



Development & Building Permit Application

Secondary Suite

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.

CHECKLISTS

BASEMENT SUITE	SUITE ABOVE GARAGE OR IN A SEPARATE ACCESSORY BUILDING
<ul style="list-style-type: none"> <input type="checkbox"/> Complete and signed application form <input type="checkbox"/> Secondary suite questionnaire <input type="checkbox"/> Site plan showing: <ul style="list-style-type: none"> <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Location and dimensions of the driveway and parking stalls <input type="checkbox"/> Floor plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Room dimensions <input type="checkbox"/> What each room will be used for <input type="checkbox"/> Location and size of windows and doors <input type="checkbox"/> Location of carbon monoxide and smoke detectors <input type="checkbox"/> Indicate method of heating & ventilation system <input type="checkbox"/> Payment of application fees 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete and signed application form <input type="checkbox"/> Secondary suite questionnaire <input type="checkbox"/> Site plan showing: <ul style="list-style-type: none"> <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Location of all existing buildings on the site <input type="checkbox"/> Location and dimensions of proposed building(s), showing building footprint (outline of buildings, including decks and balconies) <input type="checkbox"/> Setbacks to property lines <input type="checkbox"/> Setbacks to the principal dwelling <input type="checkbox"/> Location and dimensions of the driveway and parking stalls <input type="checkbox"/> Elevation drawings of the exterior of the building including: <ul style="list-style-type: none"> <input type="checkbox"/> All four sides, indicating direction of each side (north, east, south and west) <input type="checkbox"/> Windows, doors, decks and balconies <input type="checkbox"/> Total height of building from finished grade to highest peak of the roof <input type="checkbox"/> Floor plan showing: <ul style="list-style-type: none"> <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Dimensions of each room <input type="checkbox"/> What each room will be used for <input type="checkbox"/> Location and size of windows and doors <input type="checkbox"/> Location of carbon monoxide and smoke detectors <input type="checkbox"/> 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 22, 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.