

REQUIREMENTS CHECKLIST FOR DP & BP APPLICATIONS

- A complete application package is required before moving forward with your application. **This Checklist will guide you to a successful submission of a complete application.**
- Only applications that are deemed COMPLETE will be processed. A "complete application package" must include all items marked with an "X" below based on the application being submitted. All submissions must be accurately completed to the best of the applicant's knowledge. The applicant should provide everything listed on this checklist including all required information, documents, signatures, drawings, payment, and supporting documents needed for proper evaluation, processing and issuance of a development and/or a building permit.
- To prioritize efficient processing of applications that are properly submitted. Incomplete applications may/will be rejected or returned to the applicant for completion,
- The applicant/landowner is aware that the permit application will be returned as refused if the application is deemed incomplete 40 days after the submission date, by the reviewing Development Officer.
- The information indicated on this sheet is the minimum that is required for development review and building permit application. The building permit review will be based on the development approved (stamped) site plan.
- Refer to the DP & BP Application Guide for information required for each document below.

	Type of Application	Single Family Dwelling New	Single Family Dwelling Infill	Semi-Detached Dwelling	Townhouse/ Apartment	Others:	Basement Development	Secondary Suite	Accessory Building	Deck	Addition	Hot Tub/ Pools	Fence/ Retaining Wall	Wood Fireplace	Solid Fuel Burning Appliance	Docks/ Watercraft Lifts	Recreational Vehicle	AC Unit- Only Electrical Permit Required	Solar Panel- Only Electrical Permit Required	Demolition	Interior Renovation	Environmental Restoration	Recreational Vehicle	Home Business	Other:
City Forms to complete and include in the submission	Choose One: (Check Mark)																								
	Requirements Checklist	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X				X
	DP&BP Application Form	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X			X	X
	Authorization Letter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X			X	X
	CC Authorization Form	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X			X	X
	Signed Security Deposit Form	X	X	X	X															X					
	WS Connection	X	X	X	X																				
	Utility Permits (Electrical, Plumbing, Gas, HVAC etc.)	X	X	X	X		X	X	X		x	X						X	X		X			X	X
	Responsibility for compliance and safety during construction	X	X	X	X	X					X														
	Cost Estimate Exhibits	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X				X
	Construction/Project Information Sheet								X									X	X						
	Application for Occupancy																								
	Building Permit Information for Commercial Proj																								
Applicant's Submission	Copy of New Home Warranty Certificate/ Exemption letter	X	X	X	X						x														
	Building Grade Form	X	X	X	X																				
	Site Plan/RPR	X	X	X	X	X		X		X	X	X	X	X	X	X	X								
	Construction Drawings (Floor Plan, Elevations, Sections, Layouts)	X	X	X	X	X	X	X		X	X		X	X	X	X	X				X				
	Other Building Forms- if applicable (9.36 Trade-Off Calculator, 9.36 Proj Summary, Form E & A)	X	X	X	X	X					x														

X – Required; x – If applicable - ANHW required when the addition is 75% or more of the rebuilt home



Part I

*Mandatory Fields

APPLICANT ACKNOWLEDGEMENT: By signing below, the applicant/landowner certifies that all the required documents listed above have been reviewed, confirmed accurate and is submitted as a complete Development and/or Building Permit application.

*Applicant Name: _____ *Signature _____

*Date: _____

CITY OF CHESTERMERE OFFICE USE ONLY:
By signing below, the City of Chestermere deems this application complete on: _____

Reviewed By: _____

Part II

***DEVELOPMENT / BUILDING PERMIT AUTHORIZATION FORM**

OWNER INFORMATION

I (We), _____ (name(s) of Registered Landowner(s))
being the registered landowners of:

Municipal Address: _____

Postal code _____ Legal Description: _____

Do hereby authorize:

APPLICANT INFORMATION

Company: _____ Contact Name: _____

Address: _____ Postal Code _____

Phone: _____ Email: _____

to make application for the necessary building /development permits required to complete the following project:

ALL REPORTS WILL BE PROVIDED TO OWNER AND APPLICANT.

