

RAYMOND

Development

January 4, 2021

As part of council's ongoing efforts to eliminate costly mistakes, improve the appeal of our community and simplify the development process, we have made a few adjustments to our fee structure and application process.

Some of the major changes include:

1. Full payment to the Town of Raymond will be required before the application is considered complete. The new permit packets have a document checklist and fee worksheet to help you plan accordingly.
2. The new development standards are now in effect, which includes all driveways must be asphalt or concrete to the curb or public roadway.
3. Landscaping must include 1 tree in the front or side front yards. The other requirements remain the same, including grass on 75% of the yard (eco-scape, zero-scape, or other alternatives landscaping design greater than 25% requires Town of Raymond approval).
4. Each development permit application now includes a **non-refundable \$1000 charge for elevation and grade compliance**. The Town of Raymond has contracted a professional drone survey company to provide detailed verification of final grades and foundation elevations (as-built) on the lot and adjacent neighboring lots to decrease the number of drainage-related issues we have because the final grading did not match the submitted engineered drainage plan. All grades **must** comply with the submitted plans. The developer/applicant/development permit holder is responsible for the cost of rectifying any discrepancy. A final grading report verifying compliance will be required prior to occupancy.
5. A **refundable landscaping deposit of \$2500** will be collected at the time of development permit application. Once the landscaping is complete to the satisfaction of the development authority, the money will be refunded. The developers listed below have arranged with the Town of Raymond to collect this deposit at time of lot sale in conjunction with their Architectural Control Deposit. Therefore, the Town of Raymond will waive the **\$2500** landscaping deposit requirement in the following areas so not to be redundant:
 - a. Bridge Crossing Subdivision
 - b. Stonegate Meadows Subdivision

I have included the new application packet with the newest building permit form from Park Enterprises Ltd., our Accredited Safety Code Agency. If you have any questions regarding any of these items, feel free to contact me.

Sincerely,



Mark Boltezar
Development Officer
markboltezar@raymond.ca



NEW HOME PERMIT APPLICATION CHECKLIST

- Completed Development Permit Application Form
- Completed Building Permit Application Form
- One 11"x17" copy of an **Engineered Site Plan and Drainage Plan**
- One 11"x17" copy of your final **Building Plans/Construction Drawings**
- New Home Warranty** Proof of Coverage or Exemption
- Energy Code Compliance Information
- Construction Compliance Certificate
 - Top portion to be completed at time of Development Permit
 - Bottom portion to be completed two (2) weeks prior to Occupancy
- All Development Permit Fees Paid
 - See "New Home Permit Application Worksheet – Fee Schedule"

Received by: _____

Date: _____



NEW HOME PERMIT APPLICATION WORKSHEET

FEE SCHEDULE

ITEM	DESCRIPTION	FEE – OFFICE USE
A1	Development Permit Application ¹	\$150.00
A2	Building Permit Application ²	
A3	Off-Site Cost Levy	\$200.00
A4	Water Meter	\$700.00
A5	Foundation Elevation/Landscape Grade Inspection	\$1,000.00
A6	100% Refundable Landscaping Fee ³	\$2,500.00
A7	Other / Adjustments ⁴	
	TOTAL DUE⁵	

NOTES:

1. In the event that an MPC (Municipal Planning Commission) decision is required for the development, there will be additional fees to take the decision to the MPC (for example, a requested waiver to the minimum setbacks outlined in the Land Use Bylaw LUB No. 987-11).
2. Building Permit Application Fees are to be calculated by a Town of Raymond representative based on the current 'Permit and Inspection Fee Schedule' (Effective January 1, 2021 – December 31, 2021).
3. The refundable landscaping fee will be held in trust by the Town of Raymond as noted in the issued Development Permit. For homes built in Bridge Crossing and Stonegate Meadows Subdivision(s), this fee is withheld by the developer therefore it will be waived by the Town of Raymond.
4. Any adjustments necessary to be calculated by a Town of Raymond representative.
5. Total Due will be summation of Items A1 - A7 to be calculated by Town of Raymond Representative.

