



Building Permit Application

Residential Alterations

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:**
- Renovation/basement development
 - Solar installation
 - 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:

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

Solar panel installation:

- Roof layout indicating location and number of panels
- Letter of approval from truss manufacturer or 3rd party Engineer verifying the existing roof system is adequate to support panels
- Engineered mounting bracket details

Swimming pool or wood burning appliance:

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

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BUILDING PERMIT APPLICATION FEES

Minimum permit fee	\$100.00
New construction & additions	\$5.00/m ²
Basement development & renovations	\$2.50/m ²
Walk-out basement development & secondary suites	\$4.00/m ²
Foundations of footing only	\$2.50/m ²
Accessory buildings	\$2.50/m ²
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 ²
Basement & other finished areas (incl. parkades)	\$2.50/m ²
Foundations of footing only	\$2.50/m ²
Accessory buildings	\$3.00/m ²
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 ²

Permitted use

\$150.00
\$100.00
\$300.00 \$250.00 + \$1.00/m ²

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 ² , 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