



Building Permits Information

You need a Building Permit to:

- construct a new building
- construct an accessory building (such as a shed or garage)
- alter or add to an existing building
- demolish an existing building
- construct or alter a deck
- occupy a building that has been vacant for six (6) months or more
- alter a building or portion of a building to accommodate a change of use

Below is information on developments needing a building permit:

Development:	Permits Required:				
	Development	Building	Electrical	Plumbing	Gas
Building a new home or building	X	X	X	X	X
Building a deck over 2ft (0.6m)	***	X			
Building a fence					
Adding a shed over 100ft ² or 10m ²	X	X	***		
Building a garage	X	X	X		***
Developing a basement		X	X	X	X
Secondary Suite	X	X	X	X	X
Building an addition	X	X	X	***	***
Interior renovations		X	***	***	***
Locating a new manufactured home	X	X	X	X	X
Demolishing a building	X	X			
Home occupation	X				
Occupying a building (change of use)	X	***			
Putting up a Sign	X	***	***		
Installing a hot tub, pond or pool		X	X		
Installing a wood burning stove		X			

*** Permit may be required

For access to Permit Applications, please visit our **Permits Page**. If you are unsure whether your development requires a permit **contact the Planning & Development team** or **IJD Inspections Ltd.**

1. How and when do I apply for a Building Permit?

Building Permit Applications are usually submitted alongside a Development Permit if it is required. Included with a Building Permit application are development deposits and any applicable landscaping or hard surfacing securities. Further details on submitting a Building Permit are found on the Developer's checklist.

Please note that it is the owner/contractor's responsibility to ensure that the footings are poured on undisturbed soil; footings located on soft or fill material will require approval from a soils engineer.

2. Where can I apply for a permit?

Applications for Building, Electrical, Plumbing and Gas permits may be made at the Planning and Development Services department.

3. How are Building Permit fees determined?

Bylaw 168 works to regulate building activity in the City, outlining the application process and activities requiring a permit. Building fees for commercial, industrial and public use buildings are established by applying the submitted estimated construction value. The City has a minimum floor area value to refer to if the submitted values are not in line with current standards. Most Building Permits are calculated by applying two formulas:

Costs per square foot of finished floor area which establishes the "Construction Value". See link to Schedule B of Bylaw 168 for details.

"Permit value" is expressed or calculated by using \$6.00/per \$1000 of every dollar for "construction value". See link to Schedule A of Bylaw 168.

4. Who do I contact for an inspection?

As of June 1, 2016, IJD Inspections Ltd will provide Safety Code Services for the City of Lacombe. All permits issued on and after June 1, 2016 will be inspected by IJD Inspections. If a permit was issued prior to June 1, 2016, Superior Safety Codes will remain the inspecting authority. Please contact the inspecting authority to arrange an inspection.

Refer to the City of Lacombe Quality Management Plan for more information.

IJD Inspections Ltd – Contact Information (for all permits issued on or after June 1, 2016)

E4, 5560 45 Street
Red Deer, AB T4N 1L1
Phone: (403) 346-6533
Fax: (403) 347-2533
Email: info@ijd.ca or permits@ijd.ca

Building Safety Codes Officer - Residential and Commercial - Sean Dennis, sean@ijd.ca

Building Safety Codes Officer - Residential - Lorne Feil, lorne@ijd.ca

Electrical Safety Codes Officer - Jim Dobler, jim@ijd.ca

Electrical Safety Codes Officer - Lori Monaghan, lori@ijd.ca

Gas and Plumbing Safety Codes Officer - Jerry Bond, jerry@ijd.ca

Gas and Plumbing Safety Codes Officer - Wade Martin, wade@ijd.ca

Superior Safety Codes Inc. Contact Information (For all permits issued prior to June 1, 2016)

#3, 6264 - 67A Street
Red Deer, AB T4P 3E8
Phone: (403) 358-5545
Fax: (403) 358-5085
Toll free phone: 1-888-358-5545
Toll free fax: 1-866-358-5085

5. Is there any additional information I should include with my Building Permit?

If you are building a residential, commercial or industrial building, please note, all subcontractors are required to hold a valid City of Lacombe Business License. Please include a **Subcontractor Sheet** and ensure you have all the relevant information listed on the **Developer Checklist** at time of application.

If you are building a deck please include a **Deck Sheet** with your application.

For more information on building a deck and meeting setbacks download a copy of our **Building a Deck** and **Deck setback table**.

If you are building an accessory building or garage please include a **Detached Garage Information Sheet**.

For more information on building a garage download a copy of our **Building a Garage** information pamphlet. Please note that a permit is not required for an accessory building under 10m² or 100ft² and less than 2.5m in height, but all setbacks for accessory buildings must comply with the City's Land Use Bylaw.

Please note your development may require an **engineer's stamp**.

If you are unsure whether your development requires a permit contact the **Planning & Development team**.