DEVELOPMENT APPLICATION SUBMISSION PROCESS AND REQUIREMENTS

NEW PRINCIPAL STRUCTURES

At the Town of Raymond, we strive to make the application process for development straight-forward and easy to understand. We pride ourselves on our efficient processing of all permits. Most applications for accessory structures can be processed within 3 days, while applications for principal structures (such as new homes) generally take about 1 week. These processing times, however, are delayed significantly when applications are missing information.

In general, the permitting process is as follows:

1. Application documents are submitted to the Town of Raymond - Development Office.
2. All Fees are paid in full.
3. Application is reviewed for completeness.
4. Drainage Plan is reviewed by engineers for compliance with Town of Raymond regulations and cross referenced to any pre-existing neighborhood drainage plan(s).
5. Drainage plan is approved and stamped by the Development Authority.
6. Development Permit is issued. You will note on your issued Development Permit that there is a 21-day appeal period. The Town of Raymond allows a developer to commence work before the specified appeal deadline with the understanding that any work would need to cease if an appeal is made. In addition, if a permit were appealed and the application is denied upon a successful appeal, any improvements would have to be removed at the applicant's expense.
7. Notice is sent to the applicant and Engineer on file that approval has been given to commence staking the development site.
8. All documents are sent to Park Enterprises Ltd. for the issuance of the building permit (all inspections will be scheduled through Park Enterprises Ltd.).

New in 2021: The Town of Raymond has contracted a professional drone survey company to provide verification of final grades and foundation elevations (as-built) on the lot and adjacent neighboring lots. All final grades and elevations **must** comply with the submitted plans. The developer/applicant/development permit holder is responsible for the cost of rectifying any discrepancy. A final report verifying compliance will be required prior to occupancy.

Before you move into your new building you must:

1. Arrange with Park Enterprises for all final inspections
2. Schedule a time for final verification of grades if needed ****to avoid delays, you may want to ensure this is done well in advance of your desired occupancy date****
3. Apply to the Town of Raymond for a Construction Compliance Certificate. The dates that final inspections were **passed** and as well as photos of the water meter installed, downspouts, and permanent house numbers affixed to the exterior will be required for this permit.

Once an occupancy permit is issued, your utility account will be created, a garbage can will be delivered to the property, and utility billing will commence.

RAYMOND

Development

The Municipal Government Act (MGA) requires all municipalities to note when an application is “complete”. As such, we have compiled a list of items that should accompany any development and building permit applications. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- One 11”x17” copy of an **Engineered Site and Drainage Plan**, which shall provide the following information:
 - Legal description and municipal address of subject property.
 - Scale and North Arrow.
 - Adjacent roadways and lanes.
 - Lot dimensions, lot areas, and percentage of lot coverage for all structures.
 - Proposed building with dimensions of foundation and projections including decks.
 - The proposed distances from the foundation of the building to the front, side, and rear property lines.
 - Location of any registered utility right of ways or easements.
 - Location of driveway, including dimensions.
 - Elevations.
 - Downspout placement.
 - Arrows showing direction of water flow.
 - Adequately addresses all storm water requirements for the lot.
- One 11”x17” copy of your **Building Plans/Construction Drawings**, which shall provide the following information:
 - Scale and dimensions of exterior walls and interior rooms.
 - Floor plan of all living space proposed to be developed.
 - Building elevations including building height (from finished grade), roofing material, and roof pitch.
 - Any other proper construction details and drawings.
- Engineering done for the **Sewer and Water Connection to the Main Line** (if lot is not pre-serviced).
- Copy of the **Home Warranty Proof of Coverage or Exemption** (see www.homewarranty.alberta.ca) or call Municipal Affairs at 1-866-421-6929.
- Energy Code Compliance Information (see <https://parkinspections.com/town-of-raymond/>).
 - Complete and submit attached 9.36 Project Summary Compliance Submittal Report.
- Any other proper construction details and drawings.
- Application fees payable to the **Town of Raymond (please note that ALL fees must be paid before application will be considered complete)**

