



BUILDING PERMIT CHECKLIST

The following documents are required for a Complete Building Permit Application Submission:

BUILDING PERMIT APPLICATION	
<input type="checkbox"/>	Building Permit Application Form (complete by including applicant name, Development Permit Number, project cost, Safety Codes Agency, signed and dated by the applicant).
BUILDING CODE REVIEW	
<input type="checkbox"/>	Building Code Review (from Approved Safety Code Agency, including a copy of the plans review report and a copy of the plans stamped by the building code inspector)
FIRE SAFETY PLAN (if project cost \$5,000 or over)	
<input type="checkbox"/>	Fire Safety Plan
<input type="checkbox"/>	Fire Safety Plan Approval (Approval from the Jasper Fire Department)
MUNICIPALITY OF JASPER REQUIREMENTS (if project is within the Townsite)	
<input type="checkbox"/>	Approval from the Municipality of Jasper stating all Municipal Requirements have been addressed
<input type="checkbox"/>	Off Site Levy Calculation (if there is an <u>increase</u> in gross floor area) _____ (m ²) Existing Gross Floor Area _____ (m ²) Proposed Gross Floor Area
ALBERTA HEALTH INSPECTOR APPROVAL (if food service is involved)	
<input type="checkbox"/>	If Commercial Food Services are involved, an approval from the Alberta Health Inspector is required
PARKS CANADA COMPLIANCE DEPOSIT	
<input type="checkbox"/>	A compliance deposit must be submitted equal to 15% of the construction cost for the first \$100,000 and 5% on the balance. \$ _____ Construction Cost as stated on the Building Permit Application Form X 15% for the first \$100,000 + X 5% for the balance of construction cost \$ _____ Total Compliance Deposit The compliance deposit must be provided by either a certified cheque or bank draft, payable to the Receiver General for Canada. For more information on the compliance deposit submission process, including e-transfer options or the collection of deposit interest, you may contact jasperdevelopment@pc.gc.ca

Electronic copies of the above information should be submitted to the Development Office at jasperdevelopment@pc.gc.ca. Hard copies may be submitted at the Parks Canada Administration Office in the Jasper Heritage Railway Station at 607 Connaught Street. Office hours are weekdays, 8:30 am to 4 pm.