

**Gleniffer Lake Resort  
Phase 7  
Building Permit Checklist**

**Checklist Guidelines**

1. All submissions made must be **complete** in order for the review process to begin, at which time 14 days should be allowed for review from time of receipt. Construction is not to commence until approval has been given.
2. All submissions must be accompanied by a stamped approved Red Deer County set of drawings. Digital pdf versions to the below email addresses are preferred.
3. Questions and submittals may be forwarded to the Construction Committee at:

**Brent White**

Email: [brentwhite@telus.net](mailto:brentwhite@telus.net)

Evening: (403) 254-2015

**Terry Bateman**

Email: [terrybateman@telusplanet.net](mailto:terrybateman@telusplanet.net)

Evening: (403) 899-5355

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Phase 7  
Building Permit Checklist**

PHASE   7   LOT           

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\* PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

- |   | Y                        | N                        | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. A copy of Red Deer County Development Permit and a stamped approved set of drawings must be included (pdf format preferred). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Detailed floor plan of the home with dimensions, including structurally attached additions, stairs, decks, etc.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A site plan showing:   |                          |                          |                          |
| a) setbacks from front, side and rear of building(s) to adjacent property lines.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) driveway location, dimensions, and materials to be used.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) fences (including colour, dimensions, and materials to be used)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) dimensions of building(s)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Elevations of all front, side, and rear views including:   |                          |                          |                          |
| a) all building(s) and deck dimensions (overall and detailed)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) all finishes (siding, parging, skirting, railings, masonry, etc)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) window dimensions  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) permanent awnings, windscreens, privacy screens  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) firewood containment unit  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Colours of all exterior materials (a sample may also be required).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Board Use Only:**

Print Names: \_\_\_\_\_

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Valid: \_\_\_\_\_ Expires: \_\_\_\_\_

**\*\* To avoid approval delays, please make yourself aware of all condominium board requirements prior to submission, a copy of which may be found on line or within your purchase agreement. A review period of 14 days must be allowed for each submission.**