Average Costs for a Single Detached Dwelling (permitted Use):

Development Permit - \$150

Building Permit - \$6.62/\$1000 of construction value

Off-Site Cost Levy - \$200

Water Meter - \$700

Foundation Elevation/Landscape Grade Inspection Fee - \$1000

- A refundable fee of **\$2500** is required to be paid at the time of application. This fee will be refunded once all exterior finishes, landscaping, driveway paving and any other conditions of the development are completed.



Please note that the completion of landscaping includes grass on 75% of the yard (eco-scape, zero-scape or other alternative landscaping design greater than 25% requires Town of Raymond approval), one tree in either front or side yard, and the driveway to be asphalt or concrete to the curb.

TERMS:

1. Subject to the provisions of the Land Use Bylaw (LUB 987-11) of the Town of Raymond, the term “Development” includes the making of any change in the use of buildings or land.
2. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any action taken before a Development Permit is received, is at the applicant’s own risk.
3. If a decision is not made within 40 days from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, the application shall be deemed to be refused and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
4. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the provincial building requirements.
5. Any development carried out prior to the effective date of the appropriate Development Permit is done solely at the risk of the applicant and/or landowner.

ADDITIONAL INFORMATION:

In addition to the above requirements the Development Officer may also require:

1. Proof of ownership or right to the land in question and may require a current Real Property Report as proof of location of development on said land.
2. Landscape information and/or plans.

Please Note: Review of a Development proposal may be delayed if the form and/or additional information provided is incomplete.

FOIP Notification: Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act.

RAYMOND Development

DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Estimated Start Date: _____

Estimated Value of Construction: _____

Development Permit Application DA	
Date Application Deemed Complete	
Development Application Fee:	

IMPORTANT NOTICE: This application **does not** permit you to commence construction until such time as a permit has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____ Existing Use: _____

Describe Proposed Development:

APPLICANT INFORMATION

Applicant's Name: _____ Phone: _____

Mailing Address: _____

City/Town _____

Postal Code _____

Email: _____

Check this box if you would like to receive documents through email.

Is the applicant the owner of the property? Yes No

If "NO" please complete the information below ↓

<p>Owner's Name: _____</p> <p>Mailing Address: _____</p> <p>Owner Signature: _____</p>	<p>Applicant's Interest in the property:</p> <p><input type="checkbox"/> Agent</p> <p><input type="checkbox"/> Contractor</p> <p><input type="checkbox"/> Tenant</p> <p><input type="checkbox"/> Other _____</p>
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RAYMOND Development

DEVELOPMENT INFORMATION

The purpose of this application is to: (check all that apply)

- | | |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Construct a new | <input type="checkbox"/> Single Detached Dwelling |
| | <input type="checkbox"/> 2-Unit Dwelling |
| | <input type="checkbox"/> Multi-Unit – Please specify the number of dwelling units - _____ |
| | <input type="checkbox"/> Accessory Structure |
| | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Alter/Renovate the existing building | |
| The renovation is a: | |
| | <input type="checkbox"/> Interior Renovation |
| | <input type="checkbox"/> Addition |
| | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Basement Development |
| | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Demolish existing building | |
| <input type="checkbox"/> Other _____ | |

BUILDING REQUIREMENTS

	Principal Building	Accessory Building / Addition / Deck	Renovation / Basement Development	Office Use
Square Footage	ft ²	ft ²	ft ²	
Height	ft	ft		
Proposed Setbacks from Property Lines				
Front	ft	ft		
Secondary Front	ft	ft		
Rear	ft	ft		
Side	ft	ft		
Side	ft	ft		
Parcel Type: <input type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot				

