



Development Permit Application

Non-Residential, Medium & High Density Residential & Comprehensive Plans

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

Required information for all non-residential, medium and high density residential, and comprehensive plan development permit applications:

- Complete and signed application form
- Abandoned well search
- Current certificate(s) of title
- Landowner consent (if applicant is not the registered owner)
- Proposed and existing land uses
- Site plan (2 copies) showing the following:
 - Site area
 - Location of registered easements/rights of way
 - Grading and elevations
 - Building footprint
 - Building dimensions
 - Setbