

How to Get a Building Permit in Alberta

Progressive Home Warranty has had a number of builders tell us that they were not aware of the new permit acquisition process now that the New Home Buyers Protection Act is in place.

To acquire a permit in Alberta, it is now required that every builder provide an Approved New Home Registration form from the New Home Buyer Protection Office to accompany their permit application to the municipality. In order to obtain this is the builder must enroll their new homes in the online government registration portal, and submit a registration form to their warranty provider, who can confirm these registrations in the portal once enrolled. To minimize any delays when you need to apply for a permit, the following step-by-step description will help you get started.



Step 1

The first step is to request access to the Alberta Government portal. This should be done by the principal of each company as the person who creates this profile will be responsible for adding and deleting your corporate users in the future:

a) Go to <https://nhbpsapply.ma.gov.ab.ca/>

b) Fill out the online web forms. **This particular step requires some specific care and attention:** Make sure you use the full legal company name that you will draw permits under. Every company you own or manage that draws permits needs a separate account.

The Government states that you will be notified of status within 3 business days with an email that includes a link to the site, your user name and a temporary password.



Step 2

The second step is to request validation from your warranty provider in the portal as you will need this to register properties.

Click on the link that is emailed to you as described above, and follow the instructions to reset your password, establish your security questions, update any pertinent company information and enter appropriate company and user information (this is where you provide details of your company and give others access to your account). Most of the information will be prepopulated based on the information you provide in your initial access request.

You will need to request validation from PHW in order to complete the registration process through the NHBPS. Click the **Request Validation** button, select your warranty provider (**Progressive Home Warranty – Echelon, unless you have been instructed different from your Account Developer**), and click the submit button.

You will receive an email from the NHBPS system once we have validated your account in the NHBPS.

Once we have validated your account, there are 2 steps that can now be done coincidentally to save some time in the enrollment process. As you log in to enroll the property in the government registry, send Progressive our enrollment registration form so we can be working on it at the same time.



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Step 3A

To enroll the property in the government registry you can find step by step instructions at:
http://www.municipalaffairs.alberta.ca/documents/nhbpo/NHBPS_v2_RB_User_Manual.pdf

There are some tips we can provide at this point to save you time and effort at this stage:

1. Do not check the “This building is a condominium” box during this process unless your project is condo titled and there is common property coverage.
2. For Duplexes and multi-unit enrollments – each unit is to be enrolled as one property; each building should be enrolled on a separate form.
3. The legislated warranty requires a 5 year envelope warranty. If you choose the 2 year extension during this registration process, the statutory envelope coverage would be 7 years. There will be additional warranty fees for this extended coverage.
4. Progressive Home Warranty Solutions Inc – Echelon is to be selected when registering your homes in the builder portal, unless you have been instructed differently from our office.
5. A number of homes can be enrolled in one “session”, but each building must be on its own form.

Always remember that Progressive is here for you and will happily walk you through and educate you on this first enrollment.

Step 3B

Send in your REGISTRATION FORM to us so we can do our thing
a) We enroll your registration in our system for warranty
b) We go into the Government Portal and confirm your registration

Once we have confirmed your registration, you will automatic notification to you from NHBPO that we have approved your property in the registry. We will no longer be sending Enrollment Notifications as the banks and permitting offices will be looking for the approval certificate from the government portal. Current turnaround time is 1-2 business days, so the sooner you get the registration form to us, the faster the turnaround.

Step 4

Go back to the Government Portal and pay their per unit fees. Once this is complete you will have the ability to print your Approved New Home Registration Form. The government will be auditing 1% of registrations so if it is selected, it may take a day before you are able to print your Approved Form.

Step 5

Take your Approved Form with you when you head to get your building permit.

Step 6

Build

