

**TOWN OF HIGH LEVEL  
DEVELOPMENT PERMIT**

**PERMIT NO.:** DP25-056  
**PROPOSED USE:** Permitted Use– Demolition of House and Accessory Building  
(Demolition)  
**APPLICANT:** Glen Friesen  
**LANDOWNER:** Same  
**LOCATION:** Lot 5, Block 15, Plan 402NY

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A development involving Application No. DP25-056 has been Approved with Conditions.

1. The site shall be demolished in accordance with the site drawings and information attached hereto as Schedule A.
2. Lot grading and drainage must comply with the requirements in Section 5.6 Lot Grading and Drainage in the Town of High Level Land Use Bylaw – Bylaw 1018-21. No surface water, during or after demolition, shall be directed onto adjacent lots. If necessary, silt fencing may be required around the stockpile area to prevent the conveyance of silt onto adjacent land or municipal property.
3. The Applicant/Registered Owner shall ensure that temporary fencing, to the satisfaction of the Town of High Level, is placed around the demolition site for the duration of the demolition.
4. Demolition must be commenced within one (1) year from the Date of Issue. If at the expiry of this period, the demolition has not commenced, this Permit shall be null and void.
5. The Applicant/Registered Owner shall ensure there is no damage to municipal property resulting from this permit. Costs for repairs of municipal property will be assessed by the Town of High Level and will be charged back to the applicant.

You are hereby authorized to proceed with the development specified, provided that any stated conditions are complied with, that all other applicable permits are obtained, and that the appropriate appeal period has been exhausted. Should an appeal be made against this decision to the Subdivision and Development Appeal Board, this Development Permit shall not come into effect until the appeal has been determined and the Permit upheld, modified or nullified.

DATE OF DECISION OF DEVELOPMENT PERMIT: January 15, 2026

DATE OF ISSUE OF DEVELOPMENT PERMIT: January 15, 2026

DATE OF VALIDITY OF DEVELOPMENT PERMIT: February 6, 2026

SIGNATURE OF DEVELOPMENT AUTHORITY:



Viv Thoss

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NOTES:

1. If the development is found to be incorrectly placed, the applicant may be required to move or remove the development at the sole expense of the Applicant/Registered Owner. Any changes to the attached plans will require a new development permit.
2. An appeal can be made by filing a written notice of appeal along with payment to the **Subdivision and Development Appeal Board (10511 103<sup>rd</sup> Street, High Level, AB, T0H 1Z0)** within 21 days from the date of the receipt of this decision. In the case of an appeal made by a person referred to in section 685(2) of the *Municipal Government Act*, within 21 days after the date on which the notice of the issuance of the permit was given.
3. **This is a Development Permit ONLY.** Issuance of this Permit does not excuse the applicant from satisfying all other applicable municipal, provincial and/or federal requirements.
4. **Prior to commencing demolition on the site, please reach out to the Town of High Level Fire Chief at [wuisup@highlevel.ca](mailto:wuisup@highlevel.ca) or at 780-926-2201 to notify them of the demolition.**

**OTHER PERMITS ARE REQUIRED**

In the interest of public safety and as required by the Safety Codes Act construction permits must be obtained before commencing any work. Required permits may include building, electrical, gas, plumbing, and private sewage. Additionally, the Town of High Level requires permits for water & sewer connection, new accesses, and driveways.

**PLEASE NOTE**

The Applicant and/or Registered Owner are responsible for applying for, and receiving, all necessary permits prior to beginning construction. Ensure that you or your contractors obtain all other required permits related to the development. For more information regarding how to obtain the required permits, contact Superior Safety Codes 1-866-999-4777. If you are unsure which additional municipal permits you may need, please contact [development@highlevel.ca](mailto:development@highlevel.ca).

