

MECHANICAL 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. _____

CONSTRUCTION TYPE: ☐ NEW ☐ ALTERATIONS

☐ PLUMBING		☐ SPRINKLER		☐ GAS		
Fixtures	#		# / mm		BTU	#
Floor Drain				Furnace (New Construction)		
Sink		Supply Valve Size - mm		Furnace Replacement		
Water Closet / Toilet		Sprinkler Heads - #		Water Heater		
Bathtub				Fireplace		
Wash Basin		☐ 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 (Separate Application)		Other		
R.W. Leader						
Backwater Valve				Comm Constr Heat (Natural Gas)*		
Other Plumbing					Size	# of Tanks
Sub Total				Propane Tank (Constr Heat) **		
				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 Contact Building Inspection Services to request inspections prior to covering the work. Phone: 780-418-6601 24 Hr Inspection Request Line: 780-459-1652 <u>Collection and use of personal information</u> Collection and Use of Personal Information 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.
Plumbing Fees:	\$	☐ Credit Card on File		
Gas Fees:	\$	☐ Please contact me on the Fee Total prior to charging my credit card		
Sprinkler Fees:	\$	☐ Cheque Enclosed		
Safety Code Fees:	\$	☐ Call for Payment		
TOTAL FEES	\$	☐ 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.



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: _____

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