(Print name of Registered Landowner)

(Print name of Registered Landowner)

(Signature of Registered Landowners)

(Signature of Registered Landowner)

_____ Date _____ Date



CHESTERMERE

RESIDENTIAL DEVELOPMENT & BUILDING PERMIT APPLICATION COMMUNITY GROWTH & INFRASTRUCTURE

105 Marina Road, Chestermere, Alberta T1X 1V7

Phone: 207-7075 Fax: 207-2817

www.chestermere.ca

DATE RECEIVED STAMP

(office use only)

This application may be used for both a Building Permit and/or a Development Permit/Review. Electrical, Plumbing, Gas and HVAC have their own application forms.
This application form must be accompanied by a complete application package. Use the checklist and guide attached to this package to assist you in submitting a complete application package.

PROJECT PROPERTY INFORMATION: * Mandatory Fields

*Municipal Address: _____ *Lot: _____ *Block: _____ *Plan _____

PROPERTY OWNER & APPLICANT INFORMATION: * Mandatory Fields

*Owner _____ *E-mail address _____

*Mailing Address _____ *City/Town _____ *Postal Code _____

*Cell _____ Home _____ Fax _____

*Applicant _____ *E-mail address _____

*Mailing Address _____ City/Town _____ Postal Code _____

*Cell _____ Home/Work _____ Fax _____

*Contractor ☐ (Same as Applicant) if not, provide info: _____ *E-mail address _____

*Mailing Address _____ City/Town _____ Postal Code _____

*Cell _____ Work _____ Fax _____

RESIDENTIAL - PROJECT DESCRIPTION/USE * Mandatory Fields **Dev Review/Dev Permit ***Business License also required, BP may be required

☐ **Single Family Dwelling _____ ft² ☐ **Semi-Detached Dwelling _____ ft² ☐ **Townhouse _____ ft²
☐ ** Show home/Spec Home _____ ft² ☐ **Secondary Suite _____ ft² ☐ **Deck (uncovered) _____ ft²
☐ **Hot Tub/Pools (make/model) _____ ft² ☐ **Addition (covered) _____ ft² ☐ Basement Development _____ ft²
☐ Interior Renovation _____ ft² ☐ *Accessory Building _____ ft² Type: ☐ Garage ☐ Shed ☐ Other
☐ Fence _____ m. (height) ☐ Retaining Wall _____ m. (height) ☐ Wood Burning FP ☐ Dock ☐ Demolition

***Home Business (Indicate Nature of Business) ☐ Major _____ ☐ Minor _____ Business Name: _____

Scope of Work/Other: _____ Construction Value: \$ _____
(must match value calculated on Exhibit)

APPLICATION AUTHORIZATION

I am the owner/agent with the consent and authority of the owner that is the subject matter of this application. The owner is solely responsible for ensuring compliance with the current National Building Code—Alberta Edition 2023 & the Safety Codes Act, City of Chestermere Safety Codes and Inspections Policy and City of Chestermere Land Use Bylaw. Any contravention of applicable legislation, specified herein or otherwise, may result in penalties or other enforcement.

I consent to receiving notifications & correspondence regarding this application via email to the email address provided on this application.

I/We hereby make application for Development Review/Permit and Building Permit under the provisions of the current Land Use Bylaw & the Safety Codes Act, in accordance with the plans and supporting information submitted herewith and form part of this application. By signing this application, I authorize the Safety Codes Officer and/or designated City employees to enter the property to carry out inspections necessary for this development. **I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct.**

*Applicant's Signature: _____

*Application Date: _____

The personal information you provide on this form is being collected under the authority of Section 640(2) of the Municipal Government Act and Section 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at atia@chestermere.ca or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.

