

AFFORDABILITY AND CHOICE TODAY (A•C•T) STREAMLINED APPROVAL PROCESS PROJECT

Single Permit Application Process

**City of Calgary
Calgary, Alberta**

Prepared for:

Federation of Canadian Municipalities

Canadian Home Builders' Association

Canadian Housing and Renewal Association

Canada Mortgage and Housing Corporation

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Ottawa, Ontario

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FOREWORD

The project documented in this case study received funding assistance under the Affordability and Choice Today (A•C•T) Program. A•C•T is a joint initiative, managed by the Federation of Canadian Municipalities, the Canadian Home Builders' Association, and the Canadian Housing and Renewal Association, together with the funding agency Canada Mortgage and Housing Corporation. The A•C•T Program is administered by the Federation of Canadian Municipalities.

A•C•T, which was launched in January 1990, was designed to foster changes to planning and building regulations and residential development approval procedures in order to improve housing affordability, choice and quality.

Through A•C•T, grants are awarded to municipalities, private and non-profit builders and developers, planners and architects to undertake innovative regulatory reform initiatives in municipalities across Canada. Three types of projects are awarded grants under the A•C•T Program: Demonstration Projects, Streamlined Approval Process Projects, and Case Studies (of existing initiatives).

- *Demonstration Projects* involve the construction of innovative housing that demonstrates how modifications to planning and construction regulations can improve affordability, choice and quality.

- *Streamlined Approval Process Projects* involve the development of a method or an approach that reduces the time and effort needed to obtain approvals for housing projects.
- *Case Study* grants are awarded for the documentation of existing regulatory reform initiatives.

Change and innovation require the participation of all the players in the housing sector. A•C•T provides a unique opportunity for groups at the local level to work together to identify housing concerns, reach consensus on potential solutions, and implement action. Consequently, a key component of A•C•T-sponsored projects is the participation and cooperation of various players in the housing sector in all phases of each project, from development to realization.

All projects awarded a grant under the A•C•T Program are documented as case studies in order to share information on the initiatives and the benefits of regulatory reform with other Canadian communities. Each case study discusses the regulatory reform initiative, its goals and the lessons learned. Where appropriate, the cost savings resulting from modifications in various planning, development, and construction regulations are calculated and reported.

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PROJECT OVERVIEW

By the mid-1990s, the City of Calgary was processing approximately 23,000 permits (building; plumbing; gas; heating, ventilation and air conditioning; and electrical) for new single- and two-family housing. Five separate permit applications and fee calculations were required for each dwelling, a very time-consuming process for everyone involved. In the interest of streamlining procedures and reducing costs, Calgary's Building Regulations Division, which is responsible for issuing permits, proposed the development of a single permit application process.

Calgary's Information Systems Steering Committee gave approval for replacing the City's existing permit application process for residential single-family dwellings, duplexes and infill housing in October 1993. This, and an A•C•T grant awarded to Calgary in September 1993, enabled the Building Regulations Division to proceed with designing and implementing a single permit application process, in consultation with the homebuilding industry.

The project team:

- developed a process for obtaining input
- identified potential issues for discussion
- conducted focus groups with builders and subcontractors and analyzed the results
- developed a proposed new single permit application process and assessed potential cost-benefits

- produced a report detailing the proposed process
- informed industry and general public applicants of the new process

Industry representatives who participated in the focus groups welcomed efforts to streamline the process. Builders were especially interested in realizing time savings as the existing process involved long waiting periods. Tradespeople wanted to be sure that the new process would encourage builders to use only qualified contractors.

In order to implement the new process, City Council approved changes to three by-laws:

- Building Permit By-law
- Safety Codes Permit Fee By-law
- Electrical Regulations, Licensing, Installation and Inspection By-law

City staff held information sessions with industry in May 1995 to advise them of the pending changes. The Planning and Building Department also placed newspaper advertisements to inform the homebuilding industry and the general public of the new process.

Benefits of the New Process

- ✓ *Consistent information*
- ✓ *One permit application and fee calculation replaces five separate ones*
- ✓ *Improved tracking of permit applications*
- ✓ *Reduction in the volume of separate applications by an estimated 80 percent*

PROJECT OVERVIEW

The single permit application process, incorporating industry's input, was introduced in September 1995. The new process offers several benefits and efficiencies to the municipality, builders and subcontractors, and is generally considered to be a winning solution all around.

