

Superior Safety Codes Inc. is an accredited agency authorized by Municipal Affairs and the Safety Codes Council to provide compliance monitoring services under the Safety Codes Act of Alberta.

Superior has a mutual agreement with the Summer Village of West Cove to provide compliance monitoring services. These services include approving building, electrical, gas, plumbing and private sewage permits and conducting inspections during the installation process.

The Summer Village forwards copies of the approved development permits to Superior's office to follow up on the Safety Codes permits that may also be required. Ratepayers will receive a letter from Superior informing them of the requirements for building, electrical, gas, plumbing or private sewage permits if they haven't already been obtained. Safety Codes permits are to be submitted to Superior's office in Edmonton.

The following list includes, but is not limited to, the types of projects that require permits:

BUILDING Permits are required for the following types of projects:

<ul style="list-style-type: none"> • New construction, Additions, Accessory Buildings 	<ul style="list-style-type: none"> • Decks greater than 2' above grade
<ul style="list-style-type: none"> • Renovations that involve structural changes or change of use 	<ul style="list-style-type: none"> • Hot Tubs, Swimming Pools
<ul style="list-style-type: none"> • Manufactured or Modular Homes 	<ul style="list-style-type: none"> • Solid fuel burning appliances (wood stove or fireplace)
<ul style="list-style-type: none"> • Basement development or suites 	<ul style="list-style-type: none"> • Pole sheds

ELECTRICAL Permits are required for the following types of projects:

<ul style="list-style-type: none"> • New installations including garages 	<ul style="list-style-type: none"> • Basement suites (must be a Master Electrician)
<ul style="list-style-type: none"> • Additions, Renovations if the wiring is being affected 	<ul style="list-style-type: none"> • Panel Upgrades
<ul style="list-style-type: none"> • Manufactured or Modular Homes 	<ul style="list-style-type: none"> • Hot tub installations
<ul style="list-style-type: none"> • Basement development 	<ul style="list-style-type: none"> • Air conditioning installations

GAS Permits are required for the following types of projects:

<ul style="list-style-type: none"> • New installations 	<ul style="list-style-type: none"> • Manufactured or Modular Home
<ul style="list-style-type: none"> • Additions, Renovations if the gas line is being affected 	<ul style="list-style-type: none"> • Secondary gas lines
<ul style="list-style-type: none"> • Replacement appliances if the piping or venting is being changed 	<ul style="list-style-type: none"> • Propane tanks sets and connections

PLUMBING and PRIVATE SEWAGE Permits are required for the following types of projects:

<ul style="list-style-type: none"> • New installations 	<ul style="list-style-type: none"> • Manufactured or Modular Home
<ul style="list-style-type: none"> • Additions, Renovations if the plumbing is being affected 	<ul style="list-style-type: none"> • Water/Sewer connections
<ul style="list-style-type: none"> • Basement suites (must be a Journeyman Plumber) 	<ul style="list-style-type: none"> • Holding Tank installation (Private Sewage)

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Homeowner's can apply for permits provided they own and occupy the dwelling. When certified contractors are being hired they should be obtaining the required permits. It is highly recommended the owner obtain copies all permits and inspections when contractors do the work.

Building Permit Submission Requirements:

- The completed building permit application form.
- Site plan showing the buildings on the property, the distances between buildings and distance to the property lines.
- Two complete sets of drawings.
- New Home Warranty Registration (new dwellings and complete renovations).
- National Energy Code Information (new dwellings)
- Approved Development Permit
- Payment (Visa, M/C, Cheque Cash)

Superior's building administration staff would be more than happy to assist with the submission for building permits as this is the most complex part of the permitting process.

A Building Safety Codes Officer (BSCO) will review the submitted documents to verify what intends to be constructed with meet the intent of the Alberta Building Code (ABC). A plans review will be completed stating general information from the ABC that needs to be adhered too as well as specific information reviewed from the plans submitted. Once approved by the BSCO a placard will be created to be posted on site and mailed back to the applicant with the issued building permit, stamped drawings and plans review report.

NOTE: if additional information is required but not received with the application the building permit cannot be approved until the information is submitted and construction shall not commence without the approved building permit.

Electrical, Gas and Plumbing Permit Submission Requirements:

- Completed permit applications (separate applications are required for each discipline)
- Payment

NOTE: if a building permit is required but not received at the time the electrical, gas and/or plumbing permits are applied for, they will not be issued until the building permit has been submitted.

Private Sewage Disposal System Permit Submission Requirements:

- Complete permit application
- Detailed site plan showing the distance from the system to all property lines, the water source and the buildings.
- B66 Certification information for the tank
- High Level Alarm information

NOTE: The Summer Village only allows the installation of holding tanks.

INSPECTIONS – inspections are including when receiving an approved permit. Contact our office and provide at least 48 hours notice for an inspection request.

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BUILDING DISCIPLINE		
INSPECTION STAGE(S)	CONFIRM COMPLETE	
Foundation – prior to backfill	<ul style="list-style-type: none"> ➤ footings and wall poured forms removed ➤ weeping tile in place ➤ washed rock and dampproofing applied 	
or Framing / HVAC - prior to Insulation / Vapor Barrier	<ul style="list-style-type: none"> ➤ foundation backfilled ➤ walls framed ➤ floors and roof completed ➤ mechanical and electrical rough-in started ➤ heating duct installation started 	<ul style="list-style-type: none"> ➤ exterior doors ➤ windows installed ➤ outside sheathing ➤ manufacturer’s engineered floor layout ➤ trusses layout and roof bracing details on site
and Final – prior to occupancy	<ul style="list-style-type: none"> ➤ drywall and paint complete ➤ interior finishing complete ➤ handrails in place ➤ plumbing and electrical complete (including fixtures) 	<ul style="list-style-type: none"> ➤ heating/ventilation system installed and ductwork complete ➤ smoke alarms installed ➤ all items from previous inspection reports or plans examination complete
ELECTRICAL DISCIPLINE		
Rough-in – prior to covering	<ul style="list-style-type: none"> ➤ all wire and boxes installed and visible ➤ main service installed ➤ bonding and grounding complete 	
and Final - prior to occupancy	<ul style="list-style-type: none"> ➤ all load devices and switches installed and operational ➤ smoke detectors installed ➤ panel labeled 	
PLUMBING DISCIPLINE		
Ground Work Rough-in below grade – prior to covering or Rough-in above grade – prior to covering Stacks	<ul style="list-style-type: none"> ➤ all drain or sewer lines installed ➤ all drain lines installed ➤ all vent stacks installed ➤ all water lines installed 	
and Final - prior to occupancy	<ul style="list-style-type: none"> ➤ all fixtures installed and operational 	
GAS DISCIPLINE		
Final – prior to occupancy	<ul style="list-style-type: none"> ➤ all gas piping installed ➤ pressure (air) test completed ➤ gas meter hung ➤ appliances firing 	We don't do air test inspections
PRIVATE SEWAGE DISCIPLINE		
Rough-in – prior to backfilling of dirt	<ul style="list-style-type: none"> ➤ majority of system installed 	

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