



Certificate of Completion

Form C

Permit Number: _____ Permit Expiry: _____

APPLICANT NAME:

MAILING ADDRESS:

CITY:

PROVINCE:

POSTAL CODE:

PHONE NUMBER:

EMAIL:

LEGAL:

LOT:

BLOCK:

PLAN:

PART OF:

SEC:

TWP:

RANGE:

W4M

CIVIC/RURAL ADDRESS:

SUBDIVISION NAME:

USE:

- Residential
 Non-Residential
 Agricultural/Farm
 Other:

Expected Occupancy Date:

NATURE OF OCCUPANCY:

- Owner Change *(no construction or change of use)*
 New Business
 New Building
 New Dwelling
 Change of Use
 Building Addition
 Building Renovation
 Alterations **
 Dangerous Goods or Chemicals
 Licenced Medical Marijuana Facility
 Other:

SAFETY CODES PERMIT DETAILS *(include copies of the Permit Services Report for each Permit)*

Required	Type of Permit	Permit Services Report Number	Compliant?	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No	Building		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Gas		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Septic		<input type="checkbox"/> Yes <input type="checkbox"/> No	

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As per Land Use Bylaw 19-02, Section 2.17:

- 1) No Development, Building, or Use, in addition to complying with a Development Permit, shall be used or occupied and no change in the existing Occupancy classification of a Building shall be made until a Certificate of Completion has been issued in accordance with the Occupancy or Use stated on the permit application
- 2) Failure to obtain a Certificate of Completion Permit prior to Occupancy will constitute a contravention of this Land Use Bylaw and may result in penalties being imposed pursuant to **Section 1.13** herein and/or issuance of an order to vacate
- 3) The landowner, Developer, and/or applicant shall submit a complete application for a Certificate of Completion Permit to the Development Authority
- 4) To be deemed complete, Certificate of Completion applications must be accompanied by the following:
 - a) Copies of Permit Services Reports indicating that all disciplines are compliant, issued by a Safety Codes Officer
 - b) The Development Authority shall issue a Certificate of Completion in the prescribed form, if satisfied that:
 - i) The Development has been completed in accordance with the approved plans and Development Permit
 - ii) The Development will, subject to such conditions as may be appropriate in the circumstances, be completed in accordance with the approved plans and Development Permit
- 5) An incomplete Certificate of Completion application shall be deemed to have not been submitted until all required details have been provided to the satisfaction of the Development Authority
- 6) A Certificate of Completion Permit application shall not be issued until all required inspections are completed and acceptable to the Safety Codes Officers involved
- 7) After the Safety Codes Officer inspects the Building or structure and finds no violations of the provisions of the Alberta Building Code, the *Safety Codes Act*, and all applicable Provincial and County regulations, upon an application being submitted, the Development Authority should issue a Certificate of Completion within ten (10) working days that contains the following:
 - a) Development Permit Number
 - b) Address of the structure
 - c) Name and address of owner
 - d) Type of Use and/or Occupancy the permit is issued for
 - e) Description of that portion of the structure for which the permit is issued
 - f) A statement that the described portion of the structure has been inspected for compliance with the requirements of the Alberta Building Code, the *Safety Codes Act*, and all applicable Provincial and County regulations for the Occupancy and division of Occupancy and the Use for the proposed Occupancy
 - g) Land Use Bylaw Number and District under which the permit was issued
 - h) Use and Occupancy, in accordance with the provisions of the Alberta Building Code, the *Safety Codes Act*, and the Land Use District contained in the Final Building Inspection Report
 - i) Type of construction as defined in the Final Building Inspection Report
 - j) Any special inspections and conditions of the Development Permit
- 8) The Development Authority shall not issue a Certificate of Completion for any Use or Development on any Lot within any Land Use District until the requirements of this Bylaw pertaining to the Use or Development have been met



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I/We the Applicant and/or Registered Owner(s) certify and understand that:

- a) The information given is complete and is, to the best of my/our knowledge, a true statement of facts relating to the application for development approval and that no further progress will occur on the development until a decision on the permit has been rendered. *Any material falsehood or any omission of material facts made by the applicant/owner(s) with respect to this application may result in an issued permit becoming null and void.
- b) I authorize the staff of the County of Vermilion River and other agencies as designated in Section 542 of the *Municipal Government Act* to enter my land for the purpose of conducting a site inspection in connection with my development permit application.
- c) Where applicable, the individual(s) whose information has been listed under "Applicant" on this application is hereby authorized to make this application on my/our behalf. (In the case of a registered company, documentation of those with signing authority under company seal is required in addition to this form)
- d) Acceptance of this application does not constitute occupancy/use approval, nor does it relieve the owner, applicant or occupant from occupying/using with any applicable requirements of the *Safety Codes Act and Regulations*, County Bylaws and Provincial or Federal Statutes or Regulations in force.
- e) A valid Certificate of Completion Permit must be in place **prior** to occupancy/use. Failure to obtain a Certificate of Completion Permit prior to occupancy may result in penalties being imposed and/or issuance of an Order to Vacate
- f) A Certificate of Completion Permit will not be issued until all required inspections are completed and acceptable to the Safety Codes Officers involved.

ELECTRONIC SIGNATURE ACKNOWLEDGEMENT STATEMENT:

I / We agree that all electronic signatures are the legal equivalent of my manual/handwritten signature

Applicant Signature:

Applicant Name:

Date:

Registered Owner Signature:

Registered Owner:

Date:

OFFICE USE ONLY	
Date Received:	Date Deemed Complete:
Roll Number:	Zoning:
Application Fee:	Rural Addressing Fee:
Certificate of Completion Fee:	Certificate of Title Fee:
Method of Payment: <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Credit	
Receipt Number:	Date Paid:
File Number:	

The personal information collected on this form is being collected by the County of Vermilion River for purposes provided under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is protected by the FOIP Act. If you have any questions about FOIP, contact the County Administrator at 780-846-2244

***All development applications and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order may also be issued**

****A separate permit is required for each discipline involved including new construction, additions, renovations or alterations**