

**Building Permit Applications** will not be accepted unless the following documentation is included at the time of submission:

- ✓ 3 copies of the plot plan
- ✓ 3 copies of Building Plans (reverse drawings are NOT accepted)
- ✓ 3 copies of roof truss & floor joist drawings
- ✓ piles/grade beam, piles supporting roof loads, require 3 copies of stamped, engineered drawings (if using strip footing, building plans must reflect this)
- ✓ Payment of all applicable fees

**NO WORK MAY COMMENCE PRIOR TO APPROVAL.**

All permit applications are available on our website at [www.morinville.ca](http://www.morinville.ca) located under the Permits heading, or contact our office (telephone 780-939-4361/780-939-7855 or fax 780-939-5633) and we will be happy to email or fax any of your permit requests.

In order for applications to be processed in a timely manner, it is important that the applications be completed in their entirety.

<b>INSPECTION SCHEDULE</b>			
<b>PERMIT TYPE</b>	<b>INSPECTION #1</b>	<b>INSPECTION #2</b>	<b>INSPECTION #3</b>
<b>BUILDING</b>	FOUNDATION/WEEPING TILE (6" GRAVEL COVER)	FRAMING	FINAL
<b>WATER/SEWER</b>	FINAL (PRIOR TO BACKFILL)	N/A	N/A
<b>UNDERGROUND ELECTRICAL</b>	FINAL (PRIOR TO BACKFILL)	N/A	N/A
<b>PLUMBING</b>	GROUNDWORK, STACKS & VENTS OR ROUGH-IN (PRIOR TO INSULATION)	FINAL	N/A
<b>GAS</b>	ROUGH-IN (PRIOR TO INSULATION IF POSSIBLE)	FINAL	N/A
<b>ELECTRICAL</b>	ROUGH-IN (PRIOR TO INSULATION)	FINAL	N/A

- It is the responsibility of the builder/contractor to ensure inspections are called for at the appropriate stages of construction. Anything that is not visible to the Inspectors may be required to be exposed.
- 48 Hours notice is required for all inspection requests.
- **SAFE ENTRY** (including ramps, stairs, handrail and walkways) shall be provided into buildings and basements under construction.
- Proper addressing must be located on the front of the foundation of all developments and visible from the road.
- Builders and Contractors are required to have a current business license with Morinville prior to permits being approved, and commencement of work.