**SCHEDULE A**

Approved January 15, 2026



(12 pages)

Viv Thoss  
Development Authority

# Development Permit Checklist



## Demolition

Applicants must check all necessary boxes, acknowledging that their application package contains all required information.  
**An incomplete application may result in processing delays and/or a permit refusal.**

### Development Permit Application Package Requirements

- ☐ Site Plan      ☐ Disposal Plan      ☐ Safety Plan      ☐ Certificate of Title\* (<30 days)

\*If the applicant is unable to obtain a Certificate of Title, the Town will acquire one for an additional fee of \$15.

### Site Plan Components

1. Must be oriented with north at the top of the page and must contain a north arrow.
2. Must include in a text block on the site plan:
  - ☐ Property address
  - ☐ Size of lot in hectares/acres
  - ☐ # of structures on site
  - ☐ # of structures to be demolished
3. Must show site layout (and dimensions in metric or standard) which includes:
  - ☐ All property lines & adjacent streets/roads
  - ☐ All existing structures on the property with a clear indication of which will remain and which will be demolished.
  - ☐ Location of temporary fencing (the demolition site must be fenced during the demolition)
  - ☐ Staging area for demolition equipment and entry/exit points for equipment
  - ☐ Stockpile area of demolition debris and materials (if needed)

### Disposal Plan

- ☐ Map of proposed route for transporting materials for disposal
- OR
- ☐ Written description of proposed route

### Safety Plan

- ☐ Identification of risks (including but not limited to managing dispersion of dust and debris, fires and explosions, and personnel safety) and proposed mitigations associated with the demolition.
- ☒ Description of any road closures required
- ☐ Name and contact information of any contractors hired to complete the demolition
- ☐ Name and contact information of on site supervisor(s)

### Utilities Sign Off

☒ **ATCO Electric & Gas High Level**  
(780)841-1878 | doran.steyanowski@atco.com  
Signature [Signature]

☒ **AltaGas Utilities High Level**  
(780)841-1174 | lwarman@agutl.com  
Signature [Signature]

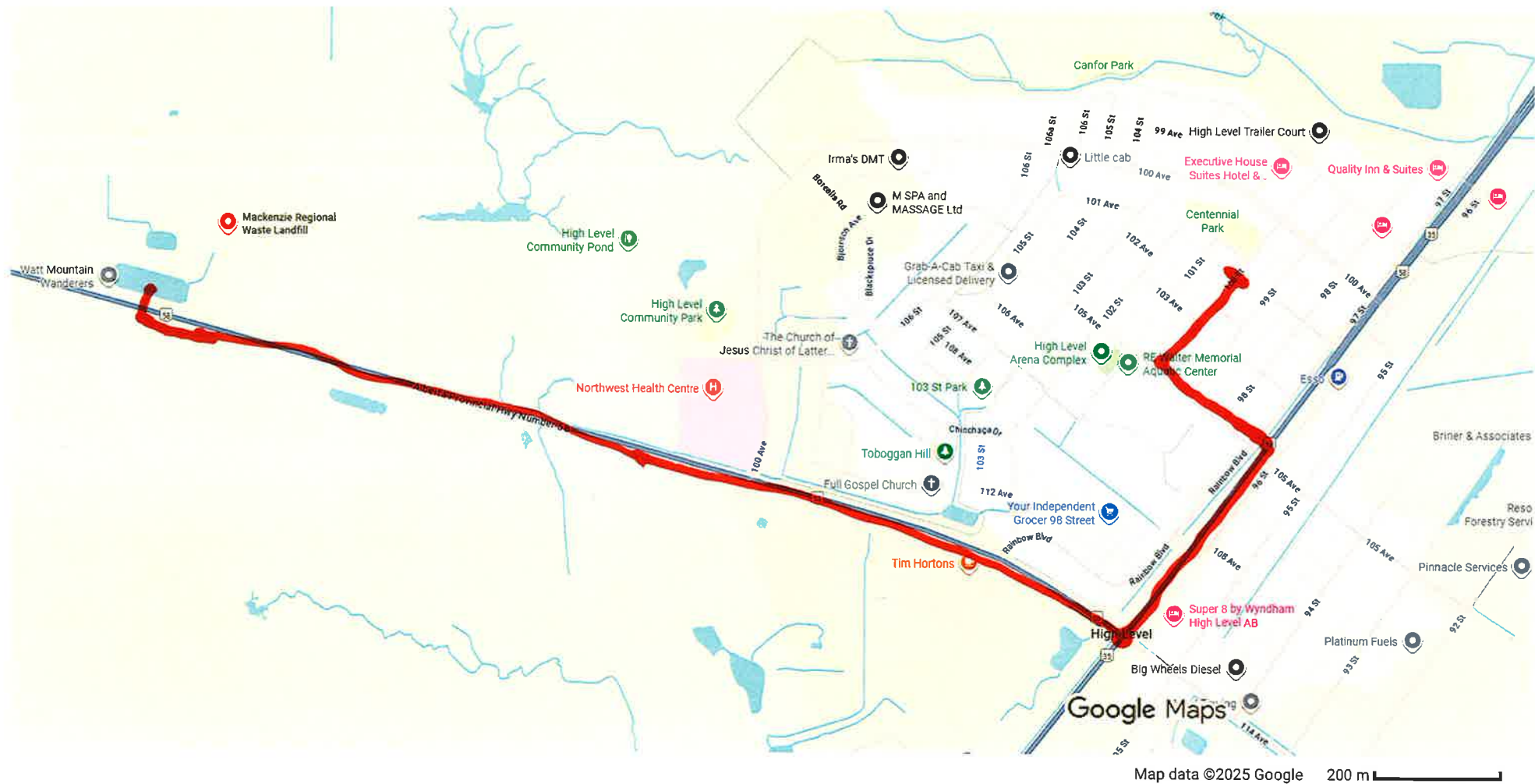
☐ **Telus Communications High Level**  
587)297-1870 | mark.liboiron@telus.com  
Signature [Signature]