OFFICE USE ONLY

Permit # _____

Roll # _____

Subdivision: _____

Land Use District: _____

DP Issued ☐ _____

☐ Authorization Received

USE: *Fast Track

☐ Permitted Use *

☐ Discretionary Use

☐ Permitted Use, with

variance

D.O. Initials _____

FEES:

DP/DP Review: \$ _____

Building Permit: \$ _____

Partial BP: \$ _____

Post & Pad Insp: \$ _____

Safety Codes Fee: \$ _____

Water & Sewer: \$ _____

Utility Service: \$ _____

Waste Mgmt \$ _____

Deposits:

Performance \$ _____

Landscaping \$ _____

Other: \$ _____

TOTAL FEES: \$ _____

Low Density Residential Form
Version: August 2025



CHESTERMERE

Credit Card Authorization and Consent Form

I, _____ hereby authorize The City of Chestermere to charge my credit card for the fees associated with the application for:

Project Description: _____

at

Address: _____

☐ Development Review/Permit

☐ PSDS Permit

☐ Partial and/or full Building Permit

☐ HVAC Permit

☐ Electrical Permit

☐ Advertising Fee/Admin Fee

☐ Gas Permit

☐ WS Connection Fee

☐ Plumbing Permit

☐ Additional Inspection Fees:

☐ Other Fee: _____

☐ For Office Use only, See attached breakdown (page 2)

Type of Card:

☐ Visa

☐ Master Card

Credit Card Number: _____

CVV: _____

Expiration Date: _____

Name of Cardholder: _____

By signing this, I acknowledge that the amount/charges associated with the permit release for the project noted above will be sent via a separate email from the City of Chestermere. I assume full responsibility for said charges and agree to honor and abide by the terms of payment.

I understand that the City of Chestermere will only process credit card payments amounting to less than \$2,500 per transaction. Fees amounting to more than \$2,500.00 will be settled by other methods of payment.

Cardholder Signature:

The personal information on this Credit Card Authorization form is collected for the purpose of processing payments. This information is being collected under the authority of Section 640(2) of the Municipal Government Act and Section 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA).



CHESTERMERE

Exhibit R

2025-07

BUILDING PERMIT # _____

LOCATION ADDRESS		
LOT	BLOCK	PLAN

Residential Cost Estimate - Renovation

Note: When inaccurate permit application cost estimates are provided, the average construction costs will be used to determine the minimum estimated construction costs.

Item	Area/Quantity	X	Rate	=	Cost
Addition Area	sq. ft.	X	\$200.00	=	\$
Basement Development	sq. ft.	X	\$45.25	=	\$
Fireplace (Gas/Wood Burning)	Number of units:	X	\$5,475.00	=	\$
Air Conditioning		X	\$5,100.00	=	\$
Garage (Attached)	sq. ft.	X	\$54.15	=	\$
Garage (Detached)	sq. ft.	X	\$51.50	=	\$
Carport	sq. ft.	X	\$44.36	=	\$
Deck or Balcony	sq. ft.	X	\$50.00	=	\$
Porch or Covered Balcony	sq. ft.	X	\$65.50	=	\$
Secondary Suite (Flat rate: New \$55,000; Conversion \$15,000)				=	\$
Others (specify – ex. Pool, Hot Tub, Structural changes, Safety or Health)				=	\$
Total Estimated Construction Cost				=	\$

Permit Fee Calculation

Total Estimated Construction Cost Round up to the next hundred	\$	x \$9.93	÷ \$1000	=	\$ Minimum of \$100
Partial Permit	\$95.00			=	\$
Sub Total				=	\$
Safety Codes Council Fee	4% of permit cost (minimum of \$4.50 up to a maximum of \$560.00)			=	\$
Total Building Permit Fee				=	\$



CHESTERMERE

Electrical Permit Application

DATE RECEIVED STAMP
(office use only)

Applicant Type: ☐ Homeowner ☐ Contractor

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act. A permit may expire if the undertaking to which it applies: (a) is not commenced within 90 days of issue of the permit, (b) is suspended or abandoned for a period of 120 days. An extension can be considered when applied for in writing prior to permit expiry date.

The permit applicant acknowledges that refunds and permit extension requests will be subject to approval.

Owner Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Email: _____

Owner's Signature / Declaration (for residential dwellings only) "I hereby declare I am the owner of the premises in which the work will be conducted and reside or will reside on the property. I am doing the work myself and assume responsibility for compliance with the applicable Act and Regulation. _____"

Contractor Company Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Email: _____

Master Electrician Name

Master Electrician Number

Master Electrician Signature

Project Location in the City of Chestermere:

Municipal Address: _____ Lot _____ Block _____ Plan _____

Description of Work: _____ **Total Developed Area:** _____ sq ft.

