

Building Permit Applications for new home construction will not be accepted unless the following documentation is included at the time of submission:

- ✓ Copy of Alberta Government's New Home Registration Certificate
- ✓ Plot plan
- ✓ Building Plans (reverse drawings are NOT accepted)
- ✓ Roof truss & floor joist drawings
- ✓ Piles/grade beam, piles supporting roof loads, require stamped, engineered drawings (if using strip footing, building plans must reflect this)
- ✓ Payment of all applicable fees
- ✓ Signed Request for Specific Variance

NO WORK MAY COMMENCE PRIOR TO APPROVAL.

All permit applications are available on our website at www.morinville.ca or contact our office (telephone 780-939-4361 or fax 780-939-5633) and we will be happy to email or fax any of your permit requests.

In order for applications to be processed in a timely manner, it is important that the applications be completed in their entirety.

INSPECTION SCHEDULE

PERMIT TYPE	INSPECTION #1	INSPECTION #2	INSPECTION #3
BUILDING	FOUNDATION/WEEPING TILE (6" GRAVEL COVER)	FRAMING	FINAL
WATER/SEWER	FINAL (PRIOR TO BACKFILL)	N/A	N/A
UNDERGROUND ELECTRICAL	FINAL (PRIOR TO BACKFILL)	N/A	N/A
PLUMBING	GROUNDWORK, STACKS & VENTS OR ROUGH-IN (PRIOR TO INSULATION)	FINAL	N/A
GAS	ROUGH-IN (PRIOR TO INSULATION IF POSSIBLE)	FINAL	N/A
ELECTRICAL	ROUGH-IN (PRIOR TO INSULATION)	FINAL	N/A

- It is the responsibility of the builder/contractor to ensure inspections are called for at the appropriate stages of construction. Anything that is not visible to the Inspectors may be required to be exposed.
- 24-48 hours' notice is required for all inspection requests. Please call our office at 780-939-4361 to book inspections.
- **SAFE ENTRY** (including ramps, stairs, handrail and walkways) shall be provided into buildings and basements under construction.
- Proper addressing must be located on the front of the foundation of all developments and visible from the road.
- Builders and Contractors are required to have a current business license with Morinville prior to permits being approved, and commencement of work.



DAMAGE DEPOSITS

What is a Damage Deposit? A damage deposit is a fee collected by Morinville which is held to cover any damages that occur to the Town's infrastructure during the course of construction and as security for performance.

What happens when the Damage Deposit is submitted? The Town will inspect the municipal infrastructure surrounding the development for possible existing damage prior to the start of construction. The inspection is retained in the associated property file.

What can I do if I am concerned about existing damage? Dated photos of the existing damage (prior to construction) may be submitted to the Development Officer for retention in the property file.

When is the Damage Deposit refunded? Receipt of the lot grading certificate initiates the refund process. If the lot grading is found to be acceptable, the Town will re-inspect the municipal infrastructure for damages. If the lot grading is acceptable, no municipal damages are found and performance is satisfactory the damage deposit is refunded without interest.

When is the Damage Deposit held? If the lot grading is not acceptable and/or there are damages to the municipal infrastructure the Town will withhold the damage deposit. The applicant will be notified of the outstanding deficiencies and provided with an opportunity to repair or correct the deficiencies. If the deficiencies are corrected or repaired to the Town's satisfaction the damage deposit is refunded without interest.

If the applicant fails to correct the deficiencies, the Town will withhold the damage deposit and take any necessary steps to correct the deficiencies. If repair of the deficiencies exceed the amount of the damage deposit the Town may attempt to recover the associated costs.