☐ **Town of High Level Operations**  
(780)841-1236 | ksraubo@highlevel.ca  
Signature [Signature]

DP25-056 (MPS-25-183)



# Disposal Plan



Rating ▾ Hours ▾ All filters

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# Construction Fire Safety Plan for Major Projects

**Includes new buildings, additions, exterior alterations and full-building demolitions. For renovations or partial demolitions use Construction Fire Safety Plan for Renovations.**

## Background Information

### National Fire Code – 2019 Alberta Edition (NFC – 2019(AE)):

NFC – 2019(AE) Division B, Section 5.6 requires a Fire Safety Plan for all construction, renovation and demolition sites.

#### Division B, Section 5.6

This Section applies to the fire safety for buildings, parts of buildings, facilities, adjacent buildings or facilities, and associated areas undergoing construction, alteration or demolition operations.

#### Division B, Section 5.6.1.3.(1):

Prior to the commencement of construction, alteration or demolition operations, a Fire Safety Plan, accepted in writing by the fire department and the authority having jurisdiction, shall be prepared for the site.

### The Fire Safety Plan:

Will be **site specific** and may be reviewed at any time by the authority having jurisdiction (Town of High Level - Fire Safety Codes Officer (SCO-Fire)). The Fire Safety Plan should be reviewed and updated as the construction site progresses. The Contractor, as a representative of the owner, is responsible for the Fire Safety Plan until occupancy.

The owner, developer or contractor responsible for a construction or demolition site is required to develop a Fire Safety Plan acceptable to a SCO-Fire.

A Fire Safety Plan must address, in a manner acceptable to the SCO-Fire, all topics of (applicable to the site) covered in each of the perspective Articles in Section 5.6 of the NFC – 2019(AE).

**It is required that a Fire Safety Plan be accepted in writing by the SCO-Fire and the Authority having jurisdiction.**

### A Fire Safety Plan:

- Shall be submitted for review and acceptance.
- Shall be accepted prior to construction or demolition, including renovations.
- Must conform to the requirements of the NFC – 2019(AE).
- Shall be complete, blank sections will result in a rejected Fire Safety Plan.

