



Permit Application

Development / Building / Demolition / Discretionary Use / Sign

Jasper National Park

Box 10, Jasper, Alberta T0E 1E0

Tel: 780-852-6123

Email: jasperdevelopment@canada.ca

Website: parksCanada.gc.ca/jasper-permits

DATE RECEIVED (OFFICE USE ONLY)

A – PROJECT LOCATION

Street Address: _____

Block / Parcel: _____ Lot: _____ Land Use District: _____

B – PROPOSAL DETAILS

Development Permit Required

- Fence
- Landscaping (including parking)
- Change in roof colour/material
- Change in siding colour/material
- Patio (<0.6 m above grade)
- Shed (area <10 m²)

Discretionary Use Permit

- Private Home Accommodation
- Home Based Business
- Commercial Business

Development Permit required; and Building Permit may be Required

- Roof replacement (structural)
- Temporary Tent (area >10 m²)
- Shed (area >10 m²)
- Interior renovation

Demolition Permit

- Residential
- Commercial

Development Permit and Building Permit Required

- Building addition / renovation
- Deck (>0.6 m above grade)
- Garage
- New commercial / residential building

- Development / Building Permit Amendment
- Sign Permit

Other

- _____

Estimated cost of project (\$) _____

Date

Applicant Signature



C – APPLICANT INFORMATION

The applicant will be the single point of contact for this application

Applicant is:		
<input type="checkbox"/> Leaseholder <input type="checkbox"/> Authorized agent <i>(If applicant is different from leaseholder, please include a signed letter from the leaseholder granting the applicant permission to apply for permits on their property on their behalf. A Leaseholder Authorization Form can be found on the Development Website)</i>		
Last Name	First Name	Company Name (if applicable)
Mailing Address		Postal Code
		Province
E-mail	Phone #	Cell #

D – LEASEHOLDER (if not applicant)

Last Name	First Name	Company Name (if applicable)
Mailing Address		Postal Code
		Province
E-mail	Phone #	Cell #

E – CONTRACTOR (if applicable)

Last Name	First Name	Company Name (if applicable)
E-mail	Phone #	Cell #

F – CODE INSPECTION AGENCY

(if this project requires a building permit, once the Parks Canada Development Permit has been obtained, the project will require a building code review and post development an inspection. Please refer to the development website for a list of safety code agencies.)

Company Name	Phone #
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SECTION 1 – HOW TO APPLY

To apply for a permit, please complete, sign and submit this **Permit Application** form, and visit the Development Website parks.canada.gc.ca/jasper-permits to view the required information that must be submitted with this application.

Electronic copies of the above information should be submitted to the Development Office at jasperdevelopment@canada.ca. Hard copies may be submitted at the Parks Canada Administration Office in the Jasper Heritage Railway Station at 607 Connaught Street. Office hours are Monday to Friday, 8 am to 4 pm.

SECTION 2 – SUBMISSION REQUIREMENT DETAILS

To minimize delays in processing your application, the application form must be completed and accompanied by the required plans/information for your project. The following information is the minimum required to properly review your application and must be submitted. Additional information may be required as considered necessary.

FOR OFFICE USE ONLY	
	** Incomplete submissions cannot be processed **
<input type="checkbox"/>	Narrative – a written detailed description of what currently exists on site and the proposed project, including materials and colours.
<input type="checkbox"/>	Drawings – (a) what currently exists in the proposed work area with dimensions in metric; (b) the proposed project with dimensions in metric.
<input type="checkbox"/>	Leaseholder Authorization Letter – if applicant is not the Lessee.
<input type="checkbox"/>	Estimated cost of project (\$)
<input type="checkbox"/>	Fire Safety Plan – if project cost exceeds \$5,000, a Fire Safety Plan is required. An example plan is available on the permitting website.

SECTION 3 – TIMELINES FOR APPLICATION REVIEW

The length of time required to review permit applications depends on the type of project. The permit application is your opportunity to provide the clearest possible picture of the proposed project. The more quality, detailed information you provide, the fewer questions the Development Office may have. The Development Officer may require additional information to evaluate a development application, at their discretion. The onus is on the proponent to submit a comprehensive application that is easily understood and meet all requirements.

Projects submitted to the Development Office are reviewed in the order they are received. If permit applications are incomplete, the Development Office will contact the applicant in writing with the noted deficiencies and a resubmission will be required. Resubmissions are reviewed in the order they are received. Once documentation has been correctly submitted, it can take up to 40 days to issue a development permit.

This package has no legal status and is solely meant to provide general information that may be of assistance to the public. Anyone wishing to undertake development in Jasper National Park is encouraged to visit the Development Website to ensure they are familiar with all relevant policies, guidelines, and requirements prior to their formal application submission.

To reach the development office, please call 780-852-6123 or email jasperdevelopment@canada.ca. Meetings are available by appointment only.