

SAFETY CODES

PERMIT INFORMATION

As per our [Quality Management Plan](#)

3.7.1 Permit Application– An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the Safety Codes Officer of permit issuer. The application must include the minimum following information:

- The owners name and contact information.
- The address and/or location in which the undertaking will take place.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials (specific to contractors) required of the permit applicant, together with the written or electronic signature of the permit applicant.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - A site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land.
 - Copies of plans and specifications for the proposed undertaking.

3.7.2 Permit Information – Permits will include the following information:

- A permit number or other unique identifier that has been assigned by the permit issuer.
- The date on which the permit is issued.
- The name of the owner and/or the person to whom the permit has been issued.
- Where the undertaking is taking place.
- A description of the undertaking or portion of the undertaking governed by the permit.

3.7.5 Permit Expiry – A permit will expire according to the expiry date, in terms and condition set in the permit.

3.7.6 Permit Extensions – On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate.

Common Projects where permits **ARE** required.

- New House Build.
- New Commercial Building.
- Addition to an existing house.
- Addition to an existing commercial building.
- Installation of new cladding on existing commercial buildings.
- Structural renovations to buildings (i.e. removal of load bearing walls or columns)
- Basement Developments.
- Secondary Suites / Basement Suites
- Roof over a deck.
- Decks with the top of the floor at or above 0.6 meters (24") measured from anywhere on the proposed deck to grade.
- Detached garage
- Accessory building (i.e. Shed) 10 m² (107 sq. feet) or greater in area.
- Exterior renovations (i.e. adding new windows or doors in an exterior wall or foundation or increasing the width of existing windows or doors)
- Interior renovation (i.e. moving kitchen renovation, adding a new washroom or bedroom)
- Demolition of a structure 10m² or greater.
- Hot tubs
- Swimming Pools (above or below ground) deeper than 0.6m (24")
- Stairs 3 risers or greater.
- Retaining wall 1.2m (4 feet) or more in height measured grade to grade.
- Sunrooms.
- Adding and/or moving plumbing.
- Adding, moving and/or altering circuits or electrical wiring.
- Adding, moving and/or altering gas lines.
- Furnace replacement.
- Hot water tank replacement (natural draft to direct vent).
- Hydronic heating installations.
- Fire Alarm modifications or new installs.
- Fire suppression installs.
- Renovations and/or changes of use to commercial bays
- HVAC alterations
- New gas or solid fuel fired appliances.

Common Projects where permits are **NOT** required.

- Fences
- Ground level landscaping (driveway replacement or walkway)
- Replacing roofing or siding
- Privacy screens
- Pergolas (no solid roof – must not support any snow loads and no enclosed sides)
- Replacing kitchen cabinets
- Replacing flooring
- Replacing plumbing fixtures
- Replacing electrical fixtures

- Storage container / Moving Pods (please contact Operations to review any restrictions if placing container on the street. 403-851-2590)

PLEASE NOTE: This is just an overview list. To find out if other projects require a permit, please send an inquiry to safety.codes@cochrane.ca or call 403-851-2572. A representative is also available in person at the Cochrane Ranche House.

Some of these common projects may require a Development Permit. To find out more information, please email planning@cochrane.ca or refer to our [website](#).

To obtain a permit, applications for homeowners and contractors can be found on our [website](#). For assistance or inquiries regarding the permitting process, please email safety.codes@cochrane.ca or call 403-851-2572. A representative is also available in person at the Cochrane Ranche House.

For a list of current residential and commercial permit fees please refer to our [2024 Fee Schedule](#).