**If certain provisions listed in this plan do not pertain to your specific site please enter “NOT REQUIRED” in the section. Details for any provision that is applicable to your site MUST be included in this plan.**

**For more information contact SCO-Fire at:**

Phone Number: 780-821-4016

E-mail: [rschmidt@highlevel.ca](mailto:rschmidt@highlevel.ca)



# Construction Fire Safety Plan for Major Projects

This information is being provide for the construction industry and is an aid in preventing injury and fires in and around constructions sites and to address life and property fire safety issues. Keeping in mind it is the **sole responsibility of the owner** or representatives of the owner to:

- Be aware of all regulations within the jurisdiction.
- Carry out or make provision to adhere to the various codes and standards applicable to their project or business.

**Please submit your completed Fire Safety Plan to Town of High Level Planning and Development Department at the time of your Development Permit application.**

## Fire Safety Plan

A Fire Safety Plan should include, but is not limited to the following information. Please check off all applicable provisions and provide additional detail where required for your specific Fire Safety Plan.

All applicable provisions must be adhered to. Construction sites may be inspected for compliance at any stage of construction. The accepted Fire Safety Plan shall be posted on site and is intended for use by your contractors, sub-contractors and any site personnel.

<b>Development Permit #</b>	
<b>Building Name:</b>	
<b>Site Address</b>	10104 - 100 Street
<b>Description of Project:</b>	* Demolition of fire damaged house

## 1) Emergency Procedures to be used in THE EVENT OF AN EMERGENCY

**A building under construction, without functional fire protection equipment is at its most vulnerable stage, therefore it is imperative to initiate emergency response at the earliest possible opportunity.**

What are your provisions for initiating emergency evacuation procedures on this site and how will you notify emergency responders (e.g. sounding of air horn – 3 blasts, activating fire alarm, calling 9-1-1?)

**Provide a list of instructions for site personnel to follow when an alarm is sounded:**

Go to muster point and call 911  
if needed

# Construction Fire Safety Plan for Major Projects

- ☐ Exit routes are provided with clearly identified signage to indicate egress from floor areas/building.
- ☐ Designated gathering location (muster point) will be off site with signage.
- ☐ Location of Muster Point: Across the Street - refer to siteplan
- ☐ List of personnel on site, updated and current - you should know who is on site.
- ☐ Person assigned to meet the fire department and give information such as:
- Where the fire or injury is located on site
  - Is everybody accounted for [REDACTED]
  - Name of person responsible: [REDACTED]

- ☐ Assigned site fire wardens(s), various trades represented.

**Directions and training for confining, controlling and extinguishing the fire:**

- \* Fire extinguishers
- \* Call 911

**2) Training of site personnel on evacuation procedures including:**

- ☒ Site orientation (familiarize on personnel visitors on emergency procedures.)  
☐ Name of person responsible: [REDACTED]  
☐ Regular site safety meetings incorporated into regular safety meetings.  
☐ simulated fire drills as applicable and warranted.

**3) Assigned site personnel responsible for fire prevention activities such as:**

- ☐ Control of combustibles on the site and around the buildings including removal of excess garbage material on a regular basis and general housekeeping.  
Name of person responsible: \_\_\_\_\_
- ☐ Ensure that combustible hoarding is secured to prevent contact with the heaters.  
Name of person responsible: \_\_\_\_\_
- ☐ Maintain clear unobstructed access for fire department apparatus to building(s) and to fire fighting services such as hydrants and fire department connections i.e. Sprinkler and/or standpipes.  
Name of person responsible: \_\_\_\_\_
- ☐ Parking of vehicles or delivery trucks, directed so as to not obstruct fire department access to the site and buildings. (Off site parking and storage may be considered.)  
Name of person responsible: \_\_\_\_\_
- ☐ Maintenance and operation of at least one exit from every floor.  
Name of person responsible: \_\_\_\_\_
- ☐ Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.