The project team estimated an 80 percent reduction in the number of separate applications required, and anticipated significant improvement in customer service as a result. The Building Regulations Division has achieved this reduction, and has realized considerable improvement in service turnaround.

For More Information . . .

Other A•C•T case studies regarding automated and one-stop permitting approaches are available from Canada Mortgage and Housing Corporation:

- *Automated Permitting System (Fredericton, 1995)*
- *Expert Systems: The Future of Plan-Checking (Vancouver, 1992)*
- *One-Stop Development Information and Applications Centre (Ottawa, 1995)*

Copies may be obtained from the Canadian Housing Information Centre, 700 Montreal Road, Ottawa, Ontario, K1A 0P7, Tel: (613) 748-2367, Fax: (613) 748-4069, TTY: (613) 748-2143.

Increased Efficiency

- ✓ Builders, subcontractors and the municipality realize time savings
- ✓ Reduced volume means improved customer service
- ✓ Less paperwork and less paper result in cost, time and environmental savings
- ✓ Documenting and tracking permits for each project is easier
- ✓ Improved permit control

With one computer application screen replacing the previous need for five, (one for each permit), permit clerks can work more efficiently. Inputting, accessing, updating and providing information can be performed quickly. The single application also provides tighter control, making it easier to ensure compliance and guard against work done without a permit.

The new process provides "one-stop shopping" for builders and subcontractors alike. Builders are now able to have all necessary permits in place before work begins, and tradespeople no longer have to apply for permits.

The cost, time and environmental savings to the City and the industry will contribute to keeping new homes affordable for consumers in Calgary.

1.0 PROJECT DESCRIPTION

1.1 The Need for a New Approach

Until the mid-1990s, the City of Calgary required five separate permit applications for residential construction—building; plumbing; gas; heating, ventilation and air conditioning (HVAC); and electrical. In 1994, City staff processed 22,966 permits for 4,488 new single- and two-family housing units.

In 1993, Calgary's Building Regulations Division proposed a single application process to simplify procedures and reduce costs. The Division had begun process automation in 1985, and had carried out extensive revisions in 1989. The Division was in a good position to refine and integrate permit application procedures.

1.2 Project Objectives

Calgary's Information Systems Steering Committee gave approval to replace the City's existing application process for single-family dwellings, duplexes and infill housing in October 1993. This, and an A•C•T grant awarded to Calgary in September 1993, enabled the Building Regulations Division to proceed with designing and implementing a single permit application process, in consultation with the homebuilding industry. The project would also address by-law amendments necessary to allow single permit applications.

The City anticipated several benefits that could be achieved by introducing a single permit application process:

- Provide consistent information
- Replace five permit applications and fee calculations with one application and fee
- Facilitate tracking of permit applications
- Reduce separate applications by approximately 80 percent

Such a process would offer considerable savings in staff time and costs. It also would reduce time spent by the building industry in securing permits, which adds to the cost of development.

1.3 Project Methodology

Prior to submitting its application for A•C•T funding, the Building Regulations Division undertook broad consultation with other departments and organizations (see section 3, "Project Background," for details). A•C•T Program funding enabled the Division to obtain detailed input from builders and subcontractors in developing its new process.

The project team comprised representatives of the City's Data Processing Department, the Planning and Building Department (which includes the Building

Regulations Division) and the Calgary Home Builders' Association (Calgary HBA). The team decided that an independent facilitator should obtain input from those who would benefit from the process, specifically the builders and subcontractors. Western Management Consultants assisted the project team with the following steps:

- Developing the process for obtaining input
- Identifying potential issues for discussion
- Conducting focus groups with builders and subcontractors and analyzing the results
- Developing the process and assessing potential cost benefits
- Producing a report detailing the new process
- Informing industry and general public applicants of the new process

Input from stakeholders was obtained through:

- a focus group with the Executive Officer and approximately 20 members (builders and subcontractors) of the Calgary HBA
- a focus group with 11 large-volume builders (defined as those processing more than 90 permits in 1993)
- a focus group with eight mechanical contractors and a representative from the trade association
- a focus group with 14 HVAC contractors

- a questionnaire for small-volume builders distributed through Calgary HBA's newsletter (14 responses were received)

Input was not solicited from electrical contractors, as they use a permit application system administered by the City of Calgary Electric System.

