



# Development Permit Application

## Residential – Detached Garages & Small Buildings

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

**Project type:**  Accessory development (Garage, shed, gazebo, etc.)

**Required information** for all low-density residential development permit applications:

- Complete and signed application form
- Current certificate(s) of title
- Landowner consent (if applicant is not the registered owner)
- Surveyed plot plan (2 copies) showing the following:
  - Site area
  - Location of registered easements/rights of way
  - All existing structures – including decks, sheds, etc.
  - Building footprint
  - Building dimensions
  - Setbacks
  - Site coverage (%)
  - Accesses, driveways, and parking pads
- Building elevations and floor plans
- Payment of application fees



# Building Permit Application

## Residential – Detached Garages & Small Buildings

Applicants must complete the checklist(s) below to accompany a building 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

**Project type:**  Accessory development (Garage, shed, gazebo, etc.)

**Required information** for all residential alterations and additions permit applications:

- Complete and signed application form
- Landowner consent (if applicant is not the registered owner)
- Construction drawings
- Payment of application fees

**Additional information** that will be required based on the type of your alteration or addition:

Accessory development (Garage, shed, gazebo, etc.):

- Detached garage and small building form **or** construction drawings
- Surveyed plot plan showing the following:
  - Site area
  - Building footprint and dimensions
  - Setback dimensions to property lines

\*Manufactured gazebos placed on raised decks require a verification letter stamped by a professional engineer

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Updated: January 23, 2024



# Detached Garages & Small Buildings

## Information Sheet for Development & Building Application

The information indicated on this sheet is the minimum that is required for a garage permit application. This form may be used in lieu of providing a detailed package of drawings provided the building is a typical single storey storage garage or small building containing only one occupancy. Please complete this form as best as possible and attach it to the building permit application.

### Construction details – SUBMIT WITH APPLICATION FORM

**Project type:**    Garage   Shed   Gazebo   Other: \_\_\_\_\_

**Example roof:**

Asphalt shingles  
 3/8" OSB complete with "H" Clips  
 Manufactured trusses max 24" on center  
 Insulation (min. R-40 required if heated)  
 6 mil poly (required if heated)  
 1/2" CD or SR gyproc ceiling (if insulated)

**Your roof:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Example walls:**

Exterior finish (i.e. stucco or vinyl)  
 Sheathing paper  
 Min. 3/8 O.S.B. sheathing  
 2 x 4 wall studs at 24" on center  
 PTW single bottom plate, double top plates  
 %" dia. Anchor bolts at 8' O.C.  
 Insulation (full cavity if heated)  
 6 mil poly (required if heated)  
 1/2 " drywall on walls (required if insulated)

**Your walls:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Example foundation:**

Compacted granular fill  
 4" concrete slab — thickened on edges  
**(min. 592 ft<sup>2</sup>without engineering)**  
 Pile and grade beam — provide specifics  
 Strip footing & 4' pony wall

**Your foundation:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exterior to weatherproof complete with flashing over all changes in material **(Note: a swinging walk-in door is required)**

- Specify garage door size
- Specify header size

This page may be completed if your garage is a typical garage resembling these drawings. If the building does not resemble these drawings, please submit detailed drawings.

Note: Floor plan should be at a minimum scale of 1:100.

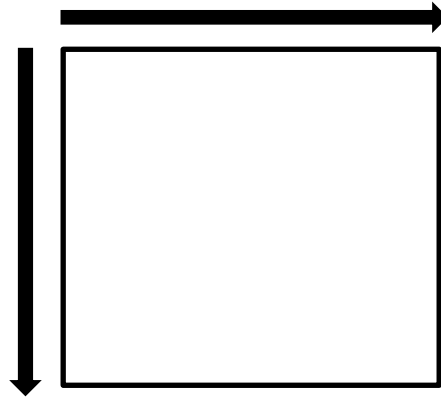
**Construction details – SUBMIT WITH APPLICATION FORM**

