



ROLL # \_\_\_\_\_

FEE: \$200.00 SCC: \$8.00

A

BUILDING PERMIT NUMBER		DEVELOPMENT PERMIT NUMBER	
<b>DECLARATION</b>			
I _____ OF _____			
(NAME)		(ADDRESS)	
CITY _____		PROVINCE _____	
DECLARE THAT I AM THE: <input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Authorized Tenant of the Registered Owner			
<input type="checkbox"/> Other (including purchaser)			
and hereby make application for a Permit to occupy the building or portion of the building herein described.			
APPLICANT EMAIL _____		APPLICANT PHONE _____	
BUSINESS NAME		OCCUPANCY DESCRIPTION <i>(i.e., nail salon, restaurant, base building for CRU)</i>	
LOCATION ADDRESS		POSTAL CODE	
LEGAL DESCRIPTION	PLAN	BLOCK	LOT(S)
PROPERTY OWNER		PHONE NUMBER	
ADDRESS		POSTAL CODE	
CITY	PROVINCE	EMAIL	
<b>I further declare that the building and/or portion of the building meets the requirements set out in the Alberta Building Code and where applicable conditions set under examined Building Permit Application, Use Permit Application, and Development Permit Application.</b>			
APPLICANT'S SIGNATURE		DATE   YYYY   MM   DD	