The project, the computerized system design and the various fields used in documenting applications and generating permits are detailed in the project team's final report, *Single Construction Permit Application*.¹

Small-Volume Builder Questionnaire

- What type of work does your company do?
- Approximately how many permits do you apply for each year?
- What do you like about the current Building Permit Application System?
- What could be improved?
- If the City were to adopt a Single Permit Application Process, would it have a favourable or negative effect on you?
- If negative, how would you be impacted?
- What are your ideas for the implementation of such a system?
- Would you like to participate in a focus group to explore this topic in more detail?

¹ A copy of the report may be purchased from the City of Calgary, Planning and Building Department, P.O. Box 2100, Postal Station "M," Calgary, Alberta, T2P 2M5, Tel: (403) 268-8037, Fax: (403) 268-8178. A copy may also be obtained on loan from the Canadian Housing Information Centre, 700 Montreal Road, Ottawa, Ontario, K1A 0P7, Tel: (613) 748-2367, Fax: (613) 748-4069, TTY: (613) 748-2143.

2.0 PROJECT RESULTS

2.1 Issues Identified

Prior to the focus group sessions, the project team documented the following issues that were likely to be raised.

Advantages

Builders and subcontractors would want to know what advantages they would gain from the proposed process.

Regulatory constraints

Existing regulations prohibited the City from combining permits.

Electrical permit

Calgary Electric System handled electrical permits, and customers visited that office in a separate location to apply for a permit. At the time of the A•C•T project, the Building Regulations Division was evaluating the possibility of processing homeowner applications for these permits.

Customer waiting time

Line-ups were not unusual, depending on the season, the day and the time of day. If a customer's application involved considerable paperwork, and the customer did not have much prior experience with the process, it could take up to 30 minutes to serve that customer.

Sometimes a customer would be required to stand in line twice to apply for one permit—once for plans prescreening and again for the permit.

Customer's business practices

The proposed single permit application process represented a distinct change from established business practices. Subcontractors are not selected at the time construction begins, and if tentative candidates are identified, they may not be available or chosen when the applicant is ready to proceed. Submission of a single application may not always be possible.

Allocating permit application fees between builders and subcontractors needed to be resolved.

Customer's receptiveness

The Calgary HBA welcomed the proposal to streamline the process in principle, but as it was not sure how receptive the industry would be, it supported the focus groups and questionnaire as a means of gauging interest.

Process flexibility

A process geared to serving large-volume builders may not accommodate the needs of smaller builders and renovators. The degree of flexibility in the process may need to be addressed.

Process issues

The consultant identified the following questions as examples of process issues which might arise in the focus groups:

- Would the City accommodate electronic submissions of permit applications in the near future?

- Would fee collection accounts be established and/or credit (or debit) cards accepted?
- Would the existing application forms lend themselves to the design of a combined application form?
- What level of staffing and skills would be required for the new process?
- Would calculations need to be modified for the fees accompanying the permit application?

2.2 Industry Input

Participants in the focus groups were asked to i) describe their experiences with the current process, ii) discuss the impact a single permit application process would have on them and iii) identify design considerations they would like to see incorporated into any new process. In reporting on these and the questionnaire responses, the consultant consolidated the feedback into three areas:

- The current process
- The proposed single permit application process
- Other issues arising

The Current Process

Applications could be submitted in person or sent by fax to the Building Regulations Division (except for electrical, which were submitted to the Calgary Electric System). Partial permits could be issued to do the foundation (but not backfill) and the main floor, with clearance for the rest pending approval of the application.

Builders in the Calgary HBA focus group expressed concern over the time it took to process applications, their recollection being three to four weeks. Partial permits were not the answer. They also expressed annoyance with the line-ups encountered.

Their recommendation was to give professional builders preferential treatment. This could take the form of a special line, rejection of incomplete applications and/or charging a consultation fee for infrequent users. Another suggestion was that the Building Regulations Division should set performance targets, such as a one-week turnaround on applications, and then simplify the process to meet the targets.

Plumbing contractors had a high degree of satisfaction with the existing process, but HVAC contractors did not, expressing two significant concerns:

- The permit process could be bypassed altogether. For example, a residential owner could install a furnace without applying for a permit. It was thought that some building contractors might be overlooking this permit as well. One focus group participant estimated that 30 percent of all furnaces were installed by unqualified individuals.
- Building codes do not ensure quality workmanship as inspectors cannot take action against poor-quality work. Inspectors should be given the authority to insist that poor-quality work be corrected.

