



Phone: 780-418-6601

MECHANICAL PERMIT APPLICATION TO INSTALL

Complete Form - Save to a File - Then E-Mail to: BIS@stalbert.caDate: 20

Business License #:

Location:	Unit #		
<input type="checkbox"/> Commercial	<input type="checkbox"/> 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:		Postal Code _____	
Address: _____		City: _____	Postal Code _____
*Email: _____		Phone: _____	
► Certificate of Proficiency No. _____			

CONSTRUCTION TYPE: NEW ALTERATIONS

<input type="checkbox"/> PLUMBING		<input type="checkbox"/> SPRINKLER		<input type="checkbox"/> GAS	
Fixtures	#			BTU	#
Floor Drain				Furnace (New Construction)	
Sink		Supply Valve Size - mm		Furnace Replacement	
Water Closet / Toilet		Sprinkler Heads - #		Water Heater	
Bathtub				Fireplace	
Wash Basin		<input type="checkbox"/> Renovations to System		Unit Heater	
Shower		Sub Total		Roof Top Unit	
Auto Washer				Boiler	
Laundry Tub				Fryer – Grill	
Urinal				Range	
Bidet				BBQ	
Drinking Fountain		PRIVATE SEWAGE		Other	
R.W. Leader		(Separate Application)		Comm Constr Heat (Natural Gas)*	
Backwater Valve					# of Tanks
Other Plumbing				Propane Tank (Constr Heat) **	
Sub Total				Sub Total	

* **Commercial Construction Heat (Natural Gas)** - Refers to non-residential properties using natural gas fired heaters with hose connection to Gas Meter for construction heat. Gas Permit is not required for SFD/Semi-Detached when using natural gas for construction heat.

** **Propane Tank (Construction Heat)** - Refers to propane fired heaters used for temporary construction heat at any site.

FEES DUE: (FOR OFFICE USE ONLY)		METHOD OF PAYMENT:	Inspection Requests
Plumbing Fees:	\$	<input type="checkbox"/> Credit Card on File	Contact Building Inspection Services
Gas Fees:	\$	<input type="checkbox"/> Please contact me on the Fee Total prior to charging my credit card	to request inspections prior to covering the work.
Sprinkler Fees:	\$	<input type="checkbox"/> Cheque Enclosed	
Safety Code Fees:	\$	<input type="checkbox"/> Call for Payment	
TOTAL FEES	\$	<input type="checkbox"/> Other	
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.			

Collection and use of personal information
 The information on this form is collected by the City of St. Albert for the purpose of processing permit applications. The use, retention and/or disclosure of such information shall be in strict compliance with the Freedom of Information and Protection of Privacy Act (and any other legislation governing the use and disclosure of information).

Phone: 780-418-6601
 24 Hr Inspection Request Line: 780-459-1652



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

Personal information provided in submissions relating to Planning and Engineering applications is collected under the authority of Section 4(c) of the Protection of Privacy Act, SA 2024, c P-28.5, as amended, for the purpose of processing payment for the applications. Information collected will be treated in accordance with Part 1 of the Protection of Privacy Act. If you have questions regarding the collection and use of your personal information, please contact the Director of Planning and Development, St. Albert at 780-459-1642 or the City's Access and Privacy Coordinator at atia@stalbert.ca or 780-418-6663.



5 St. Anne Street
St. Albert, AB T8N 3Z9
Phone: 780-459-1642
Email: bis@stalbert.ca

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.