



## Building Permit Applications

9927-100 Street, Box 420, Sexsmith, AB T0H 3C0  
Phone: 780-568-3681 Fax: 780-568-2200  
[www.sexsmith.ca/reception@sexsmith.ca](http://www.sexsmith.ca/reception@sexsmith.ca)

### Information and Checklist Requirements

A Building Permit Application will only be processed when it is completed in its entirety. This checklist must be completed by the applicant and attached to the Building Permit Application in order for the application to be considered complete. All boxes should be checked and the required information attached to the application. The Planning and Development Department will accept the application when all of the following requirements are addressed. All boxes must either be a ✓ or N/A (not applicable).

#### Required Information:

- ☐ **Approved Development Permit** - If applicable.
- ☐ **Application Form** - Completed (please put N/A in spaces which are not applicable.)
- ☐ **Signature of Applicant on Permit Applicant Declaration**
- ☐ **Plans/Blueprints** - A minimum of two sets and/or one electronic copy must be included with the application. If you have any questions regarding the details required on the plans, please call the Planning & Development office.
- ☐ **Supplement Information Sheet** - Additional forms are required in lieu of Plans /Blueprints for Accessory Building/Detached Garage, Manufactured/Modular/RTM Home Relocates, Solid Fuel Burning Appliance, and Hydronic Heating Systems.
- ☐ **Application Fee** - payable by cheque, debit, credit card (Visa or MasterCard), money orders or cash to the County of Grande Prairie No. 1. The fee schedule can be viewed at the county office or on the county's webpage.
- ☐ **Schedules A and B** - Required for all Non-Residential Building Applications

### Important Information

- Incomplete applications may be returned or cause delays in the processing of the application.
- Statistics Canada requires information on the cost of construction. Please complete this section.
- Upon review of the application, additional information may be requested by the Permit Issuer.
- If development commences prior to obtaining approval, a fine of double permitting fees, as specified in the County of Grande Prairie No. 1 Fee Schedule (Bylaw # 2456), will be applied.
- Permits are valid for 1 year but construction must commence within 90 days of issuance and work cannot be suspended for more than 120 days.
- Inspection requests can be made to the Planning & Development Department at 780-513-3950.