


[ePermit User Guide to applying for a new Safety Code Permit - BUILDING](#)

Once you land on the home page, you will see a number of activity groups available to you. Under Safety Codes Services, you will have choices to Apply for a Permit or Requesting an Inspection.



**Safety Codes Services**

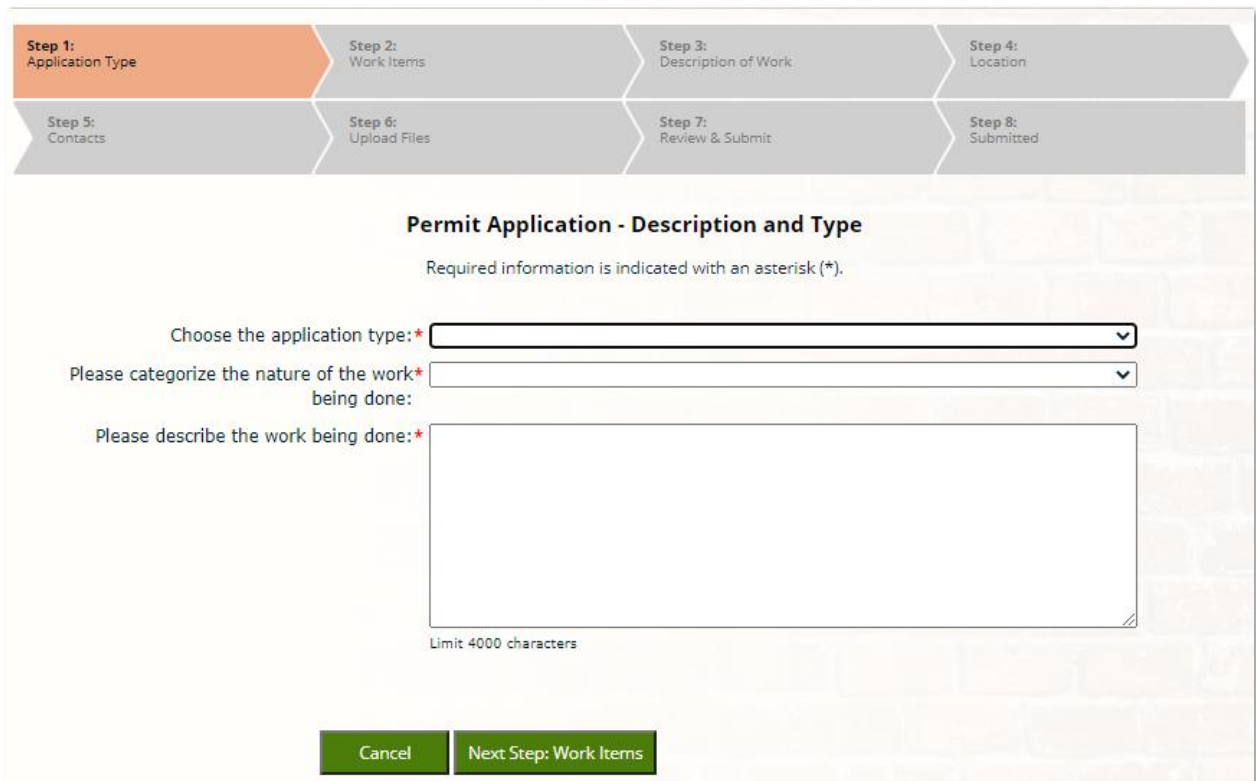
- [Apply for a Permit](#)
- [Request an Inspection](#)
- [Request a Meeting](#)
- [Application Search](#)
- [Upload Submittals](#)

You can also request a meeting with a Safety Codes Officer, complete an application search to view the status of a permit or upload documents and submittals.

Click Applying for a Permit to submit your Safety Codes permit application online. Be sure to have a completed Application Form ready for submittal. You can visit Planning and Development Services

[Checklists and Forms Library](#) for the latest online forms. Be sure to visit the website often, as we are currently updating all applications and checklists to fillable forms.

After choosing Apply for a Permit, you will be greeted with Step 1 of your Permit Application.



**Step 1: Application Type** | Step 2: Work Items | Step 3: Description of Work | Step 4: Location | Step 5: Contacts | Step 6: Upload Files | Step 7: Review & Submit | Step 8: Submitted

**Permit Application - Description and Type**

Required information is indicated with an asterisk (\*).

Choose the application type: \*

Please categorize the nature of the work\* being done:

Please describe the work being done: \*

Limit 4000 characters

Applications are completed in 8 easy steps. Depending on the type of permit application being entered, ePermit will step you through the process.

## Step 1 - Entering Permit Application Type

To start a permit application for a Building Permit, choose the application type from the drop down of choices. The application page will expand to include application details related to your permit type;

- Enter the nature of the work from the drop-down list. Most common categories are
  - New Construction
  - Alterations and Improvements
  - Garage and Carport
- Enter a detailed description of the undertaking related to the permit.
- Building Use:
  - Residential
  - Commercial
  - Industrial or
  - Institutional
- *Optional fields do not need to be entered at this time but may delay your permit application.*
- Owner Builder is reserved for Home Owner Permits. If you are a home owner choose Yes.

