



Development Permit Application

Signs

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 sign development permit applications:

- Site plan showing the following:
 - Location of proposed sign
 - Setbacks to other signs
 - Setbacks to property lines
- Sign specifications for the following:
 - Sign height from finished grade to top of the sign
 - Sign dimensions
 - Total copy area
 - Illumination detail
- Landowner consent (if applicant is not the registered landowner)
- 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

TOWN OF STONY PLAIN								PERMIT APPLICATION FORM									
LAND USE DISTRICT				TAX ROLL #				DEVELOPMENT PERMIT #				BUILDING PERMIT #					
1. CONTACT INFORMATION																	
APPLICANT:								ADDRESS:									
CITY:				PROV:				P/C:									
EMAIL:				PHONE:													
CONTRACTOR:								ADDRESS:									
CITY:				PROV:				P/C:									
EMAIL:				PHONE:													
LANDOWNER(S):								ADDRESS:									
CITY:				PROV:				P/C:									
EMAIL:				PHONE:													
2. PROJECT ADDRESS & LEGAL DESCRIPTION																	
MUNICIPAL ADDRESS:								SUBDIVISION:									
Plan	Block	Lot	Quarter Section <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE		Section	Township	Range	Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5									
3. PROJECT DETAILS																	
CURRENT USE/OCCUPANCY:								PROPOSED USE/OCCUPANCY:									
PROJECT START DATE:								ESTIMATED COMPLETION DATE:									
CONSTRUCTION VALUE:				BUILDER LICENCE # (If applicable):				NEW HOME WARRANTY #:									
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> ADDITION		<input type="checkbox"/> RENOVATION		<input type="checkbox"/> ACCESSORY BUILDING		<input type="checkbox"/> HOME OCCUPATION		<input type="checkbox"/> SECONDARY SUITE		<input type="checkbox"/> CHANGE OF USE		<input type="checkbox"/> DECK		<input type="checkbox"/> OTHER	
DESCRIPTION OF WORK AND PROPOSED USE:																	
4. AUTHORIZATION																	
initial		<i>I acknowledge that construction of the building shall not proceed until the building and/or development permit is issued.</i>															
initial		<i>I am/represent the owner of the land and will be/represent the owner of the building for which I am submitting this permit application. I understand that any deviation from the scope of work or use described on this application and shown on the site plan and drawings provided as part of this application will require additional review and decision from the Municipality</i>															
initial		<i>Pursuant to the Municipal Government Act, I hereby authorize employees, representatives, and agencies acting on behalf of the Town of Stony Plain to enter the subject property, for the purpose of making a decision on this application and to conduct necessary inspections in connection to this development and/or building permit application.</i>															
initial		<i>The applicant agrees to protect and prevent from damage any public utilities or local improvements such as water shut-off valves, curbs, and curb stops, sidewalks, streets, lanes and municipal or environmental reserves, and to prevent excess soil being spilled on public streets, lanes and sidewalks. Any damage to public utilities or local improvements which, in the opinion of the Municipality, has been caused by the undersigned or servants, agents or contractors during the construction of the above subject development shall be repaired, restored or re-constructed to the satisfaction of the Municipality at no cost to the Town of Stony Plain.</i>															
initial		<i>The applicant agrees to prevent excess littering of the construction site. Construction litter and material will be properly maintained on the property on which construction is taking place and will not be permitted to spread to adjacent properties.</i>															
DATE:				NAME:				SIGNATURE:									

