

TOWN OF COCHRANE

101 RancheHouse Rd.
Cochrane, AB T4C 2K8
P: 403-851-2500 F: 403-932-6032
www.cochrane.ca



Concealed Work Acceptance Letter

(Existing Work Completed w/o Permits)

Basement Developments, Residential Interior Alterations, Residential Additions

Background:

Through education more purchasers and sellers are requesting proof of renovations within homes confirming permits and inspections for compliance within the applicable codes and standards in Cochrane. With these requests, owners are looking to obtain permits and code compliance after the fact. While this is the right thing to do, it creates its own set of issues where inspectors cannot see any work that has been installed other than a finished construction project. Removing or demolishing existing developments to clearly view the work completed can be cost prohibited. This process is in place to provide an acceptable level of safety for owners.

Permit Process:

Where no permits or inspections were in place for a residential construction project and the owners wish to proceed with the permitting and inspection process on existing concealed non-permitted work. The following is required:

For electrical work – The owner shall hire a licensed electrical contractor to review the installation and the contractor is to obtain a contractor electrical permit. **NOTE:** The previously non permitted work must be in compliance with the code in force at the time of permit issuance.

For plumbing work – The owner shall hire a licensed plumbing contractor to review the installation and the contractor is to obtain a contractor plumbing permit (See electrical note above)

For gas work - The owner shall hire a licensed gas contractor to review the installation and the contractor is to obtain a contractor gas permit (See electrical note above)

For building (framing, HVAC) – The owner shall obtain the applicable homeowner building permit OR contractor building permit. For any structural work, an Alberta Engineer must be retained to review the structural renovation and provided a stamped letter.

Inspection Process:

Once all the proper permits are in place and the work has been reviewed by the licensed contractor, the inspections can be scheduled.

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Owner Declaration of Work Reviewed by Licensed Contractors

I _____ have hired the appropriate contractors who have reviewed the existing concealed work and will remediate all non-compliances prior to the inspections being scheduled. Any non-compliances identified by the inspecting SCO will also be remediated.

Owner signature

Owner Name (printed)

Date