT FEE SCHEDULE

#### RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$ 00.50 per sq. ft. + SCC levy
- Upper/Lower Floors	\$ 00.39 per sq. ft. + SCC levy
Additions/renovations/basement development	\$ 00.39 per sq. ft. + SCC levy
	\$ 100.00 (minimum fee) + SCC levy

#### Accessory Buildings

Garages (attached or detached) (flat rate) (under 624 sq. ft.)	\$ 110.00 + SCC levy
Shops, garages, storage buildings (over 624 sq. ft.)	\$ 00.39 per sq. ft. + SCC levy
Decks or garden storage sheds (sheds under 150 sq. ft.)	\$ 95.00 + SCC levy

Fireplaces (if not included in new construction) (flat rate) \$95.00 + SCC levy

Demolitions Residential (flat rate) \$95.00 + SCC levy

Geothermal Heating \$250.00 + SCC levy

#### COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$ 6.25 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$ 6,250.00 + (\$ 5.00 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$350.00 + SCC levy
Demolitions Commercial (flat rate)	\$160.00 + SCC levy
Sign (Pylon)	\$150.00 + SCC levy

#### MOBILE AND MODULAR HOME

Modular Home (RTM's, etc.)	\$ 350.00 + SCC levy
Basement Development	\$ 0.39 sq. ft. + SCC levy (min. \$150.00)
Mobile Homes Set-up	\$ 200.00 + SCC levy
Basement Development (if on foundation)	\$ 0.39 sq. ft. + SCC levy (min. \$150.00)

**NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!**

A minimum Cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the permit fee where a drawing review or site inspection has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of a \$500.00 surcharge per permit.

Supplementary inspections and re-inspections performed in addition to those required under the Municipalities Joint Quality Management Plan will be charged to the permit applicant at the rate of \$110 per inspection (plus Levy)

Additional pre-authorized inspection services not covered under permit(s), and site investigations requested by the Municipalities, will be invoiced at the rate of \$75 per hour (minimum 2 hours) (plus GST).

Rush inspections for ALL disciplines will be charged as follows:

- 3 business days notice - \$250 (plus Levy)
- 2 business days notice - \$275 (plus Levy)
- 1 business days notice - \$350 (plus Levy)  
(payment must be made prior to inspection taking place)



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## HOMEOWNER QMP MINIMUM REQUIREMENTS

### SITE BUILT NEW SINGLE FAMILY RESIDENTIAL PERMIT INSPECTION STAGES

ALLOW 2 to 5 BUSINESS DAYS NOTICE WHEN CALLING FOR AN INSPECTION

Online inspection request is available at [www.inspectionsgroup.com](http://www.inspectionsgroup.com)

NOTE: the applicant may request additional inspections for an additional fee

#### BUILDING PERMITS

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- |  |  |
|--|--|
| Foundation prior to backfill:                                | <ul style="list-style-type: none"><li>• Footings and walls poured with forms removed</li><li>• Weeping tile in place</li></ul>   |
| OR   | <ul style="list-style-type: none"><li>• Washed rock and damp proofing in place</li></ul>   |
| Framing prior to drywall:                                    | <ul style="list-style-type: none"><li>• Framing of walls, floors and roof complete prior to insulation</li><li>• Building accessible for inspection</li><li>• Manufactured engineered floor joist layouts on site</li><li>• Truss layout and roof bracing details on site</li></ul>                            |
| Final prior to occupancy within 365 days of permit issuance: | <ul style="list-style-type: none"><li>• Handrails in place and guards complete</li><li>• Heating/ventilation system installed and ductwork complete</li><li>• Smoke alarms and carbon monoxide detectors installed</li><li>• All items from previous inspection reports or plan examination complete</li></ul> |