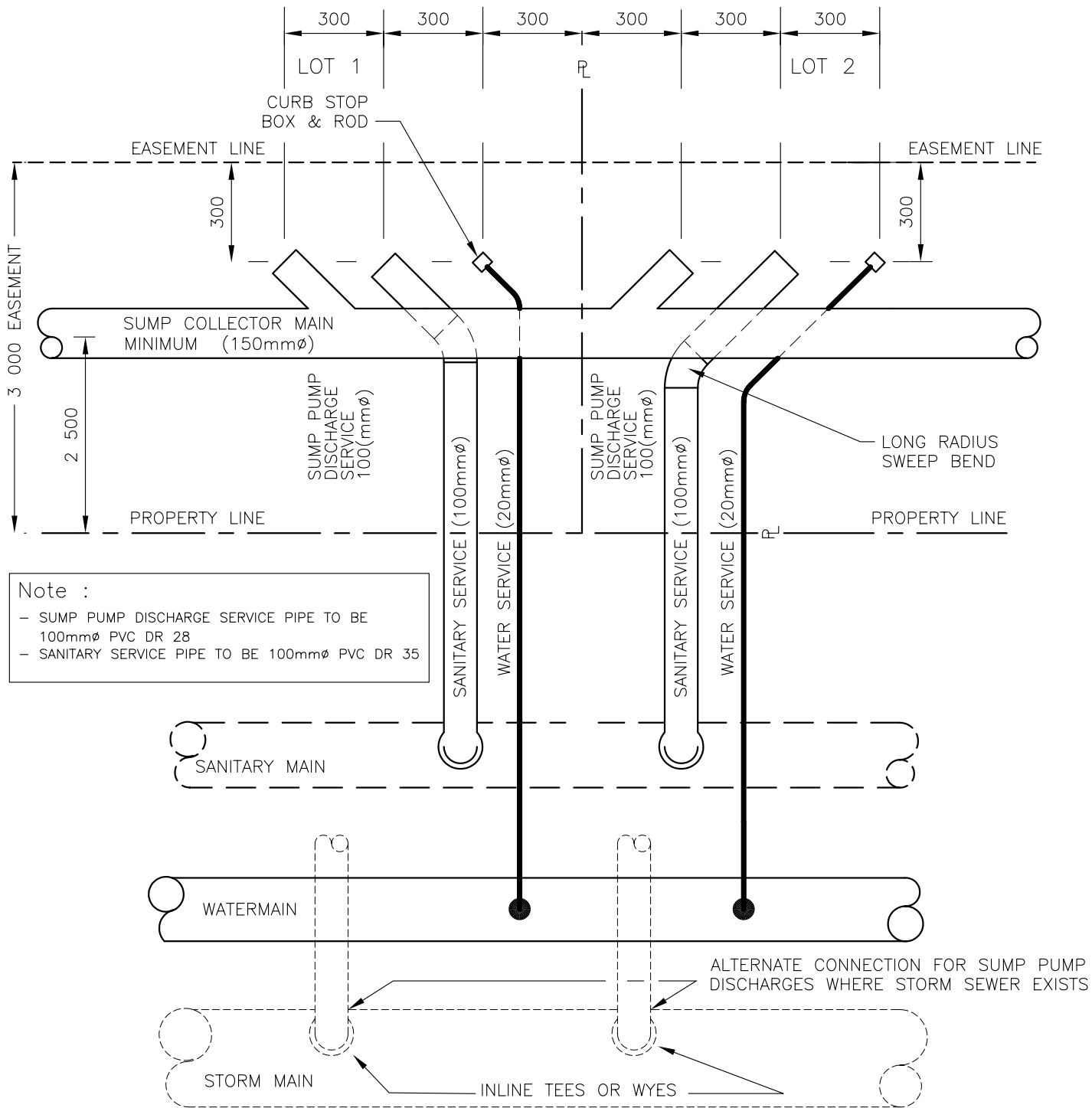


**NOTICE TO ALL
BUILDERS AND EXCAVATORS**

Morinville has a third storm service connection for sump pump system discharges in all new developments.

If you are unsure where the storm pipe is located, please contact the Developer to find out the location in order to avoid damaging the storm pipe. NOTE: It is the Developer's responsibility to ensure service installations are in accordance with municipal engineering standards and properly marked. It is also the Developer's responsibility to ensure that the sanitary and storm lines are open and flowing upon completion of servicing.

Please find attached drawings of a typical sump pump discharge connection for a house as well as typical service locations.



