

Plumbing permit Application package

Plumbing permits

A plumbing permit and subsequent inspection is required in accordance with the Safety Codes Act, the City's Safety Codes Permit Bylaw and the City's Quality Management Plan.

Included in this application package

- ❖ Plumbing permit Application form
- ❖ Plumbing Inspection guide

Notes

- ❖ Plumbing permits must be acquired before work begins
- ❖ It is the Applicant's responsibility to phone and book an inspection. The City does not follow up for inspections
- ❖ Plumbing contractors operating within the City of Spruce Grove must have a business licence from the City
- ❖ High volumes of applications may affect timelines

Planning & Development Office

414 King Street
Spruce Grove, AB T7X 3E8
Phone: 780-962-7582
Email: permits@sprucegrove.org

Inspections

Call 780-962-7576

Plumbing permit process

- 1 Submit application and fee** – Submit completed forms, supporting documentation and fee
- 2 Application review (3 days)** – staff review the application and issue the permit
- 3 Inspection (3 days)** – the applicant books an inspection that closes the file and allows occupancy





Planning and Development
414 King Street, Spruce Grove, AB
 Phone: 780-962-7582
 Fax: 780-962-1062

PLUMBING PERMIT APPLICATION

Business Hours
 M-F: 8:30 a.m. – 4:30 p.m.

PROJECT LOCATION – REQUIRED

Suite:	Street Address:	Street Name:
Legal Description: Unit / Lot / Block / Plan or Quarter / Section / Township / Range / Meridian		
/	/	/

TYPE OF BUILDING – REQUIRED NEW EXISTING

Residential	Multi-family Dwelling	Commercial	Industrial	Institutional
Single Detached Semi Detached	Number of units: _____			

NUMBER OF FIXTURES N/A – REQUIRED

Toilets _____	Laundry _____	Bathtubs _____	Floor Drains _____
Basins _____	Showers _____	Kitchen Sinks _____	Other Fixtures _____

PROJECT DESCRIPTION - REQUIRED

APPLICANT – REQUIRED CONTRACTORS MUST COMPLETE HOME OWNER INFORMATION SECTION

Owner	Contractor
Owner Name(s):	Journeyman's Name: Journeyman's No.:
Phone Number:	Company Name:
Email:	Email:

APPLICANT MAILING ADDRESS – REQUIRED

Street address:	Phone no.:	Fax no.:
P.O. box:	City:	Province: Postal Code:

The permit applicant shall be responsible to ensure that all construction work or installation has or will be completed in accordance with the Safety Codes Act of Alberta and Municipal Bylaws.

The Plumbing Permit shall automatically lapse and become void if active work or installation is not commenced within 90 Days from the date of the approved Plumbing Permit, or if work approved for the Permit is suspended or abandoned for a period of 120 Days at any time after the work is commenced. Before work can proceed again, a new Plumbing Permit shall be obtained and new fees would be required.

<hr style="border: 0; border-top: 1px solid black;"/> <i>Applicant's signature</i>	<hr style="border: 0; border-top: 1px solid black;"/> <i>Date</i>
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Mailing Address
 315 Jespersen Ave
 Spruce Grove, AB T7X 3E8

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a plumbing permit. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.



REQUIRED PLUMBING INSPECTIONS FOR A HOMEOWNER

Type of Project	Minimum # of Inspections	Inspection Stages
Single Family Residential or Farm building under a homeowners permit (with <u>more</u> than 5 fixtures)	2	-completed rough-in below grade (Prior to covering) -and Final
Single Family Residential or Farm Building (with <u>less</u> than 5 fixtures)	1	-Final

REQUIRED PLUMBING INSPECTIONS FOR A CONTRACTOR

Type of Project	Minimum # of Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential (with <u>more</u> than 10 fixtures)	2	-Rough-in below grade prior to covering - OR rough-in above grade prior to covering - and FINAL
Public Institutions, Commercial or Multi-Family Residential (with <u>less</u> than 10 fixtures)	1	-Rough-in below grade prior to covering - OR rough-in above grade prior to covering - OR and Final
Single Family Residential or Farm Building under a contractor permit (with <u>more</u> than 5 fixtures)	1	-Completed rough-in below grade - OR completed rough in above grade prior to covering
Single Family Residential or Farm Building (with 5 fixtures or less))	1	-Final