Total Square Feet of Principal Structure: _____ Total Square Feet of Accessory Structures: _____
(all accessory structures combined)

Combined total % of lot occupied by buildings (Principal & Accessory Structures): _____

*I hereby understand that development of a principal building or dwelling I must apply for and receive a Construction Compliance Certificate **PRIOR** to occupancy (including moving in belongings). Failure to do so will result in a \$500.00 late application fee and possible order to vacate the home. _____ (please initial)*

I hereby certify that the information contained in this application, including any further information contained in attached materials, is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I further certify that the owner of the land described above is aware of this application and that I will not commence this development until a valid development permit is issued.

Signature of Applicant: _____ Date: _____





File Number: _____
 Date Received: _____
 Tax Roll No.: _____

BUILDING PERMIT APPLICATION FORM

Development Permit No.: _____ Estimated Project Completion Date (mm/dd/yyyy): _____
 New Home Warranty No. (if applicable): _____ Value of Installation (labour and material): \$ _____
 Permit Applicant: Owner Contractor Work has not started Work is in progress Work is complete

Owner / Applicant: _____ Mailing Address: _____
 City: _____ Province: _____ Postal Code: _____ Phone: _____
 Cell: _____ Email: _____ Fax: _____

Contractor: _____ Mailing Address: _____
 City: _____ Province: _____ Postal Code: _____ Phone: _____
 Contractor Name: _____ Cell: _____ Email: _____ Fax: _____

Project Location: Municipality: Town of Raymond Subdivision Name: _____
 Street/Rural Address: _____ Postal Code: _____
 Lot: _____ Block: _____ Plan: _____ Legal Subdivision: _____ Section: _____ Township: _____ Range: _____ West of: _____

Directions: _____

Please Provide a Detailed Description of Work:

TYPE OF OCCUPANCY	TYPE OF WORK	BUILDING AREA
<input type="checkbox"/> Single Residential <input type="checkbox"/> Multi-family <input type="checkbox"/> Farm/Ranch <input type="checkbox"/> Commercial <input type="checkbox"/> Manufactured/Mobile Home <input type="checkbox"/> Other: _____ _____	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Relocation/Ready to Move <input type="checkbox"/> Change of Occupancy/Use <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Other: _____ <input type="checkbox"/> Garage <input type="checkbox"/> Detached <input type="checkbox"/> Attached <input type="checkbox"/> Foundation Type: _____ <input type="checkbox"/> Manufactured/Mobile Home CSA No.: _____ AMA No.: _____	<input type="checkbox"/> ft ² <input type="checkbox"/> m ² Main Area: _____ 2 nd Floor Area: _____ Basement Area: _____ Developed: <input type="checkbox"/> Yes <input type="checkbox"/> No Garage: _____ Deck: _____ Total Developed Area: _____

FOIPP Notification: The personal information required by the Town of Raymond application forms is collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act and section 63 of the Safety Codes Act. It will be used for processing permit applications, issuing permits, safety codes compliance monitoring and verification. The name of the permit holder and nature of the permit may be included on reports provided to the municipality or made available to the public as required or allowed by legislation. Please direct any questions about this collection to the Town of Raymond at 403-752-3322 or 210 N 200 W | Box 629, Raymond T0K 2S0.

Permit Applicant's Name (print) _____ Permit Applicant's Signature _____ Homeowner's Signature (homeowner permit only) **Homeowner Declaration: By signing this I hereby certify that I own/will own and occupy this dwelling.**

Office Use Only

Permit Fee: \$ _____ SCC Levy: _____ Issuing Officer's Name: _____
 Total Cost: \$ _____ (\$4.50 or 4% of the permit fee maximum \$560.00) Issuing Officer's Signature: _____
 Receipt No.: _____ Designation No.: _____
 Cash Debit Cheque Invoiced _____ Permit Issue Date (mm/dd/yyyy): _____



Park Enterprises Ltd.

