



# Building Permit Application

## Residential Alterations & Additions

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.)
  - Renovation/basement development
  - Deck
  - Swimming pool
  - Wood burning appliance

**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
- Surveyed plot plan showing the following:
  - Site area
  - Building footprint and dimensions
  - Setback dimensions to property lines

\*Gazebos require a letter approved by a professional engineer

Renovation/basement development:

- Floorplan showing the following:
  - Division of rooms
  - Overall square footage
  - Location and dimension of windows and door frames
  - Location of carbon monoxide and smoke detectors

Deck:

- Residential deck template form
- Site plan showing the following:
  - Site area
  - Deck dimensions
  - Setback dimensions to property lines

Swimming pool or wood burning appliance:

- Site plan showing dimensions and setbacks
- Specification package from the retailer

#### APPLICANT INFORMATION

#### ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)

NAME:

PERMIT #:

PHONE:

APPLICATION FEE:

EMAIL:

DATE PAID:

RECEIPT#:

SIGNATURE:

PAYMENT METHOD:

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 Updated: May 21, 2021

TOWN OF STONY PLAIN								BUILDING PERMIT APPLICATION FORM									
LAND USE DISTRICT				TAX ROLL #				DEVELOPMENT PERMIT #				BUILDING PERMIT #					
<b>1. CONTACT INFORMATION</b>																	
<b>APPLICANT:</b>								ADDRESS:									
CITY:				PROV:				P/C:									
EMAIL:								PHONE:									
<b>CONTRACTOR:</b>								ADDRESS:									
CITY:				PROV:				P/C:									
EMAIL:								PHONE:									
<b>LANDOWNER(S):</b>								ADDRESS:									
CITY:				PROV:				P/C:									
EMAIL:								PHONE:									
<b>2. PROJECT ADDRESS &amp; LEGAL DESCRIPTION</b>																	
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							
<b>3. PROJECT DETAILS</b>																	
CURRENT USE/OCCUPANCY:								PROPOSED USE/OCCUPANCY:									
PROJECT START DATE:								ESTIMATED COMPLETION DATE:									
CONSTRUCTION VALUE:				BUILDER LICENCE #:				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:																	
<b>4. AUTHORIZATION</b>																	
<b>initial</b>		<i>I acknowledge that construction of the building shall not proceed until the building permit is issued.</i>															
<b>initial</b>		<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>															
<b>initial</b>		<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>															
<b>initial</b>		<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>															
<b>initial</b>		<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>															
<b>DATE:</b>				<b>NAME:</b>				<b>SIGNATURE:</b>									

*For Office Use Only*

**BUILDING PERMIT REVIEW – CONDITIONS/ADDITIONAL REQUIREMENTS**

REQUIRED INSPECTIONS:  FOUNDATION/BACKFILL     FRAMING     INSULATION     FINAL     OTHER

ADDITIONAL PERMITS REQUIRED:  ELECTRICAL     GAS     PLUMBING     PSDS     PUBLIC HEALTH     OTHER

**Refer to attached plan for building code requirements**

**Fees**

ISSUE DATE:	EXPIRY DATE:	M <sup>2</sup> x \$	\$
		M <sup>2</sup> x \$	\$
		M <sup>2</sup> x \$	\$
		M <sup>2</sup> x \$	\$
		M <sup>2</sup> x \$	\$
		M <sup>2</sup> x \$	\$
		M <sup>2</sup> x \$	\$
		<i>Subtotal:</i>	
	Safety Code Levy		\$
	Building permit fees subtotal:		\$

<b>Safety Codes Officer Signature:</b>	<b>SCO Name (print):</b>	<b>DOP #</b>

**MUNICIPAL FEES NOT SUBJECT TO SC LEVY (NEW CONSTRUCTION ONLY)**

FEE TYPE	FEE AMOUNT	RECEIPT #	DATE PAID
Water sewer report:			
Lot grading inspection:			
Water meter deposit:			
Penalties:			
Capital Recreation Levy: \$        x        # units			
Offsite Levies: \$        x        ha			
Development deposit:			
<b>Municipality fees subtotal:</b>			
<b>Building permit fees subtotal:</b>			
<b>Total Fees Due:</b>			

# Additional Information

## Application Fees

<b>BUILDING PERMIT APPLICATION FEES</b>	
<b>Single family &amp; semi-detached dwellings</b>	
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	\$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>	
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	\$5.00/m <sup>2</sup>
Renovation, minor (i.e. demising wall)	\$250.00
Re-inspection fee	\$250.00/hr min.
<b>Miscellaneous building permit fees</b>	
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 (PWV)	\$50.00
<b>Safety codes consultation</b>	
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
<b>Relocation / demolition permit</b>	
Residential	\$200.00
Non-residential (commercial/industrial/institutional)	\$500.00
<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.



# Building Permit Application Process

Step (Timing)	Process		Procedure
	Applicant/Public	Municipality	
<b>Completeness Review/ Application Review (TBD)</b>		<p>Incomplete</p> <p>Complete</p>	<ol style="list-style-type: none"> <li>1. Applicant submits a complete application and pays the associated application fee</li> <li>2. For incomplete applications, the applicant will submit outstanding information for review, as specified by the Safety Codes Officer (SCO)</li> <li>3. Complete applications are reviewed for decision</li> </ol>
<b>SCO Decision (TBD)</b>		<p>Safety Code Decision</p> <p>Plan review issued</p> <p>Refused</p> <p>Provide applicant with a copy of the permit</p> <p>Provide applicant and SCO with decision</p>	<ol style="list-style-type: none"> <li>4. The SCO issues a decision and notifies the applicant accordingly</li> <li>5. If the permit is issued, the applicant will receive a copy of the permit</li> <li>6. If the application is refused, the applicant will be notified of the refusal</li> <li>9. Permitted work is completed</li> </ol>
<b>Inspections (Dependent on project schedule)</b>		<p>Perform required inspections</p> <p>Deficiencies</p> <p>No Deficiencies</p> <p>Correct deficiencies</p>	<ol style="list-style-type: none"> <li>10. Applicant requests required inspections</li> <li>11. If there deficiencies, applicant must follow the direction provided by the SCO on the inspection report</li> </ol>
<b>Permit Closed (Within 24 hours of date of final inspection with no deficiencies)</b>			<ol style="list-style-type: none"> <li>12. The building permit is closed</li> </ol>
<b>Permit Service Report (30 days from final inspection date)</b>			<ol style="list-style-type: none"> <li>13. A permit service report (PSR) is created and released and occupancy is granted</li> </ol>