Is the basement included on your scope of work? ☐ Yes; indicate rooms: _____ ☐ No

Value of Labor and Materials (electrical work only): \$ _____

BUILDING TYPE:

- ☐ Single/Semi Detached Dwelling
- ☐ Multi-Family Dwelling
- ☐ Commercial
- ☐ Institutional
- ☐ Industrial
- ☐ Other: _____

TYPE OF WORK:

- ☐ New Work ☐ ** AC Unit _____
- ☐ Renovation (qty, make & model)
- ☐ Connection ☐ ** Solar Panel
- ☐ Temporary Service
- ☐ Other: _____
- ☐ Annual Permit

** Project info sheet required- submit w/ application

SERVICE INFORMATION:

Supply Service Required? ☐ Yes ☐ No

Type of Supply Service: ☐ Overhead
☐ Underground

Service Information: Amps: _____

Volts: _____

Phase: _____

Payment Type: ☐ Cash ☐ Cheque ☐ Credit Card ☐ Debit ☐ Invoice

Permit Fee: \$ _____ + *SCC Levy: \$ _____ = Total Permit Fee: \$ _____

*\$4.50 or 4% of the permit fee maximum \$560.00

** Payment is required before the permit can be issued. Complete and submit the credit card authorization and consent form if you authorize the City of Chestermere to charge the credit card for the fees associated to this permit, otherwise, you will receive a call or an email from the City requesting for payment.

All Safety Codes Inspection Requests must be sent to inspections@chestermere.ca. To find out the updated schedule of inspection, please go to our website at www.chestermere.ca.

ATIA/POPA Notification: The personal information you provide on this form is being collected under the authority of Section 640(2) of the Municipal Government Act and Section 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at atia@chestermere.ca or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.



CHESTERMERE

Gas Permit Application

DATE RECEIVED

STAMP

(office use only)

Applicant Type: ☐ Homeowner ☐ Contractor

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act. A permit may expire if the undertaking to which it applies: (a) is not commenced within 90 days of issue of the permit, (b) is suspended or abandoned for a period of 120 days. An extension can be considered when applied for in writing prior to permit expiry date.

The permit applicant acknowledges that refunds and permit extension requests will be subject to approval.

Owner Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Email: _____

Owner's Signature / Declaration (for residential dwellings only) **"I hereby declare I am the owner of the premises in which the work will be conducted and reside or will reside on the property. I am doing the work myself and assume responsibility for compliance with the applicable Act and Regulation."**

Contractor Company Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Email: _____

Gas Fitter/Installer's Name

Gas Fitter/Installer's Certification #

Gas Fitter/Installer's Signature

Project Location in the City of Chestermere:

Municipal Address: _____ Lot _____ Block _____ Plan _____

Description of Work: _____ Total Developed Area: _____ sq ft.

BUILDING TYPE:

- ☐ Single/Semi Detached Dwelling
☐ Multi-Family Dwelling
☐ Commercial
Total BTUs _____
☐ Institutional
Total BTUs _____
☐ Industrial
Total BTUs _____
☐ Other: _____

TYPE OF WORK:

- ☐ New Work
☐ Renovation
☐ Connection
☐ Temporary Service (temp heat/generator)
☐ Annual Permit

RESOURCE USED:

- ☐ Natural Gas
☐ Propane ☐ Other

NUMBER OF OUTLETS: _____ Total

Furnace: _____ Unit Heater: _____
Barbeque: _____ Roof Top Units: _____
Water Heater: _____ Boilers: _____
Space Heaters: _____ Dryers: _____
Other Outlets: _____

☐ Gas Air Test Only

New Gas Line Length ☐ >20ft ☐ <20ft

If the air test inspection fails, a reinspection fee will apply prior to carrying out the reinspection

Advisory Notice: ALL RANGES REQUIRE ANTI-TIP DEVICE AT

Payment Type: ☐ Cash ☐ Cheque ☐ Credit Card ☐ Debit ☐ Invoice *\$4.50 or 4% of the permit fee maximum \$560.00

Permit Fee: \$ _____ + *SCC Levy: \$ _____ = Total Permit Fee: \$ _____

**** Payment is required before the permit can be issued. Complete and submit the credit card authorization and consent form if you authorize the City of Chestermere to charge the credit card for the fees associated to this permit, otherwise, you will receive a call or an email from the City requesting for payment.**

All Safety Codes Inspection Requests must be sent to inspections@chestermere.ca. To find out the updated schedule of inspection, please go to our website at www.chestermere.ca.