**Plot Plan:**



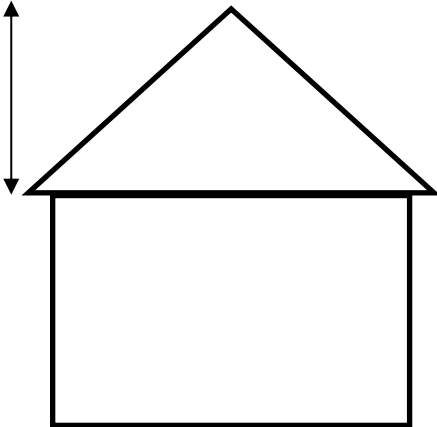
- Provide a sketch of your lot
- Show distances to other building and to property lines
- Provide a north arrow

**Floor plan:**



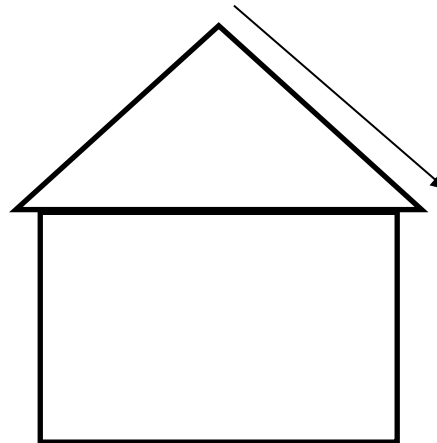
- Provide outside dimensions of building
- Show all doors and windows
- Show orientation of trusses
- Show any interior partitioning, together with a description of the rooms

**Elevation:**



**Elevation** \_\_\_\_\_

**Show roof slope:**



**Roof slope** \_\_\_\_\_

Show doors and windows on all elevations. Show building height (height of walls).

# Detached Garages, Carports and Accessory Buildings

## Alberta Building Code Information Sheets

### GENERAL CONDITIONS:

All municipal zoning and development requirements must be rectified.

All work, materials and construction must comply with the National Building Code – 2019 Alberta Edition.

All Plumbing, Gas, Boilers, Electrical codes where applicable must be met.

A set of drawings must be available at the jobsite for inspection purposes.

Except as permitted in this subsection, foundations conforming to Division B Sections 9.12. and 9.15 shall be provided for the support of carport and garage super-structures, including that portion beneath garage doors.

Where a slab-on-ground construction is used, a construction joint shall be provided between the main building slab and a slab serving an attached garage, breezeway or carport.

Detached garages of less than **55m<sup>2</sup> (592 ft<sup>2</sup>)** floor area and not more than 1 storey in height are permitted to be supported on wood mud dills or a **100 mm (4")** thick concrete floor slab provided the garage is not of masonry or masonry veneer construction.

Piers for the support of carport columns shall extend not less than **150 mm (6")** above ground level. Piers shall project not less than 25 mm beyond the base of the column but in no case be less than 190 mm by 190 mm in size. Piers.

Wood columns for garages and carports must be at least **89 mm by 89 mm (4 x 4)**.

Building anchorage to be provided by fastening still plate by a ladder frame in concrete or by fastening still plate to the concrete floor or foundation with not less than **12.7 mm (1/2")** anchor bolts spaced not more than **2.3 m (8')** o/c.

Sulphate resisting cement is to be used for concrete in contact with sulphate soils and deleterious to normal cement.

Concrete strength for garage, carport floors and exterior steps, minimum, 25 MPa (2900 psi) after 28 days. Footings are to rest on undisturbed soil, rock, or compacted granular fill. In areas which soil movement caused by changes in soil moisture content is known to occur to the extent that it may cause significant damage to a building, measures are to be taken to minimize this effect.

When air temperature is below 5°C, concrete is to be kept at a temperature of not less than 10°C or more than 25°C while being mixed and placed. The temperature shall be maintained at a temperature of not less than 10°C for 72 hours after being placed.

Wood framing members that are not pressure treated with a wood preservative and which are supported on concrete in contact with the ground or fill shall be separated from the concrete by at least 0.05mm polyethylene or Type S roll roofing wherever the wood members are less than **150 mm (6")** above grade.

