



EXTERIOR ACCESSORY APPLICATION

APPLICATION NUMBER: APPLICATION DATE: Safety Codes Services • Town of Okotoks • Box 20 5 Elizabeth St Okotoks AB T1S 1K1 • Phone 403-995-6304 • safetycodes@okotoks.ca

PERMIT TYPE:

- ☐ Detached Garage ☐ Shed ☐ Deck ☐ Wood Fireplace ☐ Covered Deck
☐ Exterior Stairs ☐ Hot Tubs ☐ Retaining Wall ☐ Swimming Pool ☐ Gazebo ☐ Pergola

DISCIPLINES:

- ☐ Building ☐ Plumbing ☐ Gas ☐ Electrical ☐ HVAC

Description of Construction

Estimated Cost of Construction

\$

Size ft²

1. PROJECT LOCATION

MUNICIPAL ADDRESS	Street Number	Street Name	City/Town	Province
	<input type="text"/>	<input type="text"/>	OKOTOKS	AB
LEGAL DESCRIPTION	Lot	Block	Plan	Roll Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. APPLICANT

NAME	Last Name/Company		First Name		
	<input type="text"/>		<input type="text"/>		
MAILING ADDRESS	Street Number	Street Name	City/Town	Province	Postal Code
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CONTACT NUMBER	Contact Number (Office)		Email Address		
	<input type="text"/>		<input type="text"/>		
STATUS	<input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Agent (Property Owner Authorization Required)				

4. REGISTERED PROPERTY OWNER

PROPERTY OWNER	Last Name/Company		First Name		
	<input type="text"/>		<input type="text"/>		
MAILING ADDRESS	Street Number	Street Name	City/Town	Province	Postal Code
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CONTACT NUMBERS	Contact Number (Office)		Email Address		
	<input type="text"/>		<input type="text"/>		

5. SUBCONTRACTOR INFORMATION

BUILDING

Last Name/Company	First Name	Customer Number			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/> Property Owner					
<input type="checkbox"/> Applicant	Street Number	Street Name	City/Town	Province	Postal Code
<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Number (Office)	Email Address				
<input type="text"/>	<input type="text"/>				

PLUMBING

Last Name/Company	First Name	Customer Number			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/> Property Owner					
<input type="checkbox"/> Applicant	Street Number	Street Name	City/Town	Province	Postal Code
<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Number (Office)	Email Address				
<input type="text"/>	<input type="text"/>				

GAS

Last Name/Company	First Name	Customer Number			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/> Property Owner					
<input type="checkbox"/> Applicant	Street Number	Street Name	City/Town	Province	Postal Code
<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Number (Office)	Email Address				
<input type="text"/>	<input type="text"/>				

ELECTRICAL

Last Name/Company	First Name	Customer Number			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/> Property Owner					
<input type="checkbox"/> Applicant	Street Number	Street Name	City/Town	Province	Postal Code
<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Number (Office)	Email Address				
<input type="text"/>	<input type="text"/>				

6. APPLICANT'S SIGNATURE

I/We hereby make Application for a Permit under the provisions of the Safety Codes Permitting Bylaw and Amendments thereto, in accordance with the Safety Codes Act, Applicable Regulations, Town Bylaws and Supporting Information submitted herewith which form a part of this Application.

Printed Name	Last Name	First Name	Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Signature	Contact Number	Extension
Applicant's Signature	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Corporate Title	Email Address	
<input type="text"/>	<input type="text"/>		
Master Electrical No.	Journeyman Plumber No.	Journeyman Gas Fitter No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

[Fee Schedule](#)

7. Payment

☐ Cheque

☐ Credit Card Authorization

The information is being collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used for purposes related to the administration of the Safety Codes program. Should you have any questions or concerns about the collection of information please contact the FOIP Coordinator at foip@okotoks.ca or 403-938-8944.

Construction within Overland Drainage and Utility Rights-of-Way is not permitted. Please check your Real Property Report for details of any Rights-of-Way that may be registered on your property.

DETACHED GARAGE AND ACCESSORY BUILDINGS (Sheds & Carports)

CALL BEFORE YOU DIG 1-800-242-3447

A Building and/or Electrical Permit is required for all residential detached garages or carports. These structures shall not exceed 5m (16.4 ft) in height for the portion that projects into the rear yard and shall meet the side yard requirements of the district for the principal building. If your garage does not meet the Land Use Bylaw requirements (such as height, size, etc.) you must apply for a Development Permit prior to making an application for a Building Permit. For information in Development Permits call 403-938-8940.

A shed under 10 meters² and not permanently attached to a foundation does not require a Permit, but must comply with the requirements of the Land Use Bylaw. These structures may occupy yards to a maximum cumulative area of 20m² (215 ft²). These structures shall not have a permanent foundation, exceed 10m² (107.6 ft²) in area, exceed 3m (9.8 ft) in height or cause an obstruction for emergency access to the rear yard.

1. A completed Residential Exterior Permit Application, fee payment (Credit Card Authorization Form or cheque) and Letter of Authorization (if the applicant is not the registered home owner).
2. A Site Plan showing garage dimensions, height and setbacks from property lines and buildings (i.e. Real Property Report or Plot Plan)
3. A completed Standard Detached Garage Guideline Sheet
4. An inspection is required once the framing is completed

UNENCLOSED/COVERED DECKS

CALL BEFORE YOU DIG 1-800-242-3447

A Building Permit is required for the construction of a deck where the deck is more than 305mm (2 ft) above grade at any point. These structures may occupy yards to a maximum cumulative area of 12m² (129.17 ft²).

If your deck does not meet the Land Use Bylaw requirements (such as height, setbacks, etc.) you must apply for a Development Permit prior to making an application for a Building Permit. For information on Development Permits call 403-938-8940.

A sunroom enclosure or a covered deck *requires* a Development Permit review prior to a Building Permit.

1. A completed Residential Exterior Permit Application, fee payment (Credit Card Authorization Form or cheque) and Letter of Authorization (if the applicant is not the registered home owner).
2. A Site Plan showing deck dimensions, height and setbacks from property lines and buildings (i.e. Real Property Report or Plot Plan)
3. A completed Unenclosed Deck Guideline Sheet
4. An inspection is required once the deck is completed

OTHER EXTERIOR PERMIT APPLICATIONS

CALL BEFORE YOU DIG 1-800-242-3447

See Land Use Bylaw or contact the Safety Codes office at 403-995-2758 for information.

1. A completed Residential Exterior Permit Application, fee payment (Credit Card Authorization Form or cheque) and Letter of Authorization (if the applicant is not the registered home owner).
2. A Site Plan showing dimensions, height and setbacks from property lines and buildings (i.e. Real Property Report or Plot Plan)
3. An inspection is required at completion of project