Note :

- SUMP PUMP DISCHARGE SERVICE PIPE TO BE 100mm ϕ PVC DR 28
- SANITARY SERVICE PIPE TO BE 100mm ϕ PVC DR 35

NOTES:

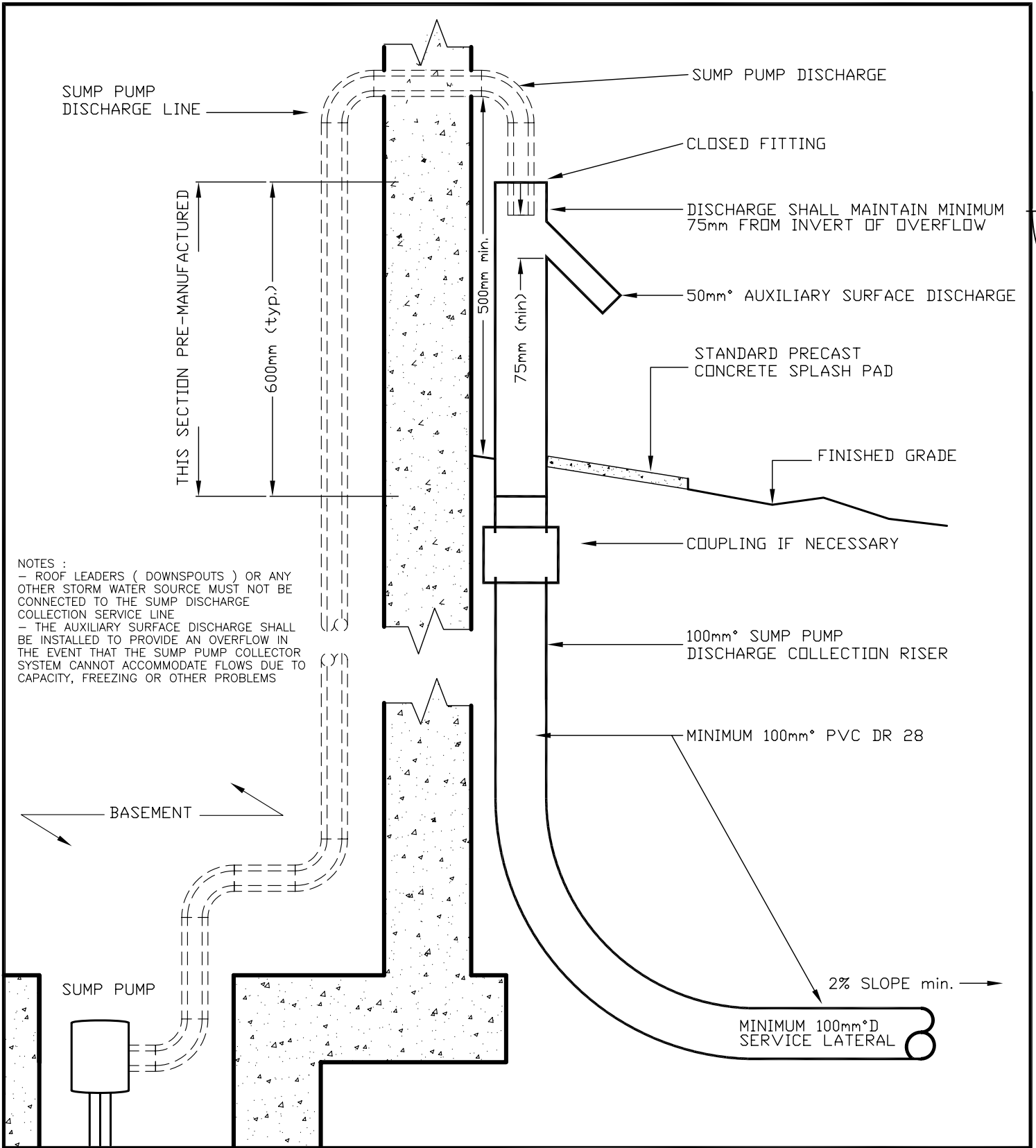
1. FOR SERVICES TO LOTS ON THE OPPOSITE SIDE OF THE STREET, THE SAME GENERAL ARRANGEMENT IS REQUIRED.
2. FOR SECTION VIEWS AND ADDITIONAL NOTES, SEE DRAWINGS 6.01, 6.02, 6.03, 6.04, 6.06 & 6.07
3. SUMP PUMPS ARE REQUIRED IN ALL HOUSES. THE REQUIRED SUMP PUMP AND DISCHARGE PIPING ARRANGEMENT IS SHOWN ON DWG NO. 6.04 . THE DIRECT CONNECTION OF WEeping TILE DRAINAGE SYSTEMS TO THE SANITARY MAINS IS NOT PERMITTED.
4. AUGERED INSTALLATION IS REQUIRED UNDER EXISTING STREETS AND SIDEWALKS.
5. ALL DIMENSIONS IN MILLMETRES UNLESS OTHERWISE NOTED.