# Construction Fire Safety Plan for Major Projects

## 4) Fire Fighting Services – Unobstructed hydrant, siamese, sprinkler, temporary access route, and standpipe.

Check all applicable fire fighting services that are installed, tested, and activated at the start of the construction. These must be maintained and accessible for fire fighters at all times.

- ☒ Hydrants (maintain 2 m/6.56ft. access around hydrants)
- ☐ Standpipes (existing)
- ☐ Siamese connections
- ☐ Emergency access routes

Provide a drawing, detailing you emergency response plan, including:

- ☐ Nearest Fire Hydrant Locations
  - ☐ Fire Department Connections (siamese and/or standpipe)
  - ☐ Site Muster Point
  - ☐ Emergency Access to the building and site – primary and secondary access points
  - ☐ The site is properly addressed and the sign is visible and legible to the emergency crews.
- ☐ An all weather road shall be constructed prior to the commencement and must be designed to support the expected loads imposed by fire fighting equipment(38,500 kg) and have a clear width not less than 6 m/19.6ft.

Refer to the following code for Water Supply and Access for Fire Fighting:

### NFC – 2019 (AE) 5.6.1.4 Access for Firefighting

1. Unobstructed access to fire hydrants, portable extinguishes and to fire department connections for standpipe and sprinkler systems shall be maintained.
2. A means shall be provided to allow firefighters to perform their duties on all levels of the building.
3. Provision shall be made for the use of existing elevators, hoists or lifts to assist firefighting personnel in reaching all levels of the building.
4. Access routes for fire department vehicles shall be provided and maintained to construction and demolition sites.
5. Where a construction or demolition site is fenced so as to prevent general entry, provision shall be made for access by fire department equipment and personnel.

### NFC – 2019 (AE) 5.6.3.5 Water Supply

1. An adequate water supply for firefighting shall be provided as soon as combustible construction materials arrive on site.

## 5) Fire Extinguishers:

- ☐ Provide sufficient numbers and sizes. (3-A:20-B:C on all portable equipment, and 4-A:40-B:C in all other locations, including on or near any combustion engines.)
- ☐ Serviced and tagged by a certified agency, within the last year.
- ☐ Mounted, with appropriate signage, where workers are present and at all exit locations on every level, and meet the required travel distance between extinguishers (22.86m/75ft.).
- ☐ At or near gas or propane fuel operated equipment.
- ☐ At or near areas where combustibles are stored.
- ☐ Adjacent to any hot works operations.



# Construction Fire Safety Plan for Major Projects

**6) Hot Works Operations:** Does your scope of work require Hot Work Operations? ☐ Yes ☒ No

If "Yes", refer to the following code requirements and describe (at the bottom of this section) how these provisions will be met, and check all applicable provisions. Definition: The burning, welding, heating of a material, or a similar operation that is capable of initiating fires or explosions including, but not limited to, cutting, welding, thermal welding, brazing, soldering, grinding, thermal spraying, thawing pipe, torch applied roofing or membrane adhesive bonding, or any other similar heat producing activity.

- ☐ Hot work must be performed by trained or certified personnel.
- ☐ A fire extinguisher (4-A:40-B:C) is present at all times
- ☐ Proper ventilation, as required.
- ☐ If hot tar pots are on site, provide fire extinguishers. Hot tar pots must only be used by trained personnel and located away from combustible materials.

