



CHESTERMERE

## HVAC 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 (Single Family Residential 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: \_\_\_\_\_

HVAC Technician's Name

HVAC Technician Certification #

HVAC Technician'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
- Temporary Service
- Other, \_\_\_\_\_

**RESOURCE USED:**

- Natural Gas
- Propane
- Other

**Total =** \_\_\_\_\_ **(indicate unit count below)**

Appliances: \_\_\_\_\_ Make up air units: \_\_\_\_\_

Furnaces: \_\_\_\_\_ Air Condition: \_\_\_\_\_

Roof Top Units: \_\_\_\_\_

HRV Units: \_\_\_\_\_ Type \_\_\_\_\_

All exhaust rough ins included in the scope of work?  Yes  No

Total value of labor &amp; materials (HVAC only):\$ \_\_\_\_\_

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](mailto:inspections@chestermere.ca) . To find out the updated schedule of inspection, please go to our website at [www.chestermere.ca](http://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](mailto:atia@chestermere.ca) or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.