



The **Permit Application** can be submitted by the applicant online through eApply or in person at City Hall (using internal eApply to ensure consistency among all applications). The permit fees are assessed and collected during the application process based on the construction details provided by the applicant. Electrical, plumbing, and gas **Subtrade Applications** are considered in-and-out permits and are automatically issued by the system.

The **Permit Technician Review** ensures that all of the required documentation has been submitted as part of a complete application package. When necessary, the Permit Technicians will circulate the application to *Real Estate and Land Development (RELD)* and/or *Electric Design* and act as the point of contact for the customer should revisions be required.

If the proposed new single family dwelling is located on a property owned by the City of Lethbridge, the Permit Technicians will forward the application for a **Land Department Approval**. During this sub-process, *RELD* ensures that the application is compliant with the architectural controls for the development and that the payment on the lot has been received.

If the proposed development includes an accessory building (applied for on a separate building permit), such as a detached garage, the application is sent for an **Electric Design Review**. This sub-process ensures that the accessory building is not placed over top of existing electrical infrastructure.

The **Development Officer Review** is completed to ensure that the proposed development is consistent with our Land-Use Bylaw. Depending on the district, the review may be completed by either a Permit Technician or Development Officer. In certain cases, the proposed development may require an additional Development Permit (e.g., height or set-back waivers).

The **Plans Examinations** are completed by Safety Codes Officers for the building and HVAC permits to ensure that the proposed development is compliant with the Safety Codes Act and Permit Regulations. Based on the scope and nature of the work, the Safety Code Officer will determine which conditions to apply to the permit and are responsible for issuing the permit.

The **Below Grade Inspection** is completed by a Safety Codes Officer prior to backfill to ensure that the groundworks plumbing meets safety code requirements.

The **Foundation Inspection** is completed by a Safety Codes Officer prior to backfill to ensure that the footing or foundation meets safety code requirements. This includes inspecting damp-proofing & foundation drainage. In certain cases, this inspection may be performed separately through a Footing & Foundation Permit.

The **Rough-in Inspections** are completed by a Safety Codes Officer prior to the Framing Inspection. Rough-ins vary by subtrade, for example, the electrical permit ensures that wiring is completed to all fixture locations and boxes are in place.

The **Framing Inspection** is completed by a Safety Codes Officer after the plumbing, gas, and electrical rough-ins and prior to the installation of insulation. This includes inspecting and reviewing roof truss bracing specifications and beam loading details.

The **Insulation & Vapour Barrier Inspection** is completed by a Safety Codes Officer after the insulation and vapour barriers are installed and prior to drywalling.

The **Final Inspection** are completed by a Safety Codes Officers simultaneously with the building, plumbing, gas, electrical, and HVAC permits. Once the Final Inspections are completed, occupancy is granted and the dwelling may be occupied.

The **Permit Service Report** is the final stage of the Building Permit process. The reports are sent either electronically or by mail to the property owner(s) to notify them that the work has been completed and is compliant with the Safety Codes Act.