



TOWN OF OKOTOKS INTERIOR 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: Lower Level Development Solid Fuel Fireplace Additions Renovations Other

DISCIPLINES: Building Plumbing Gas Electrical HVAC

Secondary Suite

Description of Construction	Estimated Cost of Construction	Size ft ²
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

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	Zoning	Roll Number
	<input type="text"/>	<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)	Fax Number	Email Address		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		

3. 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)	Fax Number	Email Address		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		

4. SUBCONTRACTOR INFORMATION

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

I/We hereby make Application under the provisions of Safety Codes Permitting Bylaw and amendments thereto, in accordance with the Safety Codes Act, Applicable Regulation, Plans 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
	Signature		Contact Number	Extension
Applicant's Signature	Corporate Title		Email Address	
	Master Electrical No.		Journeyman Plumber No.	Journeyman Gas Fitter No.

LOWER LEVEL DEVELOPMENT

A Building Permit is required for the construction of a basement/lower level development with the following documentation:

1. A completed Application Form and Fee
2. A floor plan showing the following:
 - proposed and existing room(s) layout
 - designation of the use and dimension of the proposed rooms
 - total ft² being developed
 - window and door sizes, location of smoke alarms (Note: if enlarging windows or adding new windows, a site plan and elevation plan is required)
 - details of any structural changes proposed
 - List of Contractors (if not homeowner)

ADDITIONS/RENOVATIONS

A Building Permit is required for additions/renovations with the following documentation:

1. A completed Application Form and fee
2. A Site Plan or Real Property Report
 - a north arrow
 - dimensions of the site (property lines)
 - location of proposed addition
3. A floor plan showing the following:
 - proposed and existing room(s) layout
 - designation of the use and dimension of the addition/renovation
 - total ft² being developed
 - window and door sizes, location of smoke alarms
 - details of any structural changes proposed
 - grade elevations
4. List of Contractors

SECONDARY SUITES

A Building Permit is required for all secondary suites with the following documentation:

1. A completed Application Form and fee
2. A Site Plan or Real Property Report (all parking on site must be indicated)
 - a north arrow
 - corresponding street and avenue
 - dimensions of the site (property lines)
 - location of proposed and existing buildings/structures
 - location of existing and proposed accesses to the site
 - identification of all caveats, covenants, easements
3. Floor Plans - including the main floor plan and the floor plan where the secondary suite is being constructed
 - the size of the building (dimensions and square footage)
 - room layouts indicating size, uses and location of walls, doorways and windows (include all sizes)
 - floor to ceiling height
 - location of smoke and carbon monoxide detector(s) which must be hard wired
4. Elevation Plans
 - showing all sides of the building (proposed and existing)
 - the building height (distances from peak to mid roofline and to main floor)
 - exterior finishing alterations, materials and colors
 - showing all windows and doors
 - Pictures of the outside of the house (all sides)
 - For any exterior alterations also submit elevation plans and construction details
5. List of Contractors
6. Construction Details
 - cross section showing all materials used for structure
 - wall/floor/roof assembly details
 - foundation plans and construction specifications