**Permit Application - Description and Type**  
Required information is indicated with an asterisk (\*).

Choose the application type:

Please categorize the nature of the work\* being done:

Please describe the work being done: \*

Limit 4000 characters

**Application Details**

Building Use: \*

Number of Stories:

Number of Dwelling Units / Suites:

Started w/o Permit?:

**Owner Builder**

Is the property owner doing work?:

List Contractor(s):

Cancel Next Step: Work Items

Choose Next Step once all fields are entered to proceed to Step 2 – Work Items

## Step 2 - Entering Permit information and Work Items

This step is where you enter all the permit work items related to your project. Depending on the Building Use, the work items reflect certain type of construction. In this case, Residential work items are available. The list of work items provided are similar to the Residential Building Permit Application. Choose all that apply for this new SFD.

In this example, the checked work items would indicate the building was a single story home with a covered deck or entry and basement development.

**Step 1:** Application Type

**Step 2:** Work Items

**Step 3:** Description of Work

**Step 4:** Location

**Step 5:** Contacts

**Step 6:** Upload Files

**Step 7:** Review & Submit

**Step 8:** Submitted

### Permit Application - Work Items

Required information is indicated with an asterisk (\*).

— **Building Permit** —

Please choose as many work items as are appropriate.

- Basement Development
- Basement Framing
- Building Foundation Only (Manufactured, Modular or Relocated Home)
- Covered Decks/Entry
- Deck, Patio Or Carport Roof
- Detached Accessory Dwelling Unit
- Detached Garage
- Detached Garage Slab Only
- Fire Protection System (Sprinklers, Standpipes, Siamese Connections, Etc.)
- Fire Suppression System (Commercial Cooking)
- Garden Shed/Gazebo/Pergola (>107 sq ft)
- Gas/Wood Fireplace
- Hot Tub/Whirlpool
- In-Ground Swimming Pool
- Interior Renovations
- Manufactured Home Placement
- Residential Main Floor

**Previous Step: Application Type** **Next Step: Description of Work**

Once you have completed this page, chose Next Step to continue to Step 3  
You can always back up a Step to ensure the information requested relates to your project

## Step 3 – Entering detailed Description of Work

As this is a Residential application that includes a new SFD, rear deck and full basement development, addition information is needed to determine the scope of work for each work item. This includes square footage of the construction and description of work to ensure complete scope of work is included. Complete all fields to ensure your permit can be processed as quickly as possible:

**Step 1:** Application Type  
**Step 2:** Work Items  
**Step 3:** Description of Work  
**Step 4:** Location  
**Step 5:** Contacts  
**Step 6:** Upload Files  
**Step 7:** Review & Submit  
**Step 8:** Submitted

### Permit Application - Description of Work

Required information is indicated with an asterisk (\*).

– **Building Permit Work Items**

**Basement Development**

SQ FT.\*:   
Please enter the quantity for this work item in the units specified

Description:

**Covered Decks/Entry**

SQ FT.\*:   
Please enter the quantity for this work item in the units specified

Description:

**Residential Main Floor**

SQ FT.\*:   
Please enter the quantity for this work item in the units specified

Description:

[Previous Step: Work Items](#) [Next Step: Location](#)

Once you have completed this page, chose Next Step to continue to Step 4

## Step 4 – Finding the location of the project

Here you can search civic addressing to ensure your address is correct. This is required to gather the current property owner information.

As you enter the address, ePermit will provide a list of suggested civic addresses. Once found, select the correct address and the information will be automatically added to the Location field. If the address is not available, you will have to contact Planning and Development Services at 403.529.8374 for assistance

**Step 1:** Application Type  
**Step 2:** Work Items  
**Step 3:** Description of Work  
**Step 4:** Location  
**Step 5:** Contacts  
**Step 6:** Upload Files  
**Step 7:** Review & Submit  
**Step 8:** Submitted

### Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (\*).

[Find location in Map](#)

**Use my location:**

Search for address:

- 580 1 ST SE, Medicine Hat, AB T1A8E6
- 580 1 ST SE, Unit:1001
- 580 2 ST SE, Medicine Hat, AB T1A8E6
- 580 2 ST SE, Unit:1001
- 580 21 ST NE, Medicine Hat, AB T1C1H7
- 580 3 ST NW, Medicine Hat, AB T1A6L6
- 580 3 ST SE, Medicine Hat, AB T1A0H3
- 580 3 ST SE, Unit:204, Medicine Hat, AB T1A0H3
- 580 3 ST SE, Unit:208, Medicine Hat, AB T1A0H3
- 580 3 ST SE, Unit:304, Medicine Hat, AB T1A0H3
- 580 3 ST SE, Unit:305, Medicine Hat, AB T1A0H3
- 580 3 ST SE, Unit:306, Medicine Hat, AB T1A0H3