### Table A12 NBC – 2019 (AE)

#### Maximum spans for Built-up Lintels for Garage Door opening.

## Roof and Ceiling Load Only - No. 1 or No. 2 Grade

Commercial Designation	Lintel Size, mm	Maximum Span, m (1)(2)				
		Specified Snow Load, kPa				
		1.0	1.5	2.0	2.5	3.0
	38 x 184	2.88	2.48	2.21	2.01	1.86
<b>Spruce - Pine - Fur</b>	38 x 184	3.30	2.86	2.55	2.32	2.14
<b>(includes all species</b>	38 x 184	3.55	3.10	2.82	2.59	2.40
<b>except Coast Sitka</b>	38 x 235	3.53	3.03	2.70	2.46	2.27
<b>Spruce) Jack Pine,</b>	38 x 235	4.07	3.50	3.12	2.84	2.62
<b>Lodgepole Pine,</b>	38 x 235	4.54	3.91	3.49	3.17	2.93
<b>Balsam</b>						
<b>Fir and Alpine Fir)</b>	38 x 286	4.09	3.52	3.13	2.85	2.63
	38 x 286	4.72	4.06	3.62	3.29	3.04
	38 x 286	5.28	4.54	4.04	3.68	3.40

- (1) Spans are calculated based on maximum supported which may be increased by 5% for supported lengths of not more than 3.7m, or by 35% for supported lengths not more than 2.4m. Supported length means half the span of the trusses, roof joists or rafters supported by the lintel plus the length of the overhang beyond the lintel.
- (2) For ends of lintels fully supported by walls, provide a minimum 38mm of bearing for lintel spans up to 3m, or minimum 76mm of bearing for lintel spans greater than 3m.

Wall sheathing membrane: a wall sheathing membrane is required beneath siding, stucco, and masonry veneer. The sheathing membrane is to be lapped min 4" and is to be installed 'shingle fashion' - providing full protection to the entire wall assembly; recommended that particular attention be made to areas surrounding doors and windows.

Eave protection consisting of asphalt saturated felt, type M or S roll roofing, 0.15 mm (6 mil) polyethylene, or other approved material is to be provided beneath the starter strip, extending at least 900mm (36") up the roof slope to a line not less than 300mm (12") inside the inner face of the exterior wall.

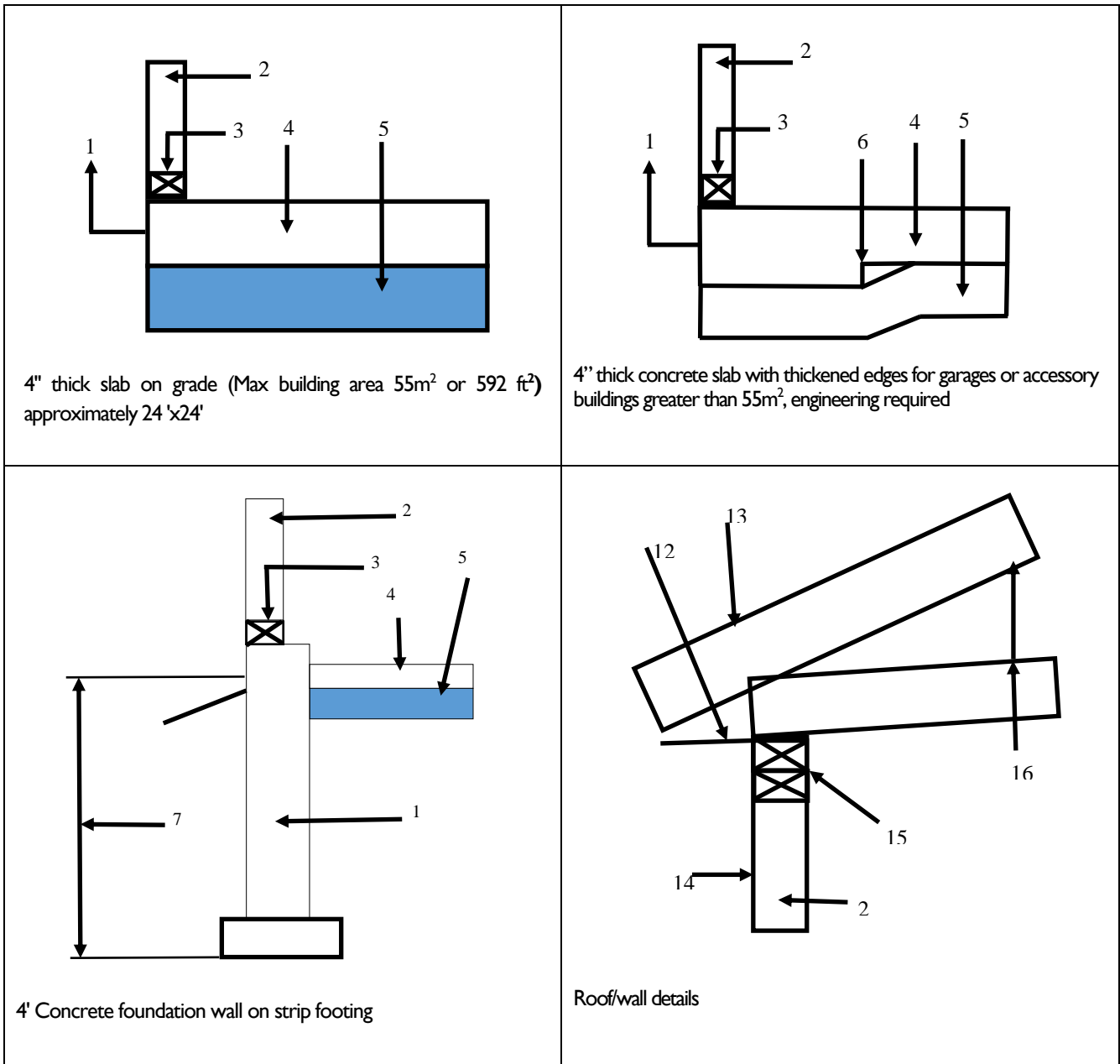
**(Applicable when garages are insulated and heated).**

