



## Lac La Biche County

### Single Family Dwelling Building Permits

#### Applications

In order to issue a Building permit, the applicant must submit:

- Completed permit application form
- Two complete sets of construction documents which include cross section, elevations, floor plan and foundation, plus an electronic copy (PDF)
- A copy of manufactured roof truss system layout and specifications
- A copy of manufactured floor system and layout and specifications (Include telepost and telepost pad spacing and requirements)
- A copy of the site plan showing the size, shape and position of the proposed building on the lot
- A copy of the approved Municipal Development Permit, and **NHBPA Warranty or Verification Certificate**
- Payment.

#### Site Inspection Stages

- **Foundation:** Footings and wall poured, forms removed, complete with weeping tile, washed gravel, damp proofing and prior to backfill.
- **Framing and Insulation:** The foundation should be backfilled, the framing of the walls, floors and roof completed, outside plywood completed, exterior wrap completed, exterior windows and doors installed. The insulation and vapour barrier should be started.
- **Final:** Structure is complete and ready for occupy, HVAC complete and operational, all handrails in place, exterior finishes complete, all concrete work complete and lot grading complete.

We suggest that you provide our office with 2 business days notice to arrange for the necessary inspections. Please contact our office at 780 454 5048.

Every permit shall **automatically expire** if the work authorized by the permit is **not commenced within 90 days**, or is suspended or abandoned for a period of 120 days at any time after the work is commenced.

## **Questions and Answers (regarding permits)**

### ***When do you need a permit?***

A variety of provincial regulations and municipal bylaws govern when you need a permit. If you are planning changes such as construction or renovation of a building, or changing the use of a building or land, you will need a permit in Lac La Biche County. It is always best to check with the Planning and Development department before initiating any new project.

### ***Is a development permit the same as a building permit?***

No, a development permit is not the same. The development permit will inform you of the regulations, setbacks and ensure that your project conforms to the Land Use Bylaw. Safety Code/Building Permits deal with the structural stability of buildings and the health and safety of the building's occupants.

*Regulations and procedures may seem intimidating so please talk to us as you prepare your plans so that we can assist with making your project go smoothly and efficiently.*

### ***Can we obtain Development and Safety Code Permits from Lac La Biche County?***

Yes, you can apply for all permits with the Planning and Development department, or download the applications at [www.laclabichedcounty.com/planning-and-development](http://www.laclabichedcounty.com/planning-and-development). Fees are required for all permits and the cost does vary depending on the work being done, please contact the department to confirm fee amounts.

### ***Can we obtain the New Home Warranty Coverage from Lac La Biche County?***

No, to obtain a Home Warranty or Exemption Verification you need to contact Alberta Municipal Affairs Public Safety Division directly at toll-free at 1-866-421-6929 or visit at <http://homewarranty.alberta.ca>

### ***Benefits of obtaining a safety codes permit***

A major benefit of obtaining a safety codes permit is having the knowledge that the installation will conform to the Safety Codes Act, and the on-site inspection(s) will be provided by certified Safety Codes Officers. If a problem should arise, such as an accident due to improper wiring, gas fitting or structural integrity and the proper permits were not in place the insurance company may not cover the accident.

### ***Whose responsibility is it to attain permits?***

It is the landowner's responsibility to ensure all permits have been obtained. If the landowner has a contractor do any work it is required that the contractor obtain the permit for the work they are doing. Therefore, they are responsible for the work. Landowners can attain copies of the permits from the contractor or request it from Lac La Biche County, as a landowner you will also receive the Permit Service Report at the end of the project. As a homeowner you can act as a general contractor then you would apply for the Development and Building Permits. If you are a homeowner and this home is or will be your primary residence, you can do the work yourself and will be able to apply for Plumbing, Private Sewage Disposal, Gas and Electrical Permits as a homeowner. Some projects, depending on the scope, may not be able to be done by a homeowner such as wiring over 100 AMP, or homes that share a common wall (duplex, townhouse).

For more information regarding the above please contact Lac La Biche County Planning and Development Department at (780) 623-1747 McArthur Place, 2<sup>nd</sup> Floor 10307-100 Street or email: [planning&development@laclabichedcounty.com](mailto:planning&development@laclabichedcounty.com).

## **New Home Warranty: What you need to know**

As of February 1<sup>st</sup>, 2014 every new home built in Alberta will be protected under warranty.

Under the *New Home Buyer Protection Act*, a building permit cannot be issued unless appropriate warranty coverage or an authorization for exemption from the coverage requirement is in place on the property. The *New Home Buyer Protection Act* applies to all new homes. In addition to new single family homes (as defined in the *Act*), the legislation also applies to duplexes, multi-family homes, condominiums, substantial reconstruction, recreational properties as well as manufactured homes (includes modular, ready-to- move, etc.).

Owner-builders will be allowed to not procure warranty, and apply for an exemption authorization. If they choose to sell their home before the ten year term of warranty, they must purchase warranty coverage to match the remaining ten year term, similar to manufactured homes.

Any manufactured/modular homes moved to Alberta from another province or country would be required to carry warranty if they were new enough to fall under the warranty periods. For example, a manufactured home that is four years old and is being moved into Alberta from Saskatchewan would have to have warranty of one year for building envelope and six years for major structural.

Dorms, work camps, hotels and rental apartments will be exempt, as they follow a different ownership model.

### **I am planning to build my own home. How will I apply for an owner builder authorization?**

Owner builders will take the following steps to apply for an owner builder authorization:

- Contact Municipal Affairs to become an authorized user of the online new home registry.
- Apply for an owner builder authorization online. This will include stating your intent to live in the home, indicating whether you have a registered interest in the land, and paying the applicable fee.
- Your application for owner builder authorization will be assessed. If it is approved, you will be able to receive a building permit.

**Please contact NHBPA Alberta Municipal** toll-free at 1-866-421-6929 or visit [HomeWarranty.Alberta.ca](http://HomeWarranty.Alberta.ca).

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## **HOMEOWNER**

### **NEW SINGLE FAMILY RESIDENTIAL PERMIT INSPECTION STAGES**

#### **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

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Framing prior to drywall:

- Framing of walls, floors and roof complete prior to insulation
- Foundation backfilled
- Exterior doors and windows installed
- Outside sheathing
- Manufactured engineered floor layout
- Truss layout and roof bracing details on site

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Final prior to occupancy within 365 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

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Final prior to occupancy within 365 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 365 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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Rough in prior to covering:

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

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Final prior to occupancy within 365 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:

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