## NFC - 2019 (AE) 5.2.3 Prevention of Fires

### NFC - 2019 (AE) 5.2.3.1 Location of Operations

1. ☐ Except as provided in Sentence (2), hot work shall be carried out in an area free of combustible and flammable contents, with walls, ceilings and floors of non-combustible construction or lined with non-combustible materials.
2. ☐ When it is not practicable to undertake hot work in an area described in Sentence (1),
  - a) Combustible and flammable materials within a 15m/49.2ft. distance from the hot work shall be protected against ignition in conformance with Article 5.2.3.2.,
  - b) A continuous fire watch shall be provided during the hot work and for a period of not less than 60 min after its completion in conformance with Article 5.2.3.3., and
  - c) A final inspection of the hot work area and adjacent exposed areas shall be conducted
    - i. 4 hours after completion of the work, or
    - ii. After completion of the fire watch required in Clause (2)(b), in which case a more comprehensive inspection shall be conducted.
3. ☐ When there is a possibility of sparks or open flames reaching combustible material in areas adjacent to the area where hot work is carried out,
  - a) Openings in walls, floors, or ceilings shall be covered or closed to prevent the passage of sparks or open flames to such adjacent areas, or
  - b) Sentence (2) shall apply to such adjacent areas.

### NFC - 2019 (AE) 5.2.3.2 Protection of Combustibles and Flammable Materials

- 1) ☐ Any combustible and flammable material, dust or residue shall be
  - a) Removed from the area where hot work is carried out, or
  - b) Except as provided in Sentence (2), protected against ignition by the use of non-combustible material.
- 2) ☐ Combustible materials or building surfaces that cannot be removed or protected against ignition as required in Clause (1) (b) shall be thoroughly soaked where hot work is carried out.
- 3) ☐ The fire watch described in Clauses 5.2.3.1.(2)(b) and (c) shall be carried out by more than one person if combustible materials are exposed to the hot work operations but cannot be directly observed by the initial person performing the fire watch.



# Construction Fire Safety Plan for Major Projects

- 4) ☐ Any process or activity that produces flammable gases or vapours, combustible dusts or combustible fibers in quantities sufficient to create a fire or explosion hazard shall be interrupted and the hazardous conditions shall be removed before any hot work is carried out.

**If yes, please describe:**



## 7) Flammable/Combustible Liquid and Compressed Gas Storage

Does your scope of work require the storage of flammable/combustible liquids or compressed gases?

☐ Yes ☒ No

If "Yes", all provisions below are applicable:

- ☐ Storage area separated from combustible material by 3m/9.84ft.
- ☐ Storage area locked and vented.
- ☐ Storage area protected from vehicular/industrial motorized traffic.
- ☐ Portable pressurized (full or empty) cylinders secured when not in use.
- ☐ Area is to have appropriate signage or placards in place.
- ☐ A current list of dangerous goods must be on site.
- ☐ A portable 4-A: 40-B:C fire extinguisher in close proximity to storage and work areas.
- ☐ Storage area is away from egress and access routes to the site.

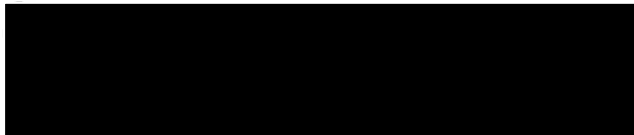
## 8) Security

**What are your provisions for site security when workers are absent from the site?**

\* Done and back filled in a day  
no open excavation left unattended

## 9) Contact Personnel

**Provide a list of names and telephone numbers of persons to be contacted during non-operating hours or in emergency situations to be posted on site.**





# Construction Fire Safety Plan for Major Projects

In addition to the above, please check off all of the following provisions that may be relevant to your scope of work:

## NFC – 2019 (AE) Section 5.6 Construction and Demolition Sites

Will any part of this building continue to be occupied during construction, alteration or demolition operations?

☐ Yes ☒ No

If "Yes", refer to the following code requirements and describe how these provisions will be met, and check all applicable provisions.

### NFC – 2019 (AE) 5.6.1.12.(1) Fire Separations in Partly Occupied Buildings

- ☐ Where a part of a building continues to be occupied, the occupied part shall be separated from the part being demolished or constructed by a fire separation having a fire-resistance rating of not less than 1 h.

### Building/Fire Code Bulletin Standata 14-BCB-004 14-FCB-003 Occupancy of Buildings under Construction

- ☐ 8. Exits and accesses to exit are complete including fire separations, doors, door hardware, self-closing devices, guards, and handrails from the uppermost storey to be occupied down to the level from which occupants will exit the building (or the lowest level in the basement up to the exit level if the exit serves the basement). Means of access to the building may need to be enclosed to protect the building occupants from falling objects.