The location you have selected: \*

**Previous Step: Description of Work** **Next Step: Contacts**

The location you have selected: \* 580 1 ST SE, Medicine Hat, AB T1A8E6

**Previous Step: Description of Work** **Next Step: Contacts**

Once you have completed this page, chose Next Step to continue to Step 5

## Step 5 – Confirming Contacts

This step is used to confirm the contacts on the permit application. Due to security reasons, Property Owner information is not shown to the portal user at this stage. It is important to complete the Permit Application form to submit your application on Step 6. This will allow staff in the office to confirm landowner and other information. Your Application submitted in the next Step will be reviewed for completeness and accuracy before the application can be submitted. Missing, incomplete or errors in your paperwork submitted with your online application may delay your permit issuance.

**Permit Application - Contacts**


Required information is indicated with an asterisk (\*).

Type	Contact
Property Owner	<i>Not shown for privacy reasons</i>
Property Owner	<i>Not shown for privacy reasons</i>
Property Owner	<i>Not shown for privacy reasons</i>
Property Owner	<i>Not shown for privacy reasons</i>
Property Owner	<i>Not shown for privacy reasons</i>
Applicant	Elgin Mann, Address:580 1 ST SE, Phone:(403) 504-6005

[Previous Step: Location](#) [Next Step: Upload Files](#)

Once you have completed this page, chose Next Step to continue to Step 6

## Step 6 – Uploading Supporting Documents

All building permit application include a detailed Building Code Review to ensure the proposed construction complies with all construction Codes. An electronic PDF copy must be uploaded with each application. Click the help icon  for additional information for each submittal type. You can also print a report of the Requirement Items by clicking the link at the top of the table.








Failure to submit the required documents will delay your application as ePermit will consider the application to be incomplete and not approved until submitted. Choose Browse to located each file you wish to upload. Current file limit is set to 100mb. Larger files may have to be separated into parts.

- Site Plan
- Engineered Wood Package
- Arch Drawings
- Locates would be required for infills
- Grade plan is required
- NHWP Cert
- Form C
  
- Additional files can be upload here.
  - Application
  - Energy Calcs
- Refer to the Permit Application Form

– **Current Submittal** –

[Print Requirement Items](#)

Submittal #1) Permitting (06/23/2020)

Type	Status	Date Verified
▼ Site Plan 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
▼ Engineered Wood Package 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
▼ Architectural Drawings 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
▼ Utility Locates 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
▼ Approved Elevation Drawings with Grades 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
▼ New Home Buyer Protection Certificate 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
▼ Exterior Wall Claddings of Part 9 Buildings - Form C 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		

– **Upload Additional Documents** –

Select any documents you wish to provide:

Provide a short description of this set of documents:

Once you have completed this page, chose Next Step to continue to Step 7  
 Don't worry, you can always come back to the portal to upload missing documents later

## Step 7 – Review and Submit

You're almost done. Once you have reviewed your application for completeness, all that is left is to agree to the statement related to your submitting your permit application.

I understand that I am required to sign this application, and I hereby agree that by selecting YES, I intend it to have the same effect as my written signature.

I Agree: \*

[Previous Step: Upload Files](#) [Submit Application](#) [Cancel Application](#)

At this point you can continue to Step 8 to submit your application or Cancel the application process.

## Step – 8 – Submitted

This page will confirm that your application has been submitted. You have the opportunity to print off the confirmation page and include details on your application and your new application number.

Remember, submitting an application via ePermit is not approval to start work. Turn-a-round times for the Building Code Review is typically 5 business days for Residential Projects and 10 business days for Commercial Projects.

Look back to ePermit for the status of your application.

Once Issued, you will be notified via the ePermit that your permit and Contractor copies of documents will be available for download. Be sure your permit is issued prior to start of your project.

Also, inspections can not be scheduled until the permit is issued. Once issued, inspection may be scheduled via ePermit in the office or on your mobile device.

From here, you can return to the portal home page or enter another application or browse other great tools available.

**This helpful guide should provide quick access instruction on entering your first permit.**



Be sure to check out the **My Items** page available from the ePermit home page.

**My Items**

[Expand All / Collapse All](#)

- [My Business License Applications](#)
- [My Contractor License Applications](#)
- [My Permit Applications](#)
- [My Planning Applications](#)
- [My Development Permit Applications](#)
- [My Upcoming Inspections](#)

From My Permit Applications, you can view

- the status of all your permit applications
- Once your permit is issued, My Permit Applications is where you can request any inspections. Once a requested inspection is scheduled, you will have access to the SCO completing the inspection and contact information for email directly from your email client.
- Confirm upcoming inspections under My Upcoming Inspections

As an added bonus, ePermit is available on all your mobile devices include iPad and Android phones and Tablets. Be sure to login on your mobile device to have access to all the features of the desktop.

CITY OF  
**MEDICINEHAT** *a community of choice*

ePermit Medicine Hat