

# Building Permit Application

Use only to open a NEW Safety Codes file

To: Darren Knudsen  
Safety Codes Coordinator  
Design and Technical Services  
4th floor, General Services Bldg.

From: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Select one of the following:**

**Type A:** A new Safety Codes number is created in order to commence preliminary design discussions with *The Inspections Group Inc.* Complete this Building Permit Application and submit by e-mail to Safety Codes Coordinator. A new Safety Codes number will be emailed to the applicant (project manager).

**Type B (paper copies ONLY):** A new Safety Code file is created and the enclosed drawings and specifications are reviewed by *The Inspections Group Inc.* **Two sets of drawings and specifications** must be enclosed with this completed permit application. Also **enclose one signed set** of the Alberta Building Codes Schedules A1, A2, B1 and B2 (see Section 2.6 of the Alberta Building Code), when these schedules are required. These are to be delivered to the U of A Safety Codes Coordinator (see address above). PDF drawings/schedule accepted in lieu of paper copies.

**Complete the following information:**

Project Name		
Project Location (building name, room no.)		
Is construction area over 250 sq. m?	<input type="checkbox"/> Yes	
Construction Cost	\$	
Duration of Construction (month/day/year)	Start:	Completion:
Work Order No.		Phase No:
Major Capital Projects	Speed Code:	Project No:
Project Manager	Name:	Telephone:
	E-Mail:	
Consultant/Designer		
General Contractor	Name:	
	E-Mail:	

Description of Project  
(please be brief)

For the most current version of this *Building Permit Application* please go to <https://www.ualberta.ca/vice-president-facilities-operations/forms-and-documents>

**Contact Information**

E-Mail: Safety Codes Coordinator -- darren.knudsen@ualberta.ca  
Telephone: 780.492.2450