

Description

Successful completion of this package, and meeting all submission requirements, will result in a complete application for a Lot Grading, Development and all related Inspection Services Permits. When applying for more than one dwelling unit (with the exception of a secondary suite), and upon approval, each address will result in a permit, therefore the fees identified below and submission requirements will also apply to each address.

Submittal Requirements

☐ 1. Certificate of Title	☐ 7. Heat Loss Calculations: a sample is located at cityofgp.com/development-plans/specifications-standards-and-guidelines .
☐ 2. Plot/Lot Grading Plan: ensure requirements listed on page 5 are included on plan.	☐ 8. Proof of New Home Warranty
☐ 3. Building Plans: ensure requirements listed on page 5 are included on plans.	☐ 9. 9.36 Energy Efficiency Summary
☐ 4. Floor Joist Layout: shall include telepost location and engineering for loading.	☐ 10. Addressing Application: required for secondary suites as well as triplex and fourplex application available at cityofgp.com/city-government/bylaws-policies-procedures/policies-procedures/assigning-address-application-form .
☐ 5. Roof Truss Layout: shall provide individual detail sheet for each truss.	
☐ 6. Engineered Piling Documentation	☐ 11. Fire Safety Plan

Please Note: Upon a thorough review of your application, a Development officer will establish if a Variance or additional documentation is required.

Submission Information

Complete applications and all submittal requirements may be submitted electronically to inspections@cityofgp.com.

- If applying for only one lot grading permit, submit Lot Grading Plan and this application with the following sections complete: A, B, D, E1, G, H, I
- If applying for only a development permit, submit #1 plot/lot grading plan, #2 certificate of title, #3 building plans and this application with the following sections complete: A, B, D, E1 & 2, G, H, I
- If applying only for a building permit, submit all submittal noted on page 1, with the exception of #2 certificate of title and if the permit is for a secondary suite #10 addressing application.

Questions

- For questions on Lot Grading requirements, contact 780-538-0417 or email lotgrading@cityofgp.com
- For questions on Development requirements, contact 780-538-0325 or email devpermits@cityofgp.com
- For questions on Inspection Services requirements, contact 780-538-0421 or email inspections@cityofgp.com

Privacy Statement

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act, SA 2024, c. P-28.5. It is collected to process your application, verify your authority, and provide the requested Inspection, Development, or Lot Grading Permit.

Your information will only be used for these purposes and protected in accordance with the Act. It will not be disclosed except as authorized by law or with your written consent. If you are requesting permits for a property, you do not own or occupy, you may be required to provide proof of authority. Personal information is retained and disposed of according to the City's Records Management Bylaw C-1348. If you have any questions about the collection, use, disclosure, or destruction of your personal information please contact inspections@cityofgp.com.

Section A: Project Address(es)

Civic:

Legal:

Lot:

Block:

Plan:

Section B: Owner Information

Owner Name:

Address:

City:

Province:

Postal Code:

Email:

Phone Number:

Section C: Sub-Contractor Information (leave section blank if sub contractors will be applying for their own permits)

Builder Contractor:

Plumbing Contractor:

Journeyman Certificate #:

Gas Contractor:

Journeyman Certificate #:

Electrical Contractor:

Master Certificate #:

HVAC Contractor:

Journeyman Certificate #:

Section D: Applicant Information (if different from ownership information)

Job Number:

Applicant / Company:

Applicant Address:

City:

Province:

Postal Code:

Contact Name:

Contact Phone:

Contact Email:

Master / Journeyman Certificate #:

Section E: Proposed Development

1. Check one of the following and indicate the amount of square footage:

☐ Single Detached ☐ Duplex (Up and Down) ☐ Manufactured Home ☐ Garage Suite

☐ Triplex ☐ Fourplex ☐ Semi Detached (Side-by-Side)

☐ Row House: _____ # of units ☐ Secondary Suite

2. What is included in the development? Check all that apply:

☐ Select this box to confirm all related work below will be ready for inspection at the same time.

☐ Attached Carport ☐ Deck _____ sq.ft. ☐ Covered ☐ Enclosed

☐ Attached Garage ☐ Secondary Suite* _____ sq.ft. of suite

☐ Hot Tub ☐ Basement Development* _____ sq.ft. of basement

*Additional fees will apply and a second Building Permit will be issued.

