



Development & Building Permit Application

Retaining Walls and Landscaping

Applicants must complete the checklist(s) below to accompany a permit application for it to be able to be deemed complete for acceptance and processing by the Town of Stony Plain.

Please check each item included within your package.

CHECKLIST

Required information for all retaining walls and sole landscaping permit applications:

- Complete and signed application form
- Current certificate(s) of title
- Landowner consent (if applicant is not the registered landowner)
- Site plan (2 copies) showing the following:
 - Site area
 - Location of registered easements/rights of way
 - All existing structures
 - Location and length of retaining wall(s)
 - Location of swales (if applicable)
- Grading elevations at property lines & at top and bottom of retaining wall(s)
- Payment of application fees

Additional required information:

Retaining Walls (greater than 2 feet in height)

- Elevation drawings of retaining wall(s) with heights
- Retaining wall construction detail
- Cross section drawing for swales, including type of swale (grass or concrete)

Landscaping Projects

- Landscaping plan showing:
 - Site area
 - Grading elevations
 - All existing and proposed structures
 - Registered rights of way/easements
 - Location of proposed retaining walls
 - Landscape detail, including rock beds, flower/shrub beds, sodded areas, sidewalks, etc.
 - Location of trees/shrubs

Information that may be required:

- Engineered drawings (stamped by a P.Eng) for retaining walls greater than 4 feet in height and retaining walls that support structural elements of a building
- Lot grading certificates at rough and final grade

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Additional Information

Application Fees

BUILDING PERMIT APPLICATION FEES	
Single family & semi-detached dwellings	
Minimum Building Permit Fee, includes any Miscellaneous Building Permit Item (in ground swimming pool, hot tub, portable pool, deck, wheelchair ramp, minor solar panel installation, HVAC installation, wood stove fireplace, temporary structure like a tent)	\$150.00
New construction & additions	\$6.00/m ²
Basement development & renovations or accessory building (attached or detached)	\$3.00/m ²
Walk-out basement development & secondary suites	\$5.00/m ²
Foundations of footing only	\$3.00/m ²
Re-inspection fee (residential)	\$100.00/hr min
Multi-family dwellings/Commercial/Industrial/Community Services & Institutional	
New construction, additions, renovations or tenant improvements	\$6.00/m ²
Basement & other finished areas (incl. parkades) or accessory buildings	\$3.00/m ²
Minor renovation (such as demising wall) or change of use	\$250.00
Re-inspection fee	\$250.00/hr min.
Miscellaneous building permit fees	
Water / sewer installation report (PWV)	\$50.00
Other non-residential (decks, accessory building or use, demolition) or change of use	\$200.00
Other residential (decks, additions, accessory buildings, home occupations, renovations, demolitions, etc.)	\$150.00
Safety codes consultation	
Safety codes consultation service	\$150.00/hr min.
Building permit revision & extension	50% of BP fee
Penalty for beginning construction without permits	100% of BP fee
Water meter deposit - full amount charged at installation	
Single family residential	Market value
Multi-family residential	Market value
Commercial. Industrial, institutional	Market value

Frequently Asked Questions:

Why do I need a building permit?

Building permits are required to ensure the health and safety of residents and are regulated under the Safety Codes Act, Permit Regulations and the Alberta Building Code.