Both plumbing and HVAC contractors suggested that the existing requirement to maintain a deposit account be replaced, possibly with an electronic funds transfer system.

The Proposed Process

Builders cited four areas of concern regarding a single permit application process:

- Possible increases in the amount of time required to process an application
- The degree of complexity
- The possibility of additional costs to building projects
- Perceived responsibility and liability

They pointed out that at the time of application they are not likely to have much technical information regarding subtrade work. It was not clear how the new process would accommodate this, or the installation of a different product than originally specified if a builder switched subcontractors. Focus group participants felt that the new process should not cause delays because of unknowns at the time of application.

Participants anticipated the benefits would include improved efficiencies in processing applications; reduced construction delays, because subcontractors would not be held up in obtaining permits; and with one permit in place for an entire project, a degree of assurance in proceeding, which was currently lacking.

Builder participants identified several requirements to consider in designing the new process:

- Simplicity is key—any new process should be simple for builders to access and use.
- Fee calculations should be simple—stay with the current fee algorithm, which is a percentage of the calculated cost of a project.
- Allow information to be added or changed at appropriate periods during construction.
- Allow electronic submissions and updates.
- Streamline the process for high-volume builders.
- Provide builders with feedback on subtrade performance, if possible (e.g. call-back inspections, rework required).
- Legal aspects regarding permit “ownership” and responsibility/liability need to be determined before proceeding.

Both subtrade groups (plumbing and HVAC) thought the new process could make it easy for builders to change subcontractors, or to use unqualified individuals, without safeguards in place. In order to counter these potential shortcomings, the following ideas were put forward:

- Builders should be required to name trades for a given project in the permit application.

- Fees should be charged for change in subcontractors, and any changes must be justified.
- Subcontractors should be notified when they are named on a permit and asked to confirm their awareness of the project and willingness to undertake the work. This might involve obtaining signatures from subcontractors.
- Enhance electronic communication.
- Continue to use individual permits for renovation projects, i.e. subtrade applies for and secures permit.
- Include electrical permits as part of the single permit application process.
- Maintain firm inspection controls, and ensure inspectors are qualified to assess work.

Other Issues Arising

Neither builders nor subcontractors wanted the inspection process privatized, as they believed this would lessen the objectivity of inspectors. Currently, a subtrade application for a permit acts as a trigger to initiate an inspection. With the new process, it would be important not to overlook inspections on long-term or delayed projects. The subcontractors wanted more authority to be given to inspectors to request rework when an installation did not conform to building codes or was poorly done. They also expressed concern about inspectors maintaining an in-depth knowledge base in order to conduct thorough inspections.

2.3 Single Permit Application Process

Parameters

The project team's parameters for the process are presented in figure 1. The process is restricted to permits for new single- and two-family housing. All five permits are covered in a single application, and the builder and subcontractors remain responsible for arranging their respective inspections at the appropriate times.

When applying for a single construction permit, the applicant signs a computer-generated application form that is based on the information given to the permit clerk. Alternatively, a builder can drop off a manually completed application form, and a computer-generated copy is mailed to the applicant. (Copies of the forms are presented in Appendix A.)

The project did not address electronic submission of applications, including drawings and plans, nor did it deal with procedures for circulation, issuance and inspection. It was decided that once the new process was in place, the Division would investigate the possibility of sending faxes automatically to subcontractors named in an application.

Prior to proceeding with the new process, City Council approved amendments to its Building Permit, Safety Codes Permit Fee, Electrical Regulations, Licensing, Installation and Inspection By-laws. These were necessary to support the new, single fee structure.

