



TOWN OF OKOTOKS EXTERIOR ACCESSORY APPLICATION

APPLICATION NUMBER:

APPLICATION DATE:

Safety Codes Services • Town of Okotoks • Box 20 5 Elizabeth St Okotoks AB T1S 1K1 • Ph 403-938-8916 • Fax 403-938-7387 • 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 **OKOTOKS** Province **AB**

LEGAL DESCRIPTION Lot Block Plan Zoning Roll Number

2. APPLICANT

NAME Last Name/Company First Name

MAILING ADDRESS Street Number Street Name City/Town Province Postal Code

CONTACT NUMBER Contact Number (Office) Fax Number Email Address

3. REGISTERED PROPERTY OWNER

PROPERTY OWNER Last Name/Company First Name

MAILING ADDRESS Street Number Street Name City/Town Province Postal Code

CONTACT NUMBERS Contact Number (Office) Fax Number Email Address

4. SUBCONTRACTOR INFORMATION

BUILDING	Name			Customer Number		
	Address	City/Town		Province	Postal Code	
	Contact Number (Office)	Fax Number	Email Address			
	Name			Customer Number		
PLUMBING	Address	City/Town		Province	Postal Code	
	Contact Number (Office)	Fax Number	Email Address			
	Name			Customer Number		
	Address	City/Town		Province	Postal Code	
GAS	Contact Number (Office)	Fax Number	Email Address			
	Name			Customer Number		
	Address	City/Town		Province	Postal Code	
	Contact Number (Office)	Fax Number	Email Address			
ELECTRICAL	Name			Customer Number		
	Address	City/Town		Province	Postal Code	
	Contact Number (Office)	Fax Number	Email Address			
	Name			Customer Number		


I/We hereby made 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.

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.

5. APPLICANT'S SIGNATURE

Property Owner

Authorized Agent (Authorization letter required)

Printed Name	Last Name	First Name	Date
			
Applicant's Signature	Signature	Contact Number	Extension
	Corporate Title	Email Address	
Master Electrical No.	Journeyman Plumber No.	Journeyman Gas Fitter No.	

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 Application Form and Fee
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 609mm (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 Application Form and Fee
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 Application Form and Fee
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