



Phone: 780-418-6601

Fax: 780-458-1974

HVAC PERMIT APPLICATION TO INSTALL

Complete Form - Save to a File – Then E-Mail to: BIS@stalbert.ca

Date: _____ 20____

Business License #: _____

Location: _____ Unit #: _____

☐ Commercial ☐ Residential Property Owner Name: _____ Phone: _____

Owner / Applicant: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

*Email: _____ (or Contractor Email below)

NOTE: Homeowner Applications shall be reviewed by an Inspector prior to issuance.

* Mandatory Field

Contractor: _____

Address: _____ City: _____ Postal Code: _____

*Email: _____ Phone: _____

► Certificate of Proficiency No. _____ Fax: _____

CONSTRUCTION TYPE:

☐ NEW

☐ ALTERATIONS

☐ RESIDENTIAL

Heating, Cooling & Ventilation	MBH	#	Heating or Cooling Systems	MBH	#
☐ New Single Family Heating or Cooling Systems			☐ Up to 29.3 kW (100 MBH)		
☐ Multi Family / Apartment Residential / Institutional			☐ 29.3 kW up to 58.6 kW (101-200 MBH)		
☐ Alteration or Extension of Duct System			☐ 58.6 kW up to 87.63 kW (201-300 MBH)		
☐ Heat Recovery Ventilators – per unit			☐ 87.64 kW up to 293.0 kW (301-1000 MBH)		
☐ Furnace Replacement			☐ Above 293.1 kW (+1000 MBH)		
☐ Other			☐ Alterations, Renovations or Extensions of Duct System		
☐ EXHAUST SYSTEMS (per fan unit)			☐ Furnace Replacement		
	c.f.m.	#			
☐ Less than 500 c.f.m.					
☐ 501 c.f.m. up to 4000 c.f.m. (189 m ³ /s)					
☐ Systems exhausting in excess of 4000 c.f.m.					
☐ Residential apartment systems suite exhaust & dryers	Basic + for each suite				
Sub Total			Sub Total		

FEES DUE: (FOR OFFICE USE ONLY)

HVAC Fees:

\$

Safety Code Fees:

\$

TOTAL FEES

\$

METHOD OF PAYMENT:

- ☐ Credit Card on File
- ☐ Please contact me on the Fee Total prior to charging my credit card
- ☐ Cheque Enclosed
- ☐ Call for Payment
- ☐ Other

Inspection Requests

Contact Building Inspection Services to request inspections prior to covering the work.

Phone: 780-418-6601

24 Hr Inspection Request Line: 780-459-1652

Fax: 780-458-1974

Collection and use of personal information

Collection and Use of Personal Information is collected under the authority of s. 4(c) of the Protection of Privacy Act. This information will be used for the purpose of processing permit applications. If you have any questions about the collection, use, or disclosure of this information, contact the Director of Planning and Development, St. Albert at 780-459-1642..

PERMITS MUST BE OBTAINED PRIOR TO COMMENCING WORK

RESPONSIBILITY OF THE CONTRACTOR

Neither the granting of a permit, nor the approval of plans and specifications, nor inspections by a Safety Codes Officer shall in any way relieve the owner from full responsibility for carrying out the work in strict accordance with the Safety Codes Act.



CREDIT CARD AUTHORIZATION

To: Planning & Engineering
The City of St. Albert
5 St. Anne Street
St. Albert, AB T8N 3Z9

Phone: 780-459-1654
Email: development@stalbert.ca

Effective January 1, 2026, the Planning and Engineering Department will begin applying a non-refundable credit card processing fee to all payments made by credit card. To avoid this fee, payment may be made by debit card, cash, or cheque.

Authorization: By signing this form, I authorize the City of St. Albert, Planning and Engineering Department, to charge the provided credit card for the cost of application/permit fees and the credit card processing fee.

Payment Method: ☐ VISA ☐ M/C ☐ OTHER _____

Name of Cardholder (as shown on card): _____

Card Number: _____

Expiration Date (mm/yy): _____

Security Number (CVV): _____

Signature of Cardholder: _____ Date: _____

Collection and use of personal information

Collection and Use of Personal Information is collected under the authority of s. 4(c) of the Protection of Privacy Act. This information will be used for the purpose of processing permit applications. If you have any questions about the collection, use, or disclosure of this information, contact the Director of Planning and Development, St. Albert at 780-459-1642.

**CITY OF ST. ALBERT
OWNER'S AUTHORIZATION**

Date: _____

File No.: _____

MUNICIPAL GOVERNMENT ACT, RSA, 2000, CHAPTER M-26

(PLEASE PRINT)

I, _____
(owner's name)

of _____
(company, if applicable)

being the registered owner of _____
(civic address)

(legal description)

do hereby allow _____
(applicant – please print)

To make application for:

- ☐ Development Permit
(Includes, but is not limited to: Sign Permits,
Change of Use and/or New Occupancy, etc.)

(other description if required)

- ☐ Permits issued under the Safety Codes Act
(Building, Electrical, Plumbing, Gas & HVAC)

(owner's name – please print)

(owner's signature)

(applicant's name – please print)

(applicant's signature)

Collection and use of personal information

Personal information is collected under the authority of s. (33) of the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information will be used for the purposes listed above. If you have any questions about the collection, use or disclosure of this information, contact the Director of Planning and Development, St. Albert at 780-459-1642.