



Development Permit Application

Home Occupation

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 home occupation development permit applications:

- Complete and signed application form
- Home occupation questionnaire
- Current certificate of title
- Site plan showing location and dimensions of all existing structures, including the driveway and parking stalls
- Floor plan showing room/area where the home occupation will operate
- 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 • Website: www.stonyplain.com
Updated: January 24, 2024



Building Permit Application

Home Occupation

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

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



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.