#10, 491 W.T. Hill Blvd S, Lethbridge, AB T1J 1Y6
 Phone: 403-329-3747 or 1-800-621-5440
 Fax: 403-329-8514 or 1-766-406-8484
contact@parkinspections.com www.parkinspections.com

**9.36 Project Summary
 Compliance Submittal Report**

Park Enterprises Ltd. Requirements for ABC 2014 Division B Section 9.36 Compliance			
Please consult the 9.36 Project Summary User Guide for guidance in completing this form.			
Project Name:		Building Permit Number (completed internally)	
Project Address:			
Applicant:			
Applicant Address:			
Building Information			
Information provided below sets the buildings geometry to establish compliance with the ABC 2014 Division B Section 9.36			
Climate Zone (HDD):		Building Area (m ²):	
Please check the appropriate box to indicate your chosen compliance path (select only one)			
PRESCRIPTIVE	<input type="checkbox"/>	TRADE-OFF	<input type="checkbox"/>
PERFORMANCE		<input type="checkbox"/>	<input type="checkbox"/>
SUBMIT THE FOLLOWING INFORMATION WITH YOUR APPLICATION BASED ON THE COMPLIANCE PATH CHOSEN			
All Compliance Paths			
- Identify on the plans any/all assemblies containing heating pipes, cables, or membranes.			
- Indicate if a Heat Recovery Ventilator is proposed and, if it is proposed, note the type and efficiency.			
- Indicate effective Rsi values for all assemblies of the building envelope, both above and below ground (e.g. walls, floors, roofs, windows and doors).			
- Provide the calculations used to determine the effective Rsi values (hand calculations or from a software program).			
- Indicate the air barrier system being proposed.			
- Indicate the type and equipment efficiency of the HVAC system components. Include dampers on intakes and outlets where required.			
- Note the type and equipment efficiency of the Service Hot Water system components.			
- Note if Hot Water recirculation is proposed, and the thickness and extent of pipe insulation in the Service Hot Water system.			
Provide the following architectural details indicating continuity of insulation and air barrier:			
Attic hatch, eaves/top of wall, upper floor rim joist, top of basement wall/main floor junction, slab/footing junction, cantilever, bonus room floor over attached garage including ducts, typical outlet box detail, typical window/door jamb.			
And, if applicable:			
Party wall meeting outside wall, electric meter/vent pipe/duct in insulated wall, skylight shaft walls, slab edges in walkouts & heated slabs, masonry chimneys and fireplaces.			
Trade Off Compliance Path			
In addition to the information required above, a trade-off calculation, completed in accordance with 9.36.2.11, must be submitted for any trade-off carried out for above ground assemblies.			
The areas of assemblies used in the calculation shall be clearly identified on the drawings.			

Performance Compliance Path (residential occupancies)

Information provided below sets the input parameters for the energy simulation used to demonstrate compliance with ABC 2014 Division B Section 9.36 via the performance compliance path.

Reference Model				Proposed Model			
Which direction does the front of the house face as modelled (N, NE, E, SE, S, SW, W, NW):							
Airtightness (ACH @ 50Pa)	2.5			Airtightness (ACH @ 50Pa)	3.2		other:
Solar Heat Gain Co-efficient Glazing (SHGC)	0.26			Solar Heat Gain Co-efficient Glazing (SHGC):			
Thermal Mass (MJ/m ² °C)	0.06			Thermal Mass (MJ/m ² °C):			
Solar Absorbance	0.4			Solar Absorbance:			
FDWR (%)	17		22	other:			FDWR (%):
Area of Fenestration North Elevation (m ²):				Area of Fenestration North Elevation (m ²):			
Area of Fenestration South Elevation (m ²):				Area of Fenestration South Elevation (m ²):			
Area of Fenestration East Elevation (m ²):				Area of Fenestration East Elevation (m ²):			
Area of Fenestration West Elevation (m ²):				Area of Fenestration West Elevation (m ²):			
HVAC System Efficiency (%):				HVAC System Efficiency (%):			
HVAC System Efficiency (%):				HVAC System Efficiency (%):			
Space Cooling Equipment Efficiency (%):				Space Cooling Equipment Efficiency (%):			
Service Water Heater Efficiency (%):				Service Water Heater Efficiency (%):			
Service Water Heater Efficiency (%):				Service Water Heater Efficiency (%):			
Ventilation Rate (l/s):				Ventilation Rate (l/s):			

