



# Building Permit Checklist

## Accessory development – Decks, additions, accessory buildings, etc.

Applicants must complete the checklist below to accompany the building permit application package 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.**

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

- Complete and signed application form
- Landowner consent (if applicant is not the registered owner)
- Site plan
- Floor plan

### In addition, for deck permit applications:

- Complete deck permit information package
- Cross-section
- Type of Foundation
  - Steel (screw) pilings – Stamped engineered detail required
  - Concrete pilings – Stamped engineered detail required
  - Pad & pier – Post must be connected to the pad to avoid from uplift. Footing pads below grade required inspection prior to backfill
  - Surface mounted – Deck piers mounted on sidewalk blocks with a gravel base \*see sample diagram for requirements\*
- Payment of application fees

### APPLICANT INFORMATION

NAME:

ADDRESS:

PHONE:

EMAIL:

<b>BUILDING PERMIT APPLICATION FORM – ACCESSORY DEVELOPMENT</b>							
Decks, additions, accessory buildings, etc.							
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>
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>
Accessory buildings	\$3.00/m <sup>2</sup>
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
<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

## 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.