The roof or attic space is to be provided with an unobstructed vent area of not less than 1/300 of the insulated ceiling area, distributed uniformly on opposite sides of the building, with min. 25% of the required openings at the top and 25% at the bottom of the space.

Attic space access hatchways are to be at least 500mm x 700mm (20 x 28) and attic hatches are to be insulated (R40) plus be weather-stripped around the perimeter.

The building site is to be graded so that surface water will drain away from the building.

**The above listed does not cover every aspect of the building code only the basic are listed. It is the responsibility of the owner or the owner's representative to make sure the work complies with the Alberta Building Code.**









**BUILDING PERMIT APPLICATION FEES**

Minimum permit fee	\$100.00
New construction & additions	\$5.00/m <sup>2</sup>
Basement development & renovations	\$2.50/m <sup>2</sup>
Walk-out basement development & secondary suites	\$4.00/m <sup>2</sup>
Foundations of footing only	\$2.50/m <sup>2</sup>
Accessory buildings	\$2.50/m <sup>2</sup>
Re-inspection fee (residential)	\$100.00/hr min

**Multi-family dwellings/Commercial/Industrial/Community Services & Institutional**

Minimum permit fee	\$500.00
New construction and additions	\$5.00/m <sup>2</sup>
Basement & other finished areas (incl. parkades)	\$2.50/m <sup>2</sup>
Foundations of footing only	\$2.50/m <sup>2</sup>
Accessory buildings	\$3.00/m <sup>2</sup>
Renovations/tenant improvements	\$250.00
Re-inspection fee	\$250.00/hr min.

**Miscellaneous building permit fees**

Swimming pools (in ground), hot tubs or portable pools, decks, wheelchair ramps, etc., HVAC installation, wood stove/fireplace, temporary structures (event tents, etc.) \$100.00

Manufactured home – new	\$200.00
Change of use	\$250.00
Water / sewer installation report (PW)	\$50.00

**Safety codes consultation**

Safety codes consultation service	\$150.00/hr min.
Building permit re-inspection (residential)	\$100.00/hr min.
Building permit re-inspection (multi-family, commercial, institutional, community services)	\$250.00/hr min.
Building permit revision & extension	50% of BP fee
Penalty for beginning construction without permits	100% of BP fee

**Relocation / demolition permit**

Residential	\$200.00
Non-residential (commercial/industrial/institutional)	\$500.00

**Water meter deposit**

Single family residential	Market value
Multi-family residential	Market value
Commercial. Industrial, institutional	Market value