This document in full can be found at: <http://www.municipalaffairs.alberta.ca/documents/14-BCB-004-14-FCB-003-OccupancyofBuildingsUnderConstructionV10.pdf>

**If yes, please describe:**

For alteration, construction of an addition or demolition operations:

Is the existing building protected by a Fire Alarm System, Sprinkler System, or Standpipe System? ☐ Yes ☐ No

If "Yes", refer to the following code requirements and describe how these provisions will be met, check all provisions that apply.

### NFC – 2019 (AE) 5.6.1.13. Protection during Shutdown

- 1) ☐ Except as permitted in Sentence (2), where a fire protection system is provided, it shall remain operational throughout the construction, alteration or demolition area where reasonably practical.
- 2) ☐ When any portion of a fire protection system is temporary shut down during construction, alteration or demolition operations, protection during shutdown shall comply with Article 6.1.1.4.

### NFC – 2019 (AE) 6.1.1.4. Protection during Shutdown

- 1) ☐ When any portion of a fire protection system is temporarily shut down, alternative measures shall be taken to ensure that protection is maintained.



# Construction Fire Safety Plan for Major Projects

## NFC – 2019 (AE) 5.6.1.14. Watch

- 1) ☐ A watch, with tours at intervals of not more than 1 hour, shall be provided throughout demolition sites, when there are occupants in the portion of the building not being demolished.
- 2) ☐ Except where a building is provided with a fire alarm system or similar equipment, a watch, with tours or intervals of not more than 1 hour shall be provided, when a portion of the building is occupied while construction operations are taking place.
- 3) ☐ Facilities shall be provided to enable the watcher referred to in Sections (1) and (2) to
  - a) Ensure a fire warning is sounded to notify occupants, and
  - b) Communicate with fire department.

**If yes, please describe:**

Does your scope of work require a standpipe system? ☐ Yes ☐ No

If "Yes", refer to the following code requirements and describe how these provisions will be met.

## NFC – 20109 (AE) 5.6.1.6. Standpipe Systems

- 1) ☐ Where a standpipe system is to be installed in a building under construction or alteration, the system shall be installed progressively in conformance with Subsection 3.2.5 of Division B of the NBC – 2019 (AE) in areas permitted to be occupied.

**If yes, please describe:**

2) ☐ where a standpipe system is to be installed in portions of a building under construction or alteration that are not occupied, the following shall apply:

- a) ☐ A permanent or temporary standpipe system is permitted in accordance with Clauses (b) and (c);
- b) ☐ The standpipe system shall be provided with conspicuously marked and readily accessible fire department connections on the outside of the building at street level and shall have at least one hose outlet at each floor;
- c) ☐ The pipe size, hose valves and water supply shall conform to Subsection 3.2.5. of Division B of the NBC – 2019 (AE);
- d) ☐ The standpipe system shall, as a minimum be securely supported and restrained on alternate floors;
- e) ☐ At least one hose valve for attaching fire department hose shall be provided at each intermediate landing or floor level in the exit stairway;
- f) ☐ Valves shall be kept closed at all times and guarded against mechanical damage;



# Construction Fire Safety Plan for Major Projects

- g) ☐ The standpipe shall not be more than one floor below the highest forms, staging, and similar combustible elements at all times, and;
- h) ☐ Temporary standpipe system shall remain in service until the permanent standpipe installation is complete.

**If yes, please describe:**

- 3) ☐ Where a building being demolished floor by floor is equipped with a standpipe system, the system, together with fire department connections and valves, shall be maintained in operable condition on all storeys below the one being demolished, except for the storey immediately below it.

**This Fire Safety Plan has been designed and submitted by:**

<b>Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

Personal information on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be solely used for the stated purpose. If you have any questions about the collection, use, or disclosure of this information, please contact the Municipal Clerk at 780-821-4008.