#### ELECTRICAL PERMITS

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| Rough in prior to drywall:                                   | <ul style="list-style-type: none"><li>• Main service installed</li><li>• All wire and boxes installed and visible</li><li>• Bonding and grounding complete</li></ul>   |
| Final prior to occupancy within 365 days of permit issuance: | <ul style="list-style-type: none"><li>• All items from previous inspection reports complete</li><li>• Panel labeled</li><li>• Smoke alarms installed</li><li>• All load devices and switches installed and operational</li></ul> |

#### GAS PERMITS

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| Final prior to occupancy within 365 days of permit issuance: | <ul style="list-style-type: none"><li>• All gas piping installed</li><li>• Pressure test complete</li><li>• Gas meter installed</li><li>• All fixtures installed, vented and operational</li></ul> |
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#### PLUMBING PERMITS

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| Rough in prior to covering:                                  | <ul style="list-style-type: none"><li>• All drain or sewer lines installed</li><li>• All water lines installed</li><li>• All vent stacks installed</li></ul> |
| Final prior to occupancy within 365 days of permit issuance: | <ul style="list-style-type: none"><li>• All items from previous inspection reports complete</li><li>• All fixtures installed and operational</li></ul>       |

#### PRIVATE SEWAGE DISPOSAL SYSTEM PERMITS

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- |                             |  |
|-----------------------------|--|
| Rough in prior to covering: | <ul style="list-style-type: none"><li>• Majority of system installed with a portion left open for inspection</li></ul> |
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#### The Inspections Group Inc.

12010 – 111 Avenue  
EDMONTON AB T5G 0E6  
Phone: 780 454 5048  
Fax: 780 454 5222

110, 4910 50 Avenue  
COLD LAKE AB T9M 0G1  
Phone: 780 594 4301  
Fax: 780 594 3720

4905 – 4<sup>th</sup> Avenue, Lower Level  
EDSON AB T7E 1V9  
Phone: 780 723 4923  
Fax: 780 723 3991



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## CONTRACTOR QMP MINIMUM REQUIREMENTS

### SITE BUILT NEW SINGLE FAMILY RESIDENTIAL PERMIT INSPECTION STAGES

ALLOW 2 to 5 BUSINESS DAYS NOTICE WHEN CALLING FOR AN INSPECTION

Online inspection request is available at [www.inspectionsgroup.com](http://www.inspectionsgroup.com)

NOTE: the applicant may request additional inspections for an additional fee

#### BUILDING PERMITS

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Foundation prior to backfill:

- Footings and walls poured with forms removed
- Weeping tile in place
- Washed rock and damp proofing in place

OR

Framing prior to drywall:

- Framing of walls, floors and roof complete prior to insulation
- Building accessible for inspection
- Manufactured engineered floor joist layouts on site
- Truss layout and roof bracing details on site

Final prior to occupancy within  
180 days of permit issuance:

- Handrails in place and guards complete
- Heating/ventilation system installed and ductwork complete
- Smoke alarms and carbon monoxide detectors installed
- All items from previous inspection reports or plan examination complete

#### ELECTRICAL PERMITS

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Rough in prior to drywall:

- Main service installed
- All wire and boxes installed and visible
- Bonding and grounding complete

OR

Final prior to occupancy within  
180 days of permit issuance:

- All items from previous inspection reports complete
- Panel labeled
- Smoke alarms installed
- All load devices and switches installed and operational

#### GAS PERMITS

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Final prior to occupancy within  
180 days of permit issuance:

- All gas piping installed
- Pressure test complete
- Gas meter installed
- All fixtures installed, vented and operational

#### PLUMBING PERMITS

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Completed rough-in below  
grade:

- All drain or sewer lines installed
- All water lines installed
- All vent stacks installed

OR

Completed rough-in above grade  
prior to covering within 180 days  
of permit issuance:

- All items from previous inspection reports complete
- All fixtures installed and operational

#### PRIVATE SEWAGE DISPOSAL SYSTEM PERMITS

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Rough in prior to being covered  
within 30 days of permit  
issuance:

- Majority of system installed with a portion left open for inspection