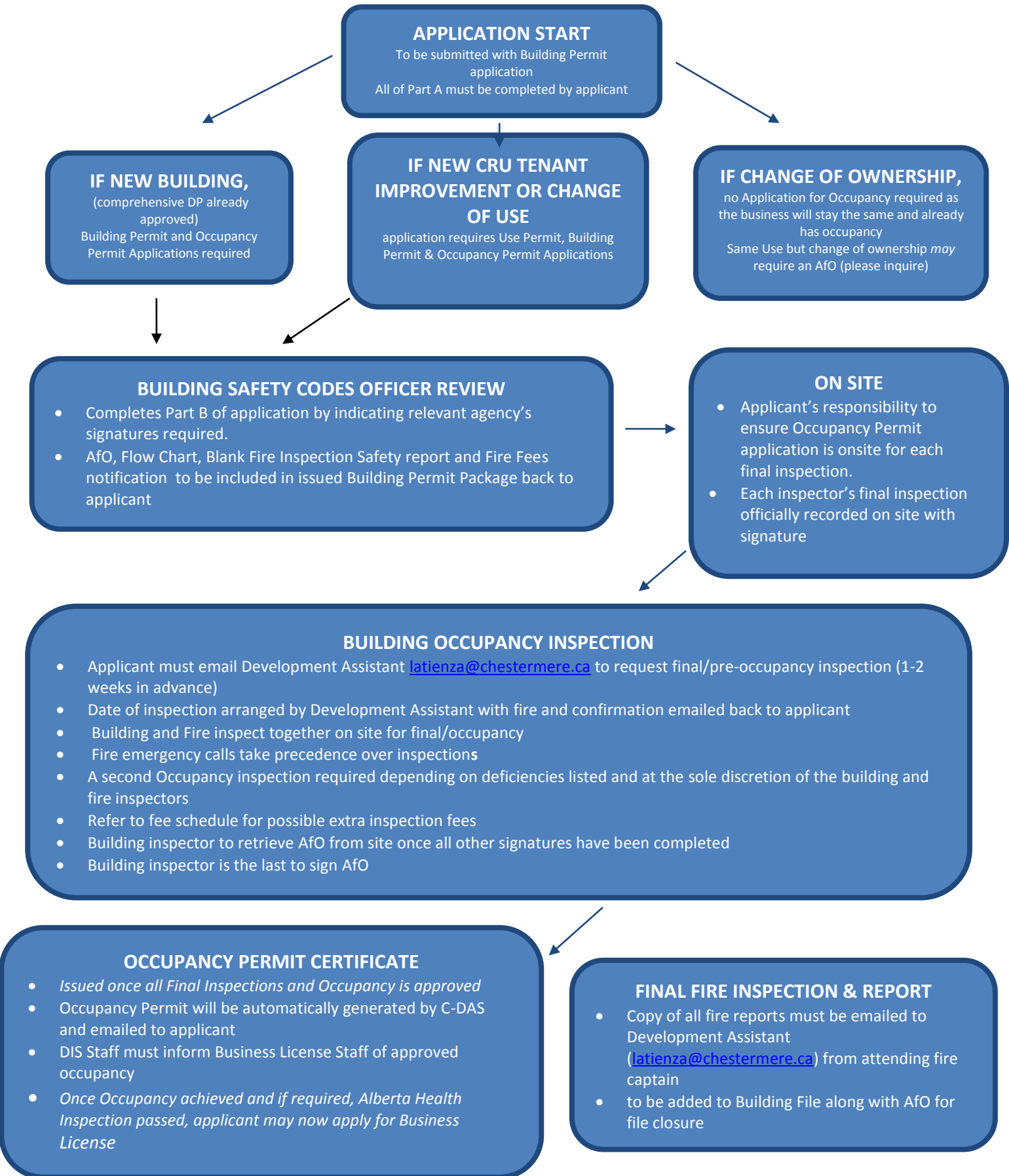
B

<b>Where required, a signature of the authority(ies) noted below must be obtained prior to final approval by the Building Inspector. An Occupancy Permit shall be issued following approval by the Building Inspector.</b>				
<b>Required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Development Officer</b>	Name (Please Print)	Signature	DATE   YYYY   MM   DD
<b>Required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Plumbing &amp; Gas Inspector</b> 403-207-7097	Name (Please Print)	Signature	DATE   YYYY   MM   DD
<b>Required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Electrical Inspector</b> 403-207-8153	Name (Please Print)	Signature	DATE   YYYY   MM   DD
<b>Required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Alberta Health Services</b> 403-943-2288	Alberta Health Certificate required for applicant to apply for Business License with the City of Chestermere		
<b>Required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>CUI (Water Meter)</b> 403-207-7284	Water Meter is required to be installed according to CUI's specifications. Please contact CUI for more information		Building inspector's confirmation of installation of Water Meter
<b>Required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Chestermere Fire Services</b> (must be requested 1-2 weeks prior to required inspection date)	Name (Please Print)	Signature	DATE   YYYY   MM   DD
<b>Required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Building Inspector</b> 403-207-7097	Name (Please Print)	Signature	DATE   YYYY   MM   DD
<small>The personal information you provide on this form is being collected under the authority of Section 640(2) of the Municipal Government Act and Section 32(b) and 32(c) of the Freedom of Information and Protection of Privacy Act and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact FOIP coordinator, 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.</small>				

Please note: this application is to be on site for all final inspections. Occupancy will not be granted unless all required signatures are completed.

# APPLICATION FOR OCCUPANCY (Afo)

(Commercial, industrial, Institutional and 4+units of Multi-family only)



**APPLICATION START**  
To be submitted with Building Permit application  
All of Part A must be completed by applicant

**IF NEW BUILDING,**  
(comprehensive DP already approved)  
Building Permit and Occupancy Permit Applications required

**IF NEW CRU TENANT IMPROVEMENT OR CHANGE OF USE**  
application requires Use Permit, Building Permit & Occupancy Permit Applications

**IF CHANGE OF OWNERSHIP,**  
no Application for Occupancy required as the business will stay the same and already has occupancy  
Same Use but change of ownership may require an Afo (please inquire)

**BUILDING SAFETY CODES OFFICER REVIEW**

- Completes Part B of application by indicating relevant agency's signatures required.
- Afo, Flow Chart, Blank Fire Inspection Safety report and Fire Fees notification to be included in issued Building Permit Package back to applicant

**ON SITE**

- Applicant's responsibility to ensure Occupancy Permit application is onsite for each final inspection.
- Each inspector's final inspection officially recorded on site with signature

**BUILDING OCCUPANCY INSPECTION**

- Applicant must email Development Assistant [latienza@chestermere.ca](mailto:latienza@chestermere.ca) to request final/pre-occupancy inspection (1-2 weeks in advance)
- Date of inspection arranged by Development Assistant with fire and confirmation emailed back to applicant
- Building and Fire inspect together on site for final/occupancy
- Fire emergency calls take precedence over inspections
- A second Occupancy inspection required depending on deficiencies listed and at the sole discretion of the building and fire inspectors
- Refer to fee schedule for possible extra inspection fees
- Building inspector to retrieve Afo from site once all other signatures have been completed
- Building inspector is the last to sign Afo

**OCCUPANCY PERMIT CERTIFICATE**

- Issued once all Final Inspections and Occupancy is approved
- Occupancy Permit will be automatically generated by C-DAS and emailed to applicant
- DIS Staff must inform Business License Staff of approved occupancy
- Once Occupancy achieved and if required, Alberta Health Inspection passed, applicant may now apply for Business License

**FINAL FIRE INSPECTION & REPORT**

- Copy of all fire reports must be emailed to Development Assistant ([latienza@chestermere.ca](mailto:latienza@chestermere.ca)) from attending fire captain
- to be added to Building File along with Afo for file closure