For Office Use Only				
BUILDING PERMIT REVIEW – CONDITIONS/ADDITIONAL REQUIREMENTS				
REQUIRED INSPECTIONS: <input type="checkbox"/> FOUNDATION/BACKFILL <input type="checkbox"/> FRAMING <input type="checkbox"/> INSULATION <input type="checkbox"/> FINAL <input type="checkbox"/> OTHER				
ADDITIONAL PERMITS REQUIRED: <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> GAS <input type="checkbox"/> PLUMBING <input type="checkbox"/> PSDS <input type="checkbox"/> PUBLIC HEALTH <input type="checkbox"/> OTHER				
Refer to attached plan for Building Code requirements			Fees	
ISSUE DATE:	EXPIRY DATE:		M ² x \$	\$
SCO Name (print): _____ Safety Codes Officer Signature: _____ DOP #: _____			M ² x \$	\$
			M ² x \$	\$
			M ² x \$	\$
			M ² x \$	\$
			M ² x \$	\$
			Building permit Subtotal:	\$
			Safety Code Levy:	\$
			Total Fees:	\$
Municipal fees not subject to Safety Code Levy (NEW CONSTRUCTION ONLY)				
FEE TYPE:	FEE AMOUNT:	RECEIPT / AUTH:	DATE PAID:	PAYMENT METHOD:
Water sewer report:				
Lot grading inspection:				
Water meter deposit:				
Penalties:				
Municipality fees subtotal:				
Building permit fees subtotal:				
Total Fees:				
DEVELOPMENT PERMIT CHARGES				
Development Permit:				
Variance/Discretionary Use:				
Development deposit (refundable):				
Development charges: \$ x ha				
Offsite Levies: \$ x ha				
Certificate of Title:				
Other:				
Other:				
Development Permit Fees Subtotal:				
Total Fees:				
Total Combined Fees:				
NOTES:				

