



Application process for Environmental Restoration Permit

- We accept and review on a first come/first serve basis.
- Applicant submits the completed **Environmental Restoration Pre-Screen Form** with all the required documents for Building Safety Codes Officer (BSCO) Review at the front counter. It is best to make an appointment by calling 403-207-7075 to ensure that a BSCO is available to review your documents.
- BSCO will review the **Environmental Restoration Pre-Screen Form** and required documents with the applicant. Deficiencies will be noted on the page 2 of the form and signed by the BSCO.
- Once the **Environmental Restoration Pre-Screen form** is completed and reviewed, applicant will submit the **Environmental Restoration Requirement List** and **Environmental Restoration Permit Application**, along with the **signed Environmental Restoration Pre-Screen Form**. Full application will not be accepted until all deficiencies listed on the pre-screen form have been met.
- Fees will be calculated at \$9.93 per \$1000 value of estimated cost of construction, minimum of \$100 + a flat fee of \$2500. The flat fee will be assessed at the Discretion of the BSCO or the Development Services Manager.
- Payment shall be made when the **Requirement List** and **Permit Application** is submitted.
- **Environmental Restoration Permit Application** shall undergo BSCO review. Only the Pre-Screen form will be viewed at the counter.
- In order to receive issued **Environmental Restoration Permit**, the applicant will be notified via email when it is ready for pick up. The following is required in order to receive your issued permit.
 - Electrical permit signed by Master Electrician
 - Plumbing, Gas and separate Gas Air Test permit signed by a Journeyman Plumber
 - A separate Gas Fireplace Permit shall be applied for by the installer of the fireplace, if applicable.
 - A separate Plumbing Permit shall be applied for by the plumber, if there is secondary heat source and was not included in the original construction drawings.
 - All these permits must be received with full payment and processed prior to release of **Environmental Restoration Permit**.

❖ NOTABLES

- **Read your Plans Exam Review thoroughly when you have received your package back from our department.** If you have any questions, please do not hesitate to ask our staff.
- Please be aware of the 2016 Fee Schedule which you will find at www.chestermere.ca
- All inspection requests must be sent to inspections@chestermere.ca at least 48 hours of notice prior to desired date of inspection. Requests over the phone will not be accommodated. Please check our website www.chestermere.ca for the updated schedule of inspections as not all of our inspectors are available every day.
- What must be on site for a framing and final site inspection to be carried out:
 - Green placard in window or conspicuous place
 - Stamped construction drawings (if revised, then stamped revised as well)
- If, in the opinion of the Safety Codes Officer, more than one inspection is necessitated by the failure of the contractor/owner to either:
 - a) ensure accessibility to a site for which the contractor/owner has requested an inspection, or
 - b) the failure of the contractor/owner to ensure the correction of the same deficiency/ies notified through an inspection report, or
 - c) work not being ready for the requested inspection, or
 - d) Failure to have City of Chestermere stamped plans and/or layouts on site,
 - e) No address posted on the building during all stages of construction
- an additional fee may be charged for each re-inspection.