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CHESTERMERE

Plumbing Permit Application

DATE RECEIVED STAMP

(office use only)

Applicant Type: ☐ Homeowner ☐ Contractor

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act. A permit may expire if the undertaking to which it applies: (a) is not commenced within 90 days of issue of the permit, (b) is suspended or abandoned for a period of 120 days. An extension can be considered when applied for in writing prior to permit expiry date.

The permit applicant acknowledges that refunds and permit extension requests will be subject to approval.

Owner Name: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Cell: _____ Email: _____

Owner's Signature / Declaration (for residential dwellings only) "I hereby declare I am the owner of the premises in which the work will be conducted and reside or will reside on the property. I am doing the work myself and assume responsibility for compliance with the applicable Act and Regulation." _____

Contractor Company Name: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Cell: _____ Email: _____

Plumber's Name

Plumber's Certification #

Plumber's Signature

Project Location in the City of Chestermere:

Municipal Address: _____ Lot _____ Block _____ Plan _____

Description of Work: _____ Total Developed Area: _____ sq ft.

BUILDING TYPE:

- ☐ Single/Semi Detached Dwelling
☐ Multi-Family Dwelling
☐ Commercial
☐ Institutional
☐ Industrial
☐ Other: _____

TYPE OF WORK:

- ☐ New Work
☐ Renovation
☐ Connection

VALUE OF LABOUR & MATERIALS:

(for plumbing work only)

NUMBER OF FIXTURES: _____ Total

Kitchen Sink: _____ Basins: _____
 Showers: _____ Laundry: _____
 Toilet: _____ Washer: _____
 Bathtub: _____ Floor Drain: _____
 Grease Traps: _____ Urinals: _____
 Bidets/Water Fountains: _____
 Other Outlets: _____

Payment Type: ☐ Cash ☐ Cheque ☐ Credit Card ☐ Debit ☐ Invoice *\$4.50 or 4% of the permit fee maximum \$560.00

Permit Fee: \$ _____ + *SCC Levy: \$ _____ = Total Permit Fee: \$ _____

** Payment is required before the permit can be issued. Complete and submit the credit card authorization and consent form if you authorize the City of Chestermere to charge the credit card for the fees associated to this permit, otherwise, you will receive a call or an email from the City requesting for payment.

All Safety Codes Inspection Requests must be sent to inspections@chestermere.ca. To find out the updated schedule of inspection, please go to our website at www.chestermere.ca.

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CHESTERMERE

Responsibility for compliance and safety during construction

The owner and its agents/representatives (builder/applicant) accept full responsibility for carrying out the construction or having the construction carried out in accordance with the Safety Codes Act requirements and regulations, the *National Building Code – Alberta Edition*, and the permit.

Further, the owner and its agents/representatives accept the requirements and best practices below required under other City legislations and bylaw and understand that failure to comply may result in enforcement and penalties.

The contractor and owner are fully and equally responsible for safety during construction. *National Building Code – Alberta Edition*, Div. C, Sentence 2.2.14.1.(2)

Requirements and Best Practices:

Fencing: Install strongly constructed fencing, boarding or barricades, not less than 1.8 metres high, between the site and the public way, which prevents or discourages public access into the construction site. Installed fencing, boarding or barricades are to remain until demolition and construction activities are completed. (*National Building Code – Alberta Edition*, Div B. article 8.2.1.3)

Ensure all fencing and footing for fencing is to be kept on private property and will not infringe on public space. For example, sidewalks, roadways, green spaces etc

Sidewalk Maintenance: Keep sidewalks adjacent to construction sites clear of obstructions. (*National Building Code – Alberta Edition*, Div B. article 8.2.3.1.) Maintain sidewalks clear of snow, ice, mud or other tripping hazards.