NOTE: If the ACH rate entered above for the proposed house is less than 2.5ACH a blower door test will be required prior to occupancy. A note to this effect shall be placed on the drawings.

Performance Data Summary	
Target Energy Use (reference)	Calculated Energy Use (proposed)

Software	
Software Title:	Version:

Software Adaptations Made:

Please attach the full modelling report generated by an ANSI/ASHRAE 140 compliant software package to this form. Failure to submit the complete report will result in your application being placed on hold.

Declaration

Please indicate the person responsible for preparing the calculations used to show compliance with ABC 2014 Division B Section 9.36

Name:			
Representing Firm:			
Contact Information:	email:		tel:
Address:			

I hereby certify that the calculations submitted were prepared in full accordance with ABC 2014 Division B Section 9.36 and the operating procedures of the software	Signature
----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

Nothing in this form, or the attached calculations, shall preclude the Safety Codes Officer reviewing this file and requesting an appropriate professional to stamp and sign the submission.

CONSTRUCTION COMPLIANCE CERTIFICATE APPLICATION (FORM D)

Applicant will complete TOP portion of form before issuance of a Development Permit:

I / We understand that failure to receive a signed and stamped **Construction Compliance Certificate** before occupancy will result in a **\$500 late application fee** and possible **order to vacate the home**. [I have read this form in its entirety and understand my obligations therewithin.](#)

Initial Signature: _____ Date: _____

Applicant to complete the BOTTOM portion of form prior to Occupancy.

Date of Application: _____

Planned Occupancy Date: _____

(recommended you submit application a minimum of 10 working days prior to occupancy to ensure enough time to complete final grading inspection)

APPLICANT INFORMATION

Applicant's Name: _____ **Phone:** _____

Street Address: _____ **Box #:** _____

Legal Description: Lot(s): _____ **Block:** _____ **Plan:** _____ **Postal Code:** _____

SUBMITTAL INFORMATION

- Final Inspection Complete: (Date) _____
- Compliant Permit Services Report (From Park Enterprises Ltd.)
 - Electrical (attached)
 - Plumbing (attached)
 - Gas (attached)
 - Building (attached)
- House Number Permanently Affixed: (attached photo)
- Downspouts Attached According to Submitted Drainage Plan: (attached photos)
- Water Meter Installed: (attached photo)

I/We hereby make this application under provision of the Land Use Bylaw 987-11 for Occupancy for the above-named land and apply for permission to occupy the above-named new building. I/We hereby certify that the information contained in this application, including any further information contained in attached materials is to the best of my knowledge true. I/We understand that failure to receive a signed and stamped Construction Compliance Certificate before occupancy will result in a \$500.00 late application fee and possible order to vacate the home. I have read this form in its entirety and understand my obligations therewith.

Final Signature (at time of application): _____

Date: _____



January 4, 2021

SUBJECT: INSTRUCTIONS FOR A NEW HOME CONSTRUCTION

Please be aware of the following:

- 1) **Water & Sewer** – Options for connecting to the Pre-Service
 - A) You may contract a private company to install your water and sewer service connection lines from the pre-service location to your home. This is typically coordinated with the excavation of the foundation.
(NO CONTRACTOR OR PRIVATE COMPANY MAY TAMPER WITH THE PRE-SERVICE OR SERVICES IN ANY WAY UPSTREAM OF THE WATER SHUT OFF (CURB STOP) OR DOWNSTREAM OF THE SEWER INSPECTION CHAMBER RESPECTIVELY)
 - B) You may request town crews to quote and install your water and sewer service connection lines from the pre-service location to you home. However, due to the volume of work and the timely deadline of digging the foundation in the past years, it has been recommended to utilize Option A in most cases.

