

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted through the online portal.**

Required Documents

- ☐ Application fee (**Note:** you will be notified via email of outstanding fees with payment details)
- ☐ Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- ☐ Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed business (**Note:** This is not required if the property owner is the applicant).
- ☐ Context photos of the building being moved. If there is more than 1 building on the lot and not all are being moved, please identify this.
- ☐ Site Plan (scaled in metric) including:
 - o Property Address
 - o Property lines
 - o Location of roads and back alleys
 - o Showing any other buildings on the site
 - o Property dimensions and area (m2)

Note: A recent RPR or Plot Plan can also be provided to satisfy this application requirement.

- ☐ Fire safety plan as required under the current National Fire Code
- ☐ Dimensions of the proposed move including the total length, width, and height of the home being moved, when loaded onto the vehicle
- ☐ Apply for removal of water meter at time of application. A minimum of five business days' notice is required. The water meter shall be removed no more than two weeks prior to demolition of the building. www.canmore.ca/watermeter
- ☐ Proposed route (Written description and/or map)
- ☐ ATCO Gas disconnection confirmation email
- ☐ Engineering requirements as listed below\

Engineering Requirements

Engineering Services requires that **the following conditions be met BEFORE the mobile home or house move can commence. Please sign this letter after reviewing to indicate that you have read and understood these items:**

1. 'Road Use Right-of-Way / Engineering Permit' is required for the moving of the house. This can be found at www.canmore.ca and a complete application can be sent to Engineering@canmore.ca.
2. Following construction, the site must be restored to as good or better condition than existed prior to demolition. All work must conform to the Town of Canmore Engineering Design and Construction Guidelines (current version). The following are examples of what may require restoration:
 - Concrete Structures: Curb & Gutter, Sidewalks
 - Paved or Gravel Roadways and/or Paths
 - Landscaped Areas
3. All work shall be done in compliance with Occupational Health and Safety Regulations and Best Management Practices with respect to erosion, sedimentation control and public safety.

Signature for Engineering Requirements

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Name of Applicant	Signature & Date

Gas Service Disconnect Application for Demolition Permits

You will be required to provide proof that you have applied for a gas service disconnect from ATCO in order to receive your demolition permit. Please follow the steps below to submit this request:

- ☐ If you do not have an ATCO Quick Connect account yet go to quickconnect.atco.com/ and register.
- ☐ Once you have an ATCO Quick Connect account, submit a request for a gas service disconnect request on-line.



Building Permit Application Requirements

Demolition – Mobile Home or House Move

- ☐ You will receive an email confirmation from ATCO Gas, please include the confirmation email from ATCO Gas with your application to prove you have applied for the service disconnect.
- ☐ If you have any issues with your ATCO Quick Connect account, you may contact ATCO at 310.5678 or quickconnect@atco.com.