



## **Application process for Development/Building Permit (Residential Building)**

### **For Infill and Direct Control Lots Only**

- Submit as per SFD checklist given in package with a **\$250.00** Development Permit Fee for review and **\$500.00** for Infill lots and **\$350.00** for Show Homes.
- We accept and review on a first come/first serve basis.
- Incomplete application will NOT be accepted and has to be **returned** to the applicant.
- Once a complete and accurate submission has been reviewed under development, the applicant will receive the **Partial Permit to sub-floor only, new SFD conditions, development permit (for Infill lots)**, and the water & sewer connection form.
- As of **February 1, 2014**, builders and homeowners are required to provide a copy of the **New Home Registry Approval Certificate** or authorization under the **New Home Buyer Protection Act**. Permits will not be accepted if the verification certificate is not included in the submission package.
- For Infill development application, a pre-application meeting is required.
- For Direct Control applications, no permits will be released until approval of the development via City Council. Direct Control applications must follow the Council submission process to appear before Council during a regularly scheduled meeting.
- In order to receive these permits, the applicant will be notified via email that their permits are ready for pick-up with a total amount owing for the whole building permit which must be paid when picking up partial, development, and water & sewer connection fee.
  - When submitting your water & sewer, it must be signed by whoever is doing the connection. The City of Chestermere has a Quick Trench Program. We can provide you with a copy of the contractors on the program. If a contractor is on the program and has passed their 5 inspected trenches, then they are allowed to back-fill without inspection, but must submit pictures immediately. As the program states, if the inspector finds deficiencies with the pictures, the City of Chestermere reserves the right to ask the back fill to be dug up and connection corrected. If the contractor that you have chosen is not on the program yet, they must sign up to the program, and have to leave the open excavation and have a viewed inspection prior to backfill by our Plumbing Safety Codes Officer (PSCO). Once they have been inspected 5 times, the PSCO will let Admin Staff know if they are eligible for the Quick Trench Program and the contractor receives confirmation of acceptance to the program. *The Building Foundation inspection cannot be booked until the Water & Sewer Connection has been inspected or pictures have been received.*
- Permit now goes to the Building SCO for review as long as the submittal package is complete.
- In order to receive **full building permit** you will need to submit:
  - Electrical permit signed by Master Electrician
  - Plumbing, gas and separate gas air test permit signed by a Journeyman Plumber
  - A separate gas permit shall be applied for by the installer of the fireplace, if applicable.
  - A separate Plumbing Permit should be applied for by the plumber if there is secondary heat and it was not included in the original construction drawings.
  - All these permits must be received with full payment and processed prior to release
  - A Footing Elevation Check must be reviewed and accepted by the reviewer
  - Contractor/Trades must have a valid Business License in the City of Chestermere to carry out work.
- After you have requested your gas air test inspection, if passed, admin staff will fax a copy of your inspection sheet to ATCO Gas. It is your responsibility to call ATCO for gas meter installation.

- Before final Building inspection, a water meter must be hooked up by your plumber and water meter be obtained from Chestermere Utility Inc. (CUI). All new Construction **MUST** have an Inspection Chamber installed on the property according to the City of Chestermere “Engineering Design and construction Standards 2012”.
- **Section 9.2.1 – A sanitary service inspection chamber must be installed in all sanitary services as outlined in the EPCOR and the City of Chestermere “Design Standard Notification for Sanitary Service Inspection chambers”.**
- You may also call Chestermere Utility Inc. at **403-207-7CUI (7284)** for their process.

❖ NOTABLES

- **Read your Plans Exam Review thoroughly when you have received your package back from our office.** If you have any questions, please do not hesitate to ask our staff.
- Please be aware of the Fee Schedule which you will find at [www.chestermere.ca](http://www.chestermere.ca)
- All inspection requests must be sent to [inspections@chestermere.ca](mailto:inspections@chestermere.ca). Requests over the phone will not be accommodated and at least 48 hours of notice is always required. Please check our website [www.chestermere.ca](http://www.chestermere.ca) for the updated schedule of inspections.
- What must be on site for a framing and final site inspection to be carried out:
  - Green placard in window or conspicuous place
  - Examined construction drawings (if revised, then stamped revised as well)
  - Reviewed Plot Plan
  - Examined Grade slip
  - Examined Joist & Truss layouts
- Plumbing Ground Works is mandatory. If the contractor is ready for the plumbing rough in at the same time as the ground works, then there is no extra charge. If, as the contractor, you call for a separate plumbing ground works inspection from rough in, then a separate fee according to *Policy 643 – Service Fee schedule*, is applicable and due prior to inspection.
- Hydronic Heat Inspection has several conditions and requirements:
  - If it’s primary heating and is included on the construction plans for the house, then it falls under Building permit and inspection is mandatory which is usually checked at framing stage.
  - If it’s secondary heating and has been included on the construction plans in the beginning, then the inspection falls under building. If the inspection is included at framing stage, then there is no extra charge, if it’s a separate inspection, then an extra inspection fee according to *Policy 643 – Service Fee schedule*, is charged and must be received prior to inspection being carried out.
  - If it’s secondary heating and was not included in original construction drawings, then a separate plumbing permit has to be in place before inspection is carried out.
  - Zoning and layout and complete Hydronic Heat specification sheet (available at the town office) are required to be submitted.
- All inspections will be refused on any lots that are not clearly addressed at all times during the build. A fine according to *Policy 643 – Service Fee schedule*, will be assessed for the inspection resulted to “No Entry” and must be remitted prior to re-inspection.
- If, in the opinion of the Safety Codes Officer, more than one inspection is necessitated by the failure of the contractor/owner to either ensure accessibility to a site for which the contractor/owner has requested an inspection, or the failure of the contractor/owner to ensure the correction of the same deficiency/ies for all sites by the same contractor/owner notified through an inspection report, or work not being ready for the requested inspection, an additional fee according to *Policy 643 – Service Fee schedule*, may be charged for each re-inspection.