DOUBLE SERVICE



TOWN OF . VILLE DE MORINVILLE

REVISIONS			
DESIGNED/DRAWN	GRM/WLJC	APPROVED	
SCALE	N.T.S.	DATE	DECEMBER, 2003.
		DRAWING NO.	6.05



TYPICAL SUMP PUMP DISCHARGE CONNECTION AT HOUSE



TOWN OF · VILLE DE
MORINVILLE

REVISIONS	
DESIGNED/DRAWN	GRM/WLJC
SCALE	N.T.S.

APPROVED	
DATE	DECEMBER, 2003.
DRAWING NO.	6.04



REAL PROPERTY REPORT

AT THE FOOTING STAGE

What is a Real Property Report at the footing stage? A Real Property Report at the footing stage is a legal document completed by a Land Surveyor that illustrates the location of the footing on the lot relative to the property lines.

When is a Real Property Report at the footing stage required by the Morinville? When an applicant seeks approval of a proposed development that just meets the minimum required setbacks submission of a Real Property Report at the footing stage is required before any further construction is completed. When proposed setbacks from the front, side and rear property lines are very tight there is very little room for error during construction. Reviewing the Real Property Report at the footing stage allows for adjustment of the footing if necessary thereby avoiding a noncompliant foundation.

Can I avoid having to obtain a Real Property Report at the footing stage? Not all proposed developments require a Real Property Report at the footing stage. A proposed development which meets the minimum required setback with an additional 5%[±] does not.

If you have any questions regarding this process please call the Planning and Economic Development Department before submitting your proposed development. Our dedicated staff is always available to assist you.



LOT GRADING REQUIREMENTS

1. Lots shall be graded in strict accordance with the approved lot grading plan. Back to front drainage shall be provided unless the approved lot grading plan specifically provides for a different type of lot grading.
2. No deviation from the approved lot grading plan shall be permitted without the written approval of the Developer or the Developer's Engineer. Any deviation from the approved lot grading plan allowed by the Developer or his Engineer shall be submitted to the Town prior to implementation.
3. Yard surface shall have a minimum slope of 2.0% with positive drainage from all points within the property. The minimum grade should normally be greater than 2% unless topography dictates otherwise.
4. Drainage flows shall be directed away from houses. When flows are to be carried around the house, it shall be in a defined grade.
5. Minimum slope away from the foundation shall be 10% for the first 1.5 meters.
6. For adjacent lots having back to front drainage, a common swale shall be formed at the adjoining property lines. The minimum grade along the swale shall be 2%.
7. Lot grading certificates showing as-built finished grades shall be submitted to Morinville on completion of rough or final grading. A minimum of two intermediate elevations shall be provided along the sides of the property in addition to lot corner elevations. A sufficient number of additional elevations shall be taken internally to the lot to be able to verify conformance with the lot grading design. As built elevations shall be measured on completion of final grading of topsoil or following placement of sod.
8. Maximum allowable tolerances permitted to finished grade shall be 0mm to minus 100 mm. Clay grade should allow for placement of 100 mm to 150 mm of topsoil to finished grade.



BOULEVARD LANDSCAPING

What is a boulevard? A boulevard is that part of a public roadway that is not used, or intended to be used, for vehicle travel by the general public that is situated between the travelled portion of the roadway and the adjoining property line. Boulevards may contain pedestrian sidewalks and/or multiways.

What is boulevard landscaping? Boulevard landscaping is plant materials such as soil, grass, trees or shrubs.

In order to avoid charges for the repair or replacement of existing landscaping in new subdivisions please ensure that:

- The boulevard is sodded and receives watering, and
- Trees or shrubs are replaced and watered after construction

Where existing boulevard landscaping has been torn up or removed from the site during construction, the builder will need to repair or replace the boulevard landscaping to the satisfaction of the Municipality's Engineer and the boulevard landscaping shall be in accordance with the Municipality's landscaping standards.