Required Cost of Construction:

Section F: Required Inspections

For more information, visit: cityofgp.com/business-development/inspection-process-single-family-dwellings

☐ I'd like to receive all inspections offered by Inspection Services

☐ I'd like to receive the minimum number of inspections as required by the Municipal Quality Management Plan

Section G: Details of Work

Plumbing: # of Fixtures:

Gas: BTU's: ☐ Fireplace

Electrical: ☐ New Panel ☐ Overhead ☐ Underground

Amps: Volts: Cost of Electrical Installation:

Description of Work:

Section H: As the Applicant, I affirm (check all that apply)

- ☐ I/We am/are the registered Owner(s) of noted property on which the work identified in this application will be conducted.
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- ☐ I have entered into a binding agreement to purchase the noted property on which the work identified in this application will be conducted.
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- ☐ I have permission of the registered Owner(s) of noted property to act as an Applicant on which the work identified in this application will be conducted.
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- ☐ I/We grant Right of Entry and ensure the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions and terms of the Lot Grading Bylaw, Land Use Bylaw and Building Bylaw. I/We will notify the appropriate authority of any proposed changes to the plans submitted with this application.
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By authorizing Right of Entry, you are authorizing the City of Grande Prairie to enter upon the subject lands for the purpose of site inspection(s), to evaluate the proposed development, and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.

Signature:

Date:

Landowner Signature/
Authorized Agent:
(if different from applicant)

Date:

Section I: Fees

Development Permit:

Lot Grading Permit:

Building Permit:

Electrical:

Plumbing:

Gas:

Total:

PLEASE NOTE

THIS APPLICATION DOES NOT PERMIT YOU TO COMMENCE CONSTRUCTION

You will be contacted for payment. An application that covers more than one lot will have to be calculated by the City.

Office Use Only

4% Safety Codes Levy:

Addressing Required?

☐ Yes

☐ No

Payment Type:

☐ MC

☐ Visa

☐ AMEX

☐ Debit

☐ Cheque

☐ Other

Plot/Lot Grading Plan Requirements

A plan scaled no less than 1:100, printed on 11" x 17" paper, designed and prepared by a surveyor, engineer or architect (submitted on paper or as a digital copy) with the following information:

- **Basic:** Municipal address; legal description; development phase; datum information; north arrow; scale; legend; date of survey; date drawn; sanitary invert; storm invert (if applicable); home builder.
- **Plot/Lot Grading and Drainage:** Drainage pattern with arrows; slope percentages (along property line and from foundation to property line); proposed elevations at lot corners, house, garage, and break points; existing elevations (sidewalks, curb); status of adjacent parcel; building dimensions (projections where applicable) and offsets from property line; foundation elevations (top of foundation; bottom of footing; final grade at foundation).
- **Drainage Easements** (if applicable): Drainage pattern with arrows; slope percentage; proposed elevations; registered plan number; existing elevations.
- **Development:** Dimensions of all eaves and minimum distance(s) proposed to the nearest adjacent property line(s); location of lot access including dimensions, existing sidewalk(s) and curb(s) distances to property line; conformance to the pre-approved access locations or a copy of plan stamped by Engineering Services showing the proposed access location is approved; location and measurement of any registered utility right-of-way (RW) including the RW plan number; lot lines shown with dimensions, lot area, building area and percentage of lot coverage by all structures; location of utility service connection to the building (gas, power, water, sanitary). This is available from the appropriate subdivision's engineering firm or the individual utility company.

Secondary Suite

If applying for a secondary suite ensure site plan indicates parking stalls for the secondary suite and the principal dwelling. The floor plan is also required to indicate the total square footage of the proposed suite. For more information on these requirements visit:

cityofgp.com/city-government/bylaws-policies-procedures/bylaws/land-use-bylaw

Secondary Suites are addressed in section 57 of the Land Use Bylaw

Building Plans

A plan scaled no less than 1:100, printed on 11" x 17" paper (submitted on paper or as a digital copy) with the following information:

- **Scale and dimensions of exterior walls and interior rooms** (including cantilevers/projections).
 - **Foundation Plan:** Pad size, location and construction specifications; indicate location of columns and beams.
 - **Floor Plans:** Provide square footage for all floor levels, garages and decks complete with proposed use; indicate all rough openings for door and window sizes complete with U or ER value.
 - **Building Elevations:** All sides of the house; side elevations to illustrate unprotected openings shown as a percentage to building face (Note: a cantilever is a separate building face); building height; finished ground level; wall height (finished grade to eaves), roofing material and roof pitch; exterior finishing materials; assemblies of materials forming floors, walls, roofs, decks, etc.
 - **Sections and Details:** Provide fully-labeled sections of all assemblies forming floors, walls, roofs, decks, etc. (Note: tall wall framing details required when an exterior wall exceeds 11'9"); window installation detail.
 - **Energy Compliance:**
 - **Prescriptive Path:** Designed as per 9.36.2 to 9.36.4
 - **Performance Path:** Designed as per 9.36.5
 - **Engineered Piling Documents:**
 - An engineered design of the deck being supported with point loads identified.
 - An engineered design of the steel pile.
 - The name and contact of the certified installer that will be utilized.
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