



# Development Permit Application

## Change of Use

Applicants must complete the checklist(s) below to accompany a development 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 change of use development permit applications:

- Complete and signed application form
- Land use questionnaire
- Current certificate(s) of title
- Landowner consent (if applicant is not the registered landowner)
- Proposed and existing uses
- Floorplan layout details
- Site plan (2 copies) showing the following:
  - Site area
  - Location of registered easements/rights of way
  - Existing structures
  - Accesses, driveways, drive aisles, parking, and loading areas
  - Outdoor display/storage areas
- Payment of application fees

**Contact us:** Town of Stony Plain • 4905 51 Avenue • Stony Plain, Alberta T7Z 1Y1 •  
Phone: (780) 963-8598 • Email: [planning@stonyplain.com](mailto:planning@stonyplain.com) • Website: [www.stonyplain.com](http://www.stonyplain.com)  
Updated: January 24, 2024



# Building Permit Application

## Change of Use

Applicants must complete the checklist below to accompany the building permit application package 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.**

### CHECKLISTS

**Required information** for a complete building permit application:

- Complete and signed application form
- Site plan
- A description of existing and proposed uses and occupancies that will occupy the development
- Construction/Architectural Drawings
- Payment of application fees

**Additional information** that may be required based on the nature of the application:

**Building Permit Drawings:**

- New Home Warranty (residential projects only)
- Contractor's License (residential projects only)
- Water Sewer Installation Report
- Fire Safety Plan
- Energy Code Detail
- Roof Truss Layouts
- Floor Joist Layouts & Engineering
- Tall Wall Detail
- Grade Beam & Pile Foundation Engineering
- Sprinkler Detail & Installers Qualifications
- Hydronic Heating Layouts

**Schedules:**

- A-1 Coordinating Engineer
- Schedules – A-2, B-1 & B-2
- Mechanical
- Electrical
- Sprinklers
- Architectural
- Structural
- Geotechnical

**Other:**

- Payment of other fees and charges (refer to development permit conditions):
  - Offsite levies
  - Contributions (i.e. 49 Avenue Upgrade, Highway 16A Upgrade, future trails, etc.)
  - Capital Recreation Contribution (residential only)
  - Development deposit
  - Security

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# Additional Information

## Application Fees

| <b>BUILDING PERMIT APPLICATION FEES</b>   |                       |
|---|-----------------------|
| <b>Single family &amp; semi-detached dwellings</b>  |                       |
| 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 <sup>2</sup> |
| Basement development & renovations or accessory building (attached or detached)   | \$3.00/m <sup>2</sup> |
| Walk-out basement development & secondary suites  | \$5.00/m <sup>2</sup> |
| Foundations of footing only   | \$3.00/m <sup>2</sup> |
| Re-inspection fee (residential)   | \$100.00/hr min       |
| <b>Multi-family dwellings/Commercial/Industrial/Community Services &amp; Institutional</b>  |                       |
| New construction, additions, renovations or tenant improvements   | \$6.00/m <sup>2</sup> |
| Basement & other finished areas (incl. parkades) or accessory buildings   | \$3.00/m <sup>2</sup> |
| Minor renovation (such as demising wall) or change of use   | \$250.00              |
| Re-inspection fee   | \$250.00/hr min.      |
| <b>Miscellaneous building permit fees</b>   |                       |
| 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              |
| <b>Safety codes consultation</b>  |                       |
| 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        |
| <b>Water meter deposit - full amount charged at installation</b>  |                       |
| 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.