If you have questions regarding this process please call 780.939.2590.



WATER METER INSTALLATION

All buildings which require water meters, and for which Building Permits are issued after March 1, 2006 shall have provision on the outside of the building in a convenient location between five (5) and six (6) feet above grade at the front or no more than five (5) feet from the front of the building if on the side nearest the driveway, a place for installation of a remote reading device by Morinville. The user shall install a minimum triple 18 electrical wire in accordance with appropriate regulations from the place of the water meter to the place of the remote reading device. **Clear unobstructed access to the water meter shall be provided.**

Any user shall be responsible for damage of the meter and remote reading device which may result from other than normal wear and tear.

Any consumer requesting the installation of a remote reading device on their premises will be required to comply with the above regulations and shall be responsible for the installation of the wiring and the payment to Morinville for the remote reading device. Ownership of the meter and remote reading device and any apparatus thereto remains property of Morinville.

Morinville does not assume any responsibility for any damages to the premises due to the installation of such wiring. Morinville will install the remote reading device on the outside of the premises. All other conditions of the remote reading device shall apply.

Options

Noise Permits

Construction Noise Permits can be applied for through the Town Office. This may allow for the extension of allowable working hours or for projects that may require working outside of allowable times.

Obstruction Permits

Obstruction Permits can be applied for through the Town Office. This may allow for the temporary storage of materials or items that will affect a roadway, sidewalk or boulevard.

Enforcement

The Owner or person responsible for a property found to be in contravention can be charged on first instance.

Where a Peace Officer issues an enforcement order to remedy a condition the Property Owner or person in charge of the property is responsible to ensure that the order is complied with.

Builders found to be in violation can have their Business Licence affected including the revocation or cancelling of the Licence. This could affect all outstanding projects underway within the Town of Morinville.

CONTACT US

If you have any questions or for more information contact or to file a complaint:

Morinville Enforcement Services

St. Germain Place
10125 – 100 Avenue
Morinville, Alberta T8R 1L6

Phone 780.939.7831

Fax 780.939.3774

This brochure is for information purposes only and may be periodically updated. The contents do not necessarily reflect the legal documents and cannot be used as an official interpretation of the official bylaws, regulations and statutory plans in effect.

Revised January 2018



www.morinville.ca



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Morinville
Enforcement
Services

Builder Responsibilities

Introduction

On behalf of the residents and businesses in Morinville, the Town established the Community Standards Bylaw to set minimum maintenance standards for the community. These standards ensure that Morinville remains a safe, clean and positive place to live, work and play. It is important that these standards are upheld. The Town thanks you for your continuing cooperation.

Builder Responsibilities

Any person that is in possession or control of a property is liable for the actions and condition that the property is in, as is any official Owner of that property.

Everyone having claim to a property is deemed responsible for it and all involved with the property can be charged individually for the same offence.



Community Standards Bylaw #13/2017

The Community Standards Bylaw deals with the condition of properties within the Town of Morinville.

No property can be in an unsightly or nuisance condition. This includes:

- Storage and accumulation of construction materials
- Storage of refuse garbage materials
- Miscellaneous clutter and debris
- Materials that may spill or blow off site
- Open excavation pits without proper protection
- Piling of excavation materials in a public area or on roadways and sidewalks
- Accumulation of stagnant water

All properties under construction must have a refuse bin located on site and must be emptied when required. It must be stored as to prevent loose materials from escaping the bin.

Must maintain all vegetation and/or weeds.

No storage of vehicles or trailers are allowed within residential districts.

Other Requirements

Noise Bylaw #8/2010

No person may disturb or detract from the quiet repose and peace of others, at any time of day in any area of Town.

Specifically, no construction noise or running of equipment shall occur between established quiet times of:

- 10pm-7am Monday-Saturday
- 10pm-10am Sunday and Holidays

Traffic Bylaw #24/2012

Trailers must remain attached to its towing unit at all times.

Heavy trucks not on a truck route may be in a residential area for the purposes of loading and unloading. All vehicles not actively engaged in loading or unloading must be removed from the area.

Sidewalks

All established sidewalks must be maintained. This includes the shoveling and clearing of all snow, dirt and debris.