

TOWN OF KILLAM

DEVELOPMENT / BUILDING PROCEDURES

Step 1: Complete a Development Permit Application, and submit to Town of Killam Development Officer

- Requirements:
- Name, address and phone number of the Applicant
 - Legal and civic address of the property
 - Existing land use of the property
 - Land use of the District
 - Lot width, length
 - Set back from front, sides, and back lot lines
 - Estimated project costs
 - Estimated commencement date
 - Estimated completion date

Step 2: Development Permit is Issued

Issued by the Development Officer upon satisfaction that the development conforms with Land Use Bylaw # 791

NOTE: A Development Permit issued pursuant to Bylaw # 791, does not come into effect until fourteen (14) days after the date of, an order, decision, or the development permit is issued.

ANY DEVELOPMENT INITIATED PRIOR TO THE EXPIRY OF THE 14 DAY PERIOD IS DONE SOLELY AT THE RISK OF THE APPLICANT.

Step 3: Building Permit Application & submit to *Superior Safety Codes* once the Development Permit has been approved

- Requirements
- Name, address, phone number, of the Applicant
 - Address of the property being built on
 - Name, address, phone number of the architect/designer
 - Name, address, phone number of the contractor/builder
 - Three (3) complete sets of plans, drawn to scale and of sufficient clarity to indicate the nature and extent of the proposed work, and including a site plan showing the location of the construction in relation to the property lines.

Forms are available online at: www.superiorsafetycodes.com

Payment of the Permit and Inspection fees as per the fee schedule.

Step 4: Building Permit

The Building Permit is issued by the Safety Codes Officer (Superior Safety Codes) after an examination of the plans and confirmation that the construction, relocation, repair, or demolition is in accordance with the Safety Codes Act, and the Alberta Building Code.

NOTE:

Unless a Building Permit has been obtained from the Safety Codes Officer (Superior Safety Codes), no person shall commence, or cause the commencement, of construction, relocation, repair or occupancy of any building, or excavation for the purpose of erecting or locating a building.

Step 5: Safety Codes Inspections

The Safety Codes Officer (Superior Safety Codes) is required to conduct periodic inspections to ensure that there is compliance with the Safety Codes Act, and the Alberta Building Code. The inspection schedule is spelled out in the Alberta Labour Quality Management Plan.

NOTE:

THE SAFETY CODES OFFICER MAY SUSPEND, OR REVOKE ANY BUILDING PERMIT IF THAT PERMIT WAS ISSUED:

- **INCORRECTLY,**
- **ON THE BASIS OF INCORRECT INFORMATION**
- **IN CONTRAVENTION OF THE SAFETY CODES ACT OR THE ALBERTA BUILDING CODE.**

LIABILITY:

The issuance of a permit, examination of plans, or inspection made by the Safety Codes Officer does in no way relieve the Owner from full responsibility for carrying out the construction in accordance with the Safety Codes Act or the Alberta Building Code.

The works performed shall be at the risk of the permit holder, and it shall be a condition of the permit that the permit holder will be responsible for loss or damage to Town property. (i.e. streets, sidewalks) during the construction of the building.

SURVEY LOCATES:

The Town Staff are not qualified land surveyors, and therefore cannot provide certified land locates, or survey reports. As a matter of convenience, the Public Works staff will attempt to locate property pins at the request of property owners. HOWEVER, SUCH LOCATES ARE NOT LEGAL SURVEYS, AND THE TOWN OF KILLAM ASSUMES NO LIABILITY FOR ERRORS, OMISSIONS OR ACCURACY.

Certified that I have read and understood the terms, conditions, and procedures for being issued a Development and/or Building permit.

Signed _____

Dated _____