**DEVELOPMENT PERMIT APPLICATION FEES**

**New Construction**

Single detached & semi-detached dwellings	\$150.00
Multi-family or high density – per unit	\$100.00
Commercial, industrial, community services (includes additions) min	\$300.00 \$250.00 + \$1.00/m <sup>2</sup>

**Permitted use**

\$150.00
\$100.00
\$300.00 \$250.00 + \$1.00/m <sup>2</sup>

**Discretionary use**

\$250.00
\$150.00
Additional \$100.00

**Miscellaneous**

Demolition – Residential	\$75.00	-
Demolition – Non-Residential (commercial/industrial/institutional)	\$125.00	-
Residential – Decks, additions, accessory buildings, home occupations	\$75.00	\$125.00
Commercial, industrial, institutional, community services – Decks, accessory buildings, etc.	\$125.00	\$225.00
Preliminary development permit – non-refundable	\$500.00	-
External agency applications and referrals (provincial and federal)	\$500.00	-
Change of use	\$125.00	\$225.00
Boulevard crossing (driveway widening)	\$50.00	-
Earthworks (excavation, clearing, filling of vacant lots)	\$500.00	-
Signage (all signs other than billboards and electronic message boards)	\$100.00	\$200.00
Signage (billboards > 10m <sup>2</sup> , electronic message boards)	\$200.00	\$300.00



**Bylaw applications or amendments**

Application fee for new or major amendment to Statutory Plans (includes Municipal Development Plans, Area Structure Plans and Area Redevelopment Plans) *non-refundable if unsuccessful*	\$4000.00
Application fee for minor amendments to Statutory Plans or new or amendment to Non-Statutory plans (includes Land Use Bylaw Amendments, road closures, changes to reserve lands. Etc.)	\$3000.00
Re-submission fee or revision fee	25% of original fee

**Compliance Reports**

Residential (completed within 5-7 business days)	\$150.00
High density, comprehensive sites, commercial, industrial, community services	\$250.00
Revised compliance – within six months of original compliance	\$75.00
Rush service – all land uses (completed within 3 business days)	Double the regular fee

**Development agreements and other agreements**

Major development agreement (generally for subdivision applications)	\$5000.00
Minor development agreement (generally for development permit applications)	\$3000.00
Other agreements (easements, assignments, encroachments, etc.) and amending agreements	\$2000.00

**Subdivision and bare land condominium fees**

Base Per application	\$500.00
Additional application fee for approvals per lot or bare land condominium unit (includes remnant parcels and common property/ excludes reserve on public utility lots)	\$300.00/lot or unit
Re-submission/revision fee	25% of original fee
Subdivision endorsement extension request fee	\$250.00 per lot or unit (max. \$1000.00)
Base endorsement application	\$300.00
Additional application fee for endorsements per lot or bare land condominium unit (includes remnant parcels and common property; excludes municipal reserve and public utility lots)	\$200.00/per lot
Additional application fee for endorsements per condominium unit (for condominium conversions)	\$40.00/unit or lot

**Development security deposits**

Commercial, industrial, institutional, community services & high density developments	\$10,000.00
Clearing, excavation, filling and grading of vacant lot for high density comprehensive site, Commercial, institutional, industrial (in-fill lot)	\$10,000.00
New construction – commercial industrial, institutional or high density development- landscape deposit	\$10,000.00
Clearing, excavation, filling and grading of vacant lot for agricultural, future development or pre-subdivision of a parcel	\$10,000.00 plus \$2,500.00/ha to a max. of \$100,000.00

**Environmental & Parcel assessment information requests**

Environment / Parcel Assessment Correspondence / Parcel Information Request	\$200.00/per parcel
Environmental records search request	\$200.00/per parcel
District and land use confirmation letter	\$100.00

**Land title transactions**

Caveats – Discharges or Postponements (single request)	\$75.00, plus Land Title fees
Discharge of caveats for development agreements or other instruments	\$100.00, plus Land Title fees
Land Title searches and copies of instruments	Fees charged to Town by Land Titles

**Planning Documents (GST may be applicable)**

Printing of planning documents	\$40.00 - \$100.00
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**Refunds**

Refund information available upon request