Figure 1. Calgary's Single Permit Application Process

1. The Single Construction Permit Process is restricted to the construction of new single- and two-family residential homes. All other construction will be processed using existing systems.
2. When a Single Construction Permit Application is accepted, the system will generate electronic building, HVAC, plumbing, gas and electrical permits for inspection purposes.
3. The builder and the subcontractors will continue to be responsible for arranging their respective inspections.
4. The paper file created for a building permit with the drawings will continue to be circulated to the residential plans examiner for review. There is no circulation process for HVAC, plumbing, gas and electrical areas.
5. A single fee will be charged to the applicant who pays on behalf of all of the subcontractors. The fee structure will be simplified to a single combined rate per \$1,000 of the total estimated construction value calculated using the existing residential cost estimate form. In addition to the permit fee, the Safety Codes Council surcharge for each discipline still applies.
6. The applicant must name all subcontractors at the time of the application, otherwise the application will not be accepted. Either contractor identification numbers or names are acceptable. Subcontractors must be qualified contractors whose names appear on the Division's contractors table, and they must have a valid license that can be checked against the Business License Information and Tracking Systems (BILTS).
7. The applicant will apply for the Single Construction Permit at the building permit counter. The permit clerk will enter the information into the computer system and generate a Construction Permit Application for the applicant to sign. Alternatively, an applicant can submit a completed Construction Permit Application form, and the computer-generated copy will be mailed to the applicant.
8. The Single Construction Permit will provide the individual fee for each service and the names of the subcontractors.
9. Initially, a fee will not be charged for changing subcontractors after an application is made. These changes will be done using the Single Permit on-line update screen. The number and type of changes will be monitored to determine the validity of introducing an administration fee at some point in the future.
10. At the time of application, a valid address for the construction site must be used, which will be verified against the City's address database.
11. Permit cards for construction sites will continue to be issued by the residential plan examiners
12. A Single Construction Permit can be cancelled, which will automatically cancel all related permits. Refunds will be made according to the City's By-laws.
13. Batch processing is not required.

Source: City of Calgary, Single Construction Permit Application, pp. 3-4.

Promotion to Industry

Before introducing the new process in September 1995, the Planning and Building Department held information sessions for builders and tradespeople in May 1995. The Builder Council members of the Calgary HBA met with officials of the Planning and Building Department in early May. They concluded that the new process would be to everyone's advantage if the proper procedures were followed. The Calgary HBA issued a memo to all of its builders, subcontractors, renovators and infill housing members encouraging their attendance at the industry information session held later that month. The City's Electrical Inspection Division held information sessions for electrical contractors.

The Planning and Building Department placed an advertisement in the residential pages of the local newspapers announcing the new process (figure 2). The new application forms for single- and two-family dwellings (Appendix A), and an instruction sheet (Appendix B) were ready for distribution by September.

Figure 2. Newspaper Advertisement



**ONE-STOP SHOPPING
FOR HOME BUILDERS**

On September 11 home builders will begin applying for **CONSTRUCTION PERMITS** for new single and two family homes.

Under the current system, the builder obtains a building permit and the respective sub-trades obtain separate heating, electrical, plumbing and gas permits.

With the new permit system, approved by City Council on July 24, the builder will apply for a construction permit which covers all the permits required, identify all the sub-trades in the application and pay a single permit fee. The (new) construction permit fee of \$8.00 per thousand dollars of the total construction value is a combined rate of permit fees currently charged.

The new permit system will streamline the process and improve customer service. You can obtain more information from the building permit counter on the 4th floor of the Municipal Building or by calling 268-5363.



SP/002128
PLANNING AND BUILDING DEPARTMENT

3.0 PROJECT BACKGROUND

The Building Regulations Division of Calgary's Planning and Building Department is responsible for regulating construction work in the city in accordance with provincial and municipal regulations. The Division's mandate includes issuance of permits and inspection of various types of construction. In 1994, the Division processed 4,488 building permits and 13,760 heating, plumbing and gas permits for new single- and two-family housing.

The Customer Service Division of the Electric System Department regulates electrical work in accordance with provincial and municipal regulations. In 1994, the Division handled 4,718 electrical permit applications for single- and two-family new housing.

Prior to submitting its application for A•C•T funding, the Building Regulations Division met with several groups to discuss the permit application process and the possibility of a single application process. Eight other departments and organizations were contacted:

- Data Processing Services Department
- Law Department
- Assessment, Tax and License Department
- Engineering and Environmental Services Department
- Calgary Home Builders' Association
- Calgary Air Conditioning and Sheet Metal Association
- Mechanical Contractors' Association
- City of Calgary Electric System

4.0 REGULATORY REFORM INITIATIVES AND IMPACT ON HOUSING COST, CHOICE AND QUALITY

The project team anticipated that the implementation of a single permit application process would result in a significant 80 percent reduction in the volume of separate applications processed. In August 1996, this reduction had been achieved.

The new process has realized several benefits for Calgary. A single fee calculation reduces chances of errors; time spent reconciling payments is reduced; and less handling of cash is required. With only one computer file/screen to access per construction project instead of five, City clerks can input and access information quickly.