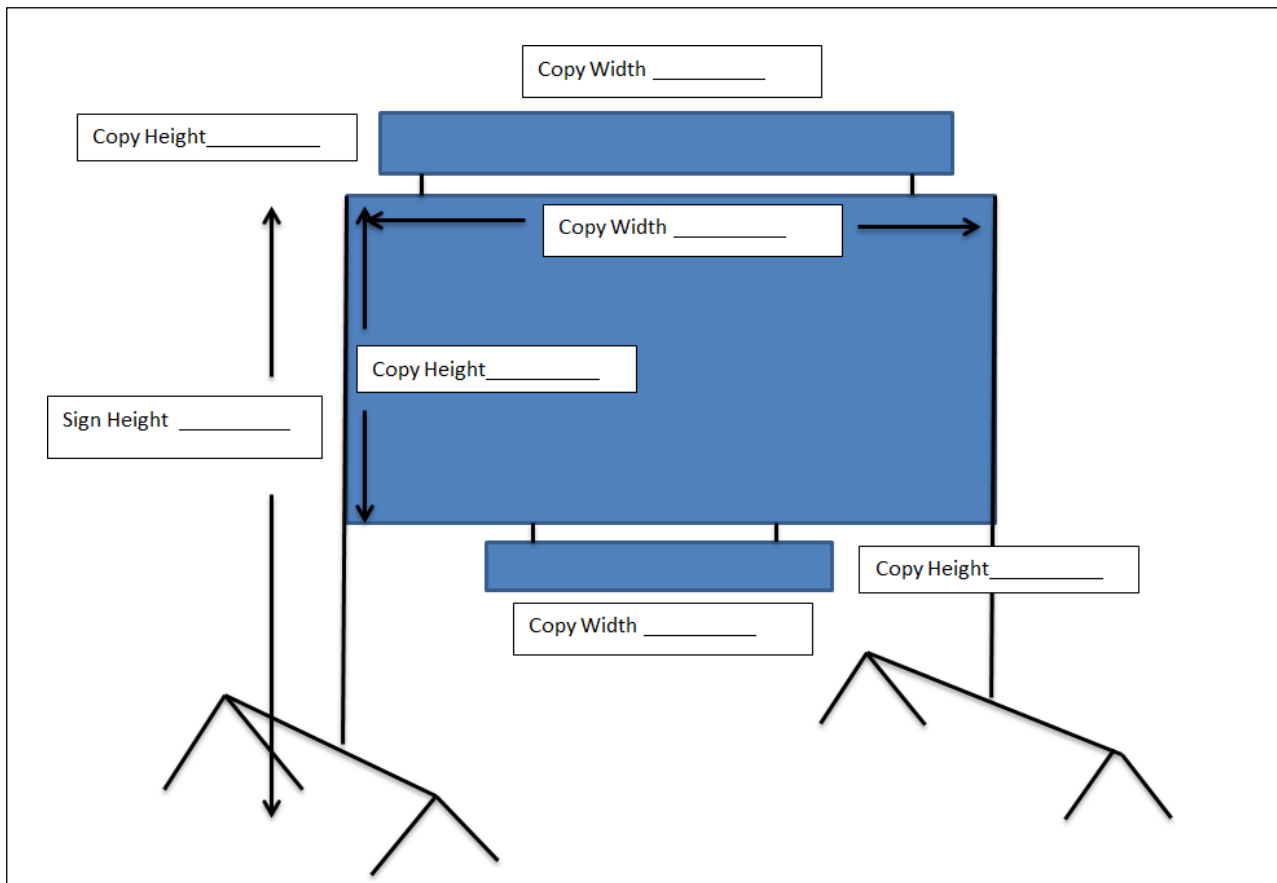
Requirements for Portable Sign Permits

- Signs adjacent or within Highway Right of Way along Hwy 16A, 779 & 628
 - Alberta Transportation Sign Permit is required prior to applying to the Town
 - A copy of your Alberta Transportation sign permit and conditions must be submitted with your development permit application to the Town

- Development Permit Application & Fees
 - Landowner Consent
 - Copy of Alberta Transportation approval
 - Site Plan (see below for detail)
 - Diagram (see below for detail)
 - Indemnity & Release form & Liability Insurance naming the Town as additional insured for signs approved on Municipal property or right of ways (non-profit/charities/events only)

- Site plan of the entire lot on which the sign is to be located:
 - showing lot dimensions in metres
 - location of other portable signs on the site and setbacks to those sign (minimum setback required between portable signs is 30 metres)
 - location of other signs on the property (property marketing, freestanding, etc) & setbacks to those signs (minimum setback required from other sign types is typically 15 metres)
 - Setback to property lines (minimum setback 0.30 metres)
 - Setback to access & driveways

- Diagram showing the following specifications:
 - Copy area of all sign components, add-ons (height and width)
 - Height of sign from finished grade to the very top of the sign





4905 51 Avenue
 Stony Plain, Alberta T7Z 1Y1
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LANDOWNER CONSENT FORM

TAX ROLL #	LAND USE DISTRICT
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SECTION 1 LOCATION OF PROPERTY AFFECTED BY PERMITS/LICENSES

MUNICIPAL ADDRESS :	PLAN:	BLOCK:	LOT:
LONG LEGAL (if applicable) :			

SECTION 2 REGISTERED LANDOWNER OF PROPERTY

LANDOWNER:	ADDRESS:		
CITY:	PROV:	P/C:	
EMAIL:	PHONE:	CELL:	FAX:

SECTION 3 COMPANY/PERSON GIVEN AUTHORIZATION TO MAKE APPLICATION TO OBTAIN PERMITS ON THE LAND IN SECTION 1

COMPANY/INDIVIDUAL NAME:	ADDRESS:		
CITY:	PROV:	P/C:	
EMAIL:	PHONE:	CELL:	

SECTION 4 COMPLETE THIS SECTION FOR PORTABLE SIGN PERMITS ONLY

We reserve the right to have the sign removed within _____ days notice.

The portable sign may be placed on the property noted in Section 1 for a maximum of: _____ days months years

I, as the registered landowner or authorized representative of the registered landowner, give the company or individual noted in Section 3 above permission to apply for the following permit(s) for the land indicated in Section 1.

<input type="checkbox"/> Development Permit	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Development Permit for a Sign
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DESCRIPTION OF THE WORK AUTHORIZED WITHIN THE PERMIT(S) (example: tenant improvements, home occupation, basement development, etc.)

Consent will remain valid until (provide end date):

DATE:	NAME:	SIGNATURE:
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Privacy Disclosure: This personal information is being collected for the Town of Stony Plain under the authority of Section 33c of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to collect information regarding Landowner / Homeowner Consent Form. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-963-2151.



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.