Pedestrian Safety: Constructed covered ways must be free of tripping hazards and kept in a clean, well-lighted condition. *National Building Code – Alberta Edition*, Div B. article 8.2.1.2

Noise: No Person shall operate construction equipment during the nighttime. No Person shall Carry on, allow or permit the carrying on of construction that can be heard beyond the boundary of the construction site during the Nighttime. "Nighttime" means the period beginning at 10:00 p.m. and ending the following day at: (i) 7:00 a.m. if the following day is a weekday; or (ii) 9:00 a.m. if the following day is a weekend or Holiday; (*Community Standards Bylaw 004-12*)

Garbage Collection in Developing Areas: No Person shall obstruct, hinder or interrupt or cause another Person to obstruct, hinder or interrupt the City or the Collector in the exercise of powers and duties pursuant to this Bylaw. (*Waste Management Bylaw 024-22*)

The Owner of a Residential Premises shall ensure that Automated Collection Carts for that Premises are placed out for Collection in an unobstructed location where they can be accessed for Collection without entering or passing through any buildings or between vehicles or otherwise would not prevent Collection in a safe and efficient manner. (*Waste Management Bylaw 024-22*)

Builders are responsible for immediate cleanup of any debris that has not been contained within the site. Builders should employ procedures for safe handling and disposal of construction debris, which includes emptying portable construction bins in a safe and timely manner.

City-Owned Access Roads

All city-owned access roads leading into development areas, if damaged by development equipment and vehicles, will be repaired at the contractor's expense. This includes but not limited to the maintenance of paved roads, gravel roads, curbs, and medians.

Grade Changes

If pooling occurs on any city-owned roads or ditches, or if damage is caused to the roads due to grade changes on development land, it is the responsibility of the developer or contractor to remove the water, implement a solution to properly fix the grade to prevent recurrence, and repair any damages to the existing property.

Parking

Construction sites are not exempt from complying with the current City of Chestermere Traffic Control Bylaw. Always ensure compliance to the Traffic Control Bylaw to avoid penalties for violations.

7.27.8 City of Chestermere Land Use Bylaw:

A Landowner shall ensure that material on their property or on property in their control is stored, placed or disposed of in such a way that the material does not enter onto the Highway or adjacent properties by any means including Natural Forces.

A person authorized under permit to develop private or public land adjacent to a Highway, or the general contractor or other person acting on behalf of such person, shall:

- not allow mud, dirt or other construction debris to be tracked by motor vehicles from said lands onto a Highway or adjacent properties.
- not place any building materials, building tools, machinery, or construction device on any portion of a Highway or adjacent properties.
- not leave standing, portable commercial bins on any portion of a Highway or adjacent properties; and ensure safe and unimpeded pedestrian movements can be maintained past the work area.

***** REQUIRED- APPLICANT’S ACKNOWLEDGEMENT:**

BY SIGNING BELOW, as the owner/applicant/builder (or authorized representative), applying for the development/construction/demolition of a residential dwelling for the address specified above acknowledge that I have read this document in its entirety and understand and agree to comply with all the requirements and best practices for construction safety.

Builder/ Applicant’s Company Name: _____

Signature:

Date: _____

9.36: Trade-off Calculator

9.36.2.11 Worksheet
(2016/06)

National Building Code Alberta Edition 2023 Article 9.36.2.11 Worksheet for Building Envelope Trade-Off												
Project Name:							Building Permit Number (Completed Internally)					
Project Address:												
Applicant Name:												
Applicant Address:												
Trade-off Calculations for Above-ground Building Envelope Assemblies												
Description or Identification of Building Envelope Assembly	Opaque Portions			Fenestration Portions			Area of Assembly in Reference Building: A_{ir} (m ²)	Area of Assembly in Proposed Building: A_{ip} (m ²)	Minimum Allowable Thermal Resistance of Assembly in Reference Building (prescriptive values): R_{ir} (m ² •K)/W	Thermal Resistance of Assembly in Proposed Building: R_{ip} (m ² •K)/W	A_{ir} / R_{ir} (W/K)	A_{ip} / R_{ip} (W/K)
	Wall	Roof	Floor	Fenestration	Door	Skylight						
Fenestration Trade offs are limited to fenestration on the same elevation. Please indicate which elevation contains the fenestration being calculated North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/>												
											0	0
											0	0
											0	0
											0	0
											0	0
											0	0
											0	0
											0	0
											0	0
											0	0
											0	0
TOTALS:							0	0			0	0
Is building envelope compliant with simple trade-off path? ($A_{ip} / R_{ip} \leq \text{total } A_{ir} / R_{ir}$ and $A_{ip} = A_{ir}$)												
Yes												
The areas used in the above calculation shall be clearly indicated on the accompanying drawings.												

City of Chestermere Requirements for NBC – AE 2023 Division B Section 9.36 Compliance Please consult the companion 9.36 Project Summary User Guide for help in completing this form.			
Project Name:		Building Permit Number	
Project Address:			
Applicant:			
Applicant Address:			
Basic Building Information			
Information provided below sets the buildings geometry to establish compliance with the NBC – AE 2023 Division B Section 9.36			
Climate Zone (HDD):		Building Area (m ²):	
Please check the appropriate box to indicate your chosen compliance path <i>(select only one)</i>			
PRESCRIPTIVE <input type="checkbox"/>	TRADE-OFF <input type="checkbox"/>	PERFORMANCE <input type="checkbox"/>	
Submit the following information with your application based on the compliance path chosen			
All Compliance Paths			
<ul style="list-style-type: none"> Identify on the plans any/all assemblies containing heating pipes, cables, or membranes. Indicate if a Heat Recovery Ventilator is proposed and, if it is proposed, note the type and efficiency. Indicate effective RSI values for all assemblies of the building envelope, both above and below ground (e.g. walls, floors, roofs, windows and doors). Provide the calculations used to determine the RSI values (hand calculations or from a software program). Indicate the air barrier system being proposed. Indicate the type and equipment efficiency of the HVAC system components. Include dampers on intakes and outlets where required. Note the type and equipment efficiency of the Service Hot Water system components. Note if Hot Water recirculation is proposed, and the thickness and extent of pipe insulation in the Service Hot Water system. <p>Provide the following architectural details indicating continuity of insulation and air barrier:</p> <p>Attic hatch, eaves/top of wall, upper floor rim joist, top of basement wall/main floor junction, slab/footing junction, cantilever, bonus room floor over attached garage including ducts, typical outlet box detail, and typical window/door jamb.</p> <p>And, if applicable:</p> <p>Party wall meeting outside wall, electric meter/vent pipe/duct in insulated wall, skylight shaft walls, slab edges in walkouts & heated slabs, masonry chimneys and fireplaces.</p>			
Trade Off Compliance Path			
<p>In addition to the information required above, a trade-off calculation, completed in accordance with 9.36.2.11, must be submitted for any trade-off carried out for above ground assemblies.</p> <p>The areas of assemblies used in the calculation shall be clearly identified on the drawings.</p>			