Separate, multi-part forms for each permit are no longer required, reducing paper volume considerably and likewise reducing costs and the time required for filing.

The new process provides better cross-referencing on individual projects. Handling five permits through a single application results in tighter control over permit issuance. It is easier for the City to ensure compliance and guard against work being done without a permit, which

ultimately will help to maintain housing quality.

One-stop shopping also means better customer service and time and cost savings for the homebuilding industry. The administrative improvements and the reduction in the number of applications processed has improved counter service, and reduced the risk of construction delays that previously could be experienced while subcontractors waited for permits.

Increased administrative efficiencies mean fewer costs that are generally reflected in housing prices and property taxes. The cost, time and environmental savings realized by the City and the homebuilding industry through this project will contribute to keeping new homes affordable for consumers in Calgary.

Single Permit Application Process

- 80 percent volume reduction in separate applications
- Improved customer service
- Significant time and cost efficiency gains
- Improved permit and inspection control

APPENDICES

APPENDIX A: SINGLE PERMIT APPLICATION FORMS

Computer-Generated Application Form



THE CITY OF CALGARY

CONSTRUCTION PERMIT APPLICATION

I/WE HEREBY MAKE APPLICATION FOR A BUILDING PERMIT UNDER THE PROVISIONS OF THE BUILDING PERMIT BY-LAW IN ACCORDANCE WITH THE PLANS AND SUPPORTING INFORMATION SUBMITTED HEREMITH AND WHICH FORM PART OF THIS APPLICATION.

PERMIT NO: 95 02107 PERMIT FOR: NEW APP DATE: 1995-05-29
 PROPOSED USE: SFY HOUSE
 AT: 160 CITADEL DR NW
 LEGAL DESC: 9510041 20 2
 SCOPE: RES GAR DECK

DP NO: DWELLING UNITS: 1
 LOD: R-1----- BY-LAW: 105292 ROLL: 441096708

APPLICANT NAME: ABCDE HOMES
 ADDRESS: PO BOX 56789 ANY PLACE
 CALGARY AB T2L 2L2
 PHONE: 403 241-7758

BUILDER NAME: ABCDE HOMES
 ADDRESS: PO BOX 56789 ANY PLACE
 CALGARY AB T2L 2L2
 PHONE: 403 241-7758

OWNER NAME: ABCDE HOMES
 ADDRESS: PO BOX 67032 ANY PLACE
 CALGARY AB T2L 2L2
 PHONE: 403 241-7758

PERMIT: 2107
 SUB-DEPT: 1 PERMITS SUBTOTAL
 AMOUNT: 789.84
 SUB-DEPT: 4 SCC (SUBTOTAL)
 AMOUNT: 16.00
 SUB-DEPT: 8 ELECTRICAL
 AMOUNT: 75.00
 SUB-DEPT: 97 SCC (ELEC)
 AMOUNT: 3.00
 SUB-DEPT: 6 WATER FEES
 AMOUNT: 10.41
 DATE TIME
 29/05/1995 07:12

CONTRACTORS	PHONE
PLUMBING: ABC PLUMBING	123-4567
GAS : ABC GAS	123-4567
HVAC(FA): ABC HEATING	123-4567
HVAC(HD): ABC HEATING	123-4567
ELECTRIC: ABC ELECTRIC	123-4567

EST VALUE: 107,000	BLDG FEE :	558.50	GRADES :	0.00
AREA: 0.00	PARTIAL :	41.00	WATER :	10.41
OFFICE: N	HVAC :	44.30	RE-EXAM :	0.00
TAKEN BY: LM	PLUMBING :	119.36	RE-INSP :	0.00
	GAS :	26.68	EXTENSION :	0.00
	SUBTOTAL :	789.84	REVISION :	0.00
BLDG FEE DOUBLED ? NO	SCC(SUBT) :	16.00		
	ELECTRICAL :	75.00		
	SCC(ELEC) :	3.00	PERMIT COST: 894.25	

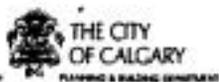
I HEREBY DECLARE THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE INFORMATION TO BE TRUE AND CORRECT. ALL PROVISION OF RESTRICTED CAVEATS, COVENANTS, UTILITY RIGHT OF WAYS, OVERHEAD WIRES, LAWS AND BY-LAWS GOVERNING THIS TYPE OF WORK ON THIS PROPERTY WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

APPLICANT (PRINT NAME) _____ (SIGNATURE) _____

THIS IS NOT A PERMIT
 FOR INFORMATION REGARDING PERMIT STATUS PLEASE CALL 268-5647

Source: City of Calgary, Single Construction Permit Application, p. 7.