NOTE: It will be the responsibility of the applicant's plumber to tie the service lines into the structure's plumbing regardless of which option above is chosen.

- 2) **Water Meter** –Included in your price for development permit, you will be charged the cost of a 5/8" dia. radio frequency Neptune Water Meter. This can be picked up at the Town of Raymond Administrative Office at 210N 200W along with 2 union fittings for your contracted plumber to install according to the Town of Raymond Potable Water Service Bylaw No. 1019-15 and manufacturer's recommendations.

NOTE: Please ensure a utility account is setup at the same time in which you pick up your water meter, with the unique registered meter ID assigned to the newly created utility account.

- 3) **Water Activation** – Only Town of Raymond Public works may **turn on the water** to your new home. Your plumber will be responsible to install your Water Meter as

per the Alberta Building Code. Once the **Water Meter is physically installed**, you may schedule a time with the Public Works for your water to be turned on. To have your water activated, you must submit your request in writing to the Town of Raymond Administration Office (Attention: Kim Coppieters). Once your request is received, you will be put in touch with the Public Works to arrange to have your water turned on and activated. your water is turned on, your water account will commence billing.

NOTE: The Town of Raymond Public Works will **not activate** your water without the following:

- A) your home's heating source is fully activated and functional
- B) someone is present and available on-site (preferably your plumber).

- 4) **Water Use in Drywalling** – Please note that you are responsible for ensuring your drywallers are not cleaning their tools in sinks or allowing the drywall mud and mess to go down your drain or sewer line as you will be responsible for any sewer clogging or backup that results from it, which is expensive.
- 5) **Safety Code Permits & Fees** – In building a new home, you are responsible for ensuring the proper permits are being obtained or acquired at the appropriate stages in construction (i.e. Development, Building, Electrical, Gas, & Plumbing). The costs of these permits vary according to the size and complexity of the project and will be calculated at the time the completed permit applications are submitted to the Town of Raymond Administrative Office at 210N 200W. The costs of these permits cover all inspection costs related to the project as conducted by Park Enterprises Ltd. We are unable to calculate permit fees prior to a complete application being received.
- 6) **Park Enterprises Ltd.** – Is employed by the Town of Raymond to enforce the Alberta Safety Code. Therefore, all of your safety inspections must be scheduled with them, starting from your foundation inspection. Further, all safety code questions should be directed to Park Enterprises Ltd. as they are the safety code specialists. To ask a safety code question or to schedule an inspection, please contact Park Enterprises Ltd. directly at 403.329.3747.
- 7) **Home Occupancy** – You may **NOT** occupy your completed home until you have acquired a *HOME OCCUPANCY PERMIT*. Included with this letter is a copy of your original *CONSTRUCTION COMPLIANCE CERTIFICATE*. The bottom portion of this form must be submitted and approved for you to obtain a *HOME OCCUPANCY PERMIT* prior to you occupying the home. The cost of this permit is **FREE**. However, should you occupy your new home (including moving in possessions) prior to taking out this permit, you will be assessed a **LATE APPLICATION FEE** of **\$500.00**.

NOTE: It is recommended that you submit the bottom portion of the *CONSTRUCITON COMPLIANCE CERTIFICATE* a minimum of 15 working days prior to your planned occupancy date to allow sufficient time for the grade/elevation compliance to be conducted and approved by the Town of Raymond.

If you have any questions regarding these points of instruction or the development process in general, please contact me at 403-752-3322 ext 1010.

Kind Regards,



Mark Boltezar
Development Officer
markboltezar@raymond.ca