Performance Compliance Path (residential occupancies)			
Information provided below sets the input parameters for the energy simulation used to demonstrate compliance with NBC – AE 2023 Division B Section 9.36 via the performance compliance path.			
Reference Model		Proposed Model	
Which direction does the front of the house face as modelled (N, NE, E, SE, S, SW, W, NW):			
Airtightness (ACH @ 50Pa)	2.5 <input type="text"/>	Airtightness (ACH @ 50Pa)	3.2 <input type="text"/> 2.5 <input type="text"/> other: <input type="text"/>
Solar Heat Gain Co-efficient Glazing (SHGC)	0.26 <input type="text"/>	Solar Heat Gain Co-efficient Glazing (SHGC): <input type="text"/>	
Thermal Mass (MJ/m ² °C)	0.06 <input type="text"/>	Thermal Mass (MJ/m ² °C): <input type="text"/>	
Solar Absorbance	0.4 <input type="text"/>	Solar Absorbance: <input type="text"/>	
FDWR (%)	17 <input type="text"/> 22 <input type="text"/> other: <input type="text"/>	FDWR (%): <input type="text"/>	
Area of Fenestration North Elevation (m ²):	<input type="text"/>	Area of Fenestration North Elevation (m ²):	<input type="text"/>
Area of Fenestration South Elevation (m ²):	<input type="text"/>	Area of Fenestration South Elevation (m ²):	<input type="text"/>
Area of Fenestration East Elevation (m ²):	<input type="text"/>	Area of Fenestration East Elevation (m ²):	<input type="text"/>
Area of Fenestration West Elevation (m ²):	<input type="text"/>	Area of Fenestration West Elevation (m ²):	<input type="text"/>
HVAC System Efficiency (%):	<input type="text"/>	HVAC System Efficiency (%):	<input type="text"/>
HVAC System Efficiency (%):	<input type="text"/>	HVAC System Efficiency (%):	<input type="text"/>
Space Cooling Equipment Efficiency (SEER):	<input type="text"/>	Space Cooling Equipment Efficiency (SEER):	<input type="text"/>
Service Water Heater Efficiency (%):	<input type="text"/>	Service Water Heater Efficiency (%):	<input type="text"/>
Service Water Heater Efficiency (%):	<input type="text"/>	Service Water Heater Efficiency (%):	<input type="text"/>
Ventilation Rate (l/s):	<input type="text"/>	Ventilation Rate (l/s):	<input type="text"/>
NOTE: If the ACH rate entered above for the proposed house is less than 2.5ACH a blower door test will be required prior to occupancy. A note to this effect shall be placed on the drawings.			
Performance Data Summary			
Target Energy Use (reference)		Calculated Energy Use (proposed)	
<input type="text"/>		<input type="text"/>	
Software			
Software Title:		Version:	
Software Adaptations Made: <input type="text"/>			
Please attach the full modelling report generated by an ANSI/ASHRAE 140 compliant software package to this form. Failure to submit the complete report will result in your application being placed on hold.			
Declaration			
Please indicate the person responsible for preparing the calculations used to show compliance with NBC – AE 2023 Division B Section 9.36			
Name:	<input type="text"/>		
Representing Firm:	<input type="text"/>		
Contact Information:	email: <input type="text"/>	tel: <input type="text"/>	<input type="text"/>
Address:	<input type="text"/>		
I hereby certify that the calculations submitted were prepared in full accordance with NBC – AE 2023 Division B Section 9.36 and the operating procedures of the software		Signature <input type="text"/>	
Nothing in this form, or the attached calculations, shall preclude the Safety Codes Officer reviewing this file and requesting an appropriate professional to stamp and sign the submission.			

Materials and Assemblies for all Compliance Paths			
Project Name:		Compliance Path	
Project Address:		Prescriptive	
Applicant:		Trade off	
Applicant Address:		Performance	

To confirm compliance with Section 9.36 of the enacted NBC-AE, the checklist below must be completed and submitted for the proposed project, along with the Compliance Calculation Report and a complete set of calculations.

BUILDING ENVELOPE 9.36.2								
WALLS	Member size, spacing O.C.	Interior Insulation	Exterior Sheathing	Exterior Insulation	Cladding	Effective R value		
Above Grade Assemblies								
Below Grade Wall								
Basement slab above Frost line								
Heated slab								
Rim-boards								
FLOORS / ROOF	Insulation Type		Insulation Depth		Effective R Value			
Insulated floor above garage								
Cantilever								
Roof								
Air Barrier Type / Manufacturer	Interior - Impermeable		Exterior - Permeable					
FENESTRATIONS	Manufacturer		Energy Rating		U Value			
Windows								
Doors								
OH Doors					R Value			
HVAC REQUIREMENTS 9.36.3								
Heating System	Manufacturer	Model	Capacity BTU	% Efficiency				
Forced air.								
Boiler								
Cooling System								
Electric- radiant								
HRV			CFM	% @ -25C				
SERVICE WATER HEATER 9.36.4								
	Manufacturer	Model	BTU	% Efficiency				
Storage Water								
Tank-less Heater								