Manual Application Form



CONSTRUCTION PERMIT APPLICATION

For New Single & Two Family Dwellings

Project Address:		SP: /
Proposed Use:		
<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Semi-Detached Dwelling <input type="checkbox"/> Duplex		DP #: /
OWNER:		
Name:		
Address:		Phone: <small>During Business Hours</small>
City:	Prov:	Postal Code:
Building: <input type="checkbox"/> Same as Owner		
Contractor Name:		
Address:		Phone: <small>During Business Hours</small>
City:	Prov:	Postal Code:
Mechanical:		
ID Number:	Forced Air Contractor Name:	Phone:
ID Number:	Hydronic Heating Contractor Name:	Phone:
Plumbing:		
ID Number:	Contractor Name:	Phone:
Gas:		
ID Number:	Contractor Name:	Phone:
Electrical:		
ID Number:	Contractor Name:	Phone:
<p>Applicant's Declaration: I hereby certify that I have read and examined this application and know the information to be true and correct. All provisions of restricted covenants, utility right of ways, overhead wires, laws and By-Laws governing this type of work on this property will be complied with whether specified herein or not.</p>		
Applicant: <input type="checkbox"/> Representing Owner <input type="checkbox"/> Representing Building Contractor		
Please print Name:		Signature:
Business Address:	Phone:	Date:

SPRINGS 001 04/08/17 JDM
REVISED 7

Source: City of Calgary, Single Construction Permit Application, p. 8.



THE CITY OF CALGARY
PLANNING & BUILDING DEPARTMENT #8108

1995 September 6

SUBJECT: IMPORTANT NOTICE TO ALL HOME BUILDERS & SUB-TRADES

Effective 1995 September 11, the SINGLE CONSTRUCTION PERMIT (SCP) application will be implemented. This process ONLY APPLIES to the following types of permits:

- New Single Family Homes
- New Semi-Detached Homes
- New Duplex Homes

It DOES NOT include:

- Renovations
- Additions
- New buildings other than those listed above

HOW DOES THIS AFFECT THE HOME BUILDERS / APPLICANTS?

The home builders / applicants:

1. Make application at the Building Permit Counter for the SCP which will include building, mechanical, plumbing, gas and electrical work. Permit applications may also be dropped off, with the new Construction Application Form.
2. Submit names or contractor's I.D. of the sub-trades doing the mechanical, plumbing, gas and electrical work, at the time of application. The sub-trades must be qualified and licensed to do work in Calgary. The application will be rejected if the names of the sub-trades are not submitted or if the sub-trades are not qualified and licensed.
3. Pay the permit fee and any other charges, such as the surcharge for Safety Code Council of each discipline, water fee and grade fee, if applicable. The permit fee is \$8 per thousand dollars, or part thereof, of the total estimated cost of construction. The estimated cost of construction is calculated using the current residential cost estimate form. Fees for each discipline will be listed on the application print out.
4. May change the sub-trades being named in the application, in writing to the Building Permit Counter, before the work starts. No changes will be accepted over the phone, from the sub-trades directly or after the sub-trade has started the work.
5. May cancel the SCP if necessary by submitting a written request to the Building Permit Counter before any work starts. Refunds will also be issued by the Building Permit Counter.
6. THERE IS NO CHANGE TO THE CURRENT INSPECTION PROCESS.

HOW DOES THIS AFFECT THE SUB-TRADES?

The sub-trades:

1. Need not make application for their respective work which has been included in the SCP application made by home builder/applicant.
2. Will be informed by the Building Regulations Division and Electrical Inspection when they are being named in the SCP application by the builder/applicant with the job address and the permit number which will be used when calling for inspections.
3. Cannot make changes to or cancel the SCP application.
4. THERE IS NO CHANGE TO THE CURRENT INSPECTION PROCESS.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT BUILDING PERMIT COUNTER AT 268-2281 OR 268-5363.

P.O. BOX 1190, POSTAL STATION M, CALGARY, ALBERTA T2P 2M5