



## Secondary Permits

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

### **1. How do I submit an application?**

Applications for a secondary permit are made and submitted to the City of Lacombe's Planning & Development Services department.

### **2. Who pulls the permit, the contractor or landowner?**

Depending on the type of development, the permit may be applied for by a homeowner or by a contractor.

In many cases, a home owner can pull a permit. A homeowner who owns and resides in the residence may do the work for a building, electrical, gas or plumbing permit, provided they have the knowledge and be personally capable of performing the work/installation themselves. The City requires that the homeowner sign an affidavit and provide photo identification confirming ownership and residence at the place of the permit activity. If the terms of issuing a homeowner permit are not met, the City, in accordance with the Safety Codes Act, may refuse to issue a permit.

A homeowner cannot pull permits for buildings for resale, secondary suites, commercial space, or any space that is not permanently occupied by the homeowner. In any of these cases, a contractor must pull the permit.

Contractors pulling permits on behalf of landowners will be required to be present and provide their appropriate trade certificate identification and hold a City of Lacombe Business License.

### **3. When do I call for an inspection?**

A minimum of 3 inspections will be done by the Inspector as required:

Foundation - weeping tile, washed gravel, damp proofing and before backfill

Framing & Insulation - foundation should be backfilled, framing of walls, floors and roof complete. The insulation and vapor barrier should be started

Final - building is ready to occupy, all handrails in place, exterior finishes complete, all concrete work complete and lot grading complete. (NOTE: You must have permission for occupancy - there are penalties.

Please note it is the applicant's responsibility to call for inspection. For more information on inspections please contact the Planning & Development team. The number of inspections may vary depending on the type of work and whether it is a contractor or homeowner permit.

### **4. What is a Permit Services Report (PSR)?**

The City's inspection agency will issue a Permit Services Report within 30 days of completing compliance monitoring services as required in the QMP that indicates compliance with the Alberta Building Code 2006. Completion of compliance monitoring means; after final or only required inspection, after acceptance of a verification of compliance in lieu of inspection where permitted or in accordance with the no-entry policy). This report is issued to the "owner" with a copy submitted to the City's Planning and Development Department. For the purposes of this QMP "owner" means the owner of the project at the time that the permit was issued, at the time that compliance monitoring services were provided, or at the time the Permit Services Report was issued.

## 5. When do I need an Electrical, Plumbing or Gas 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 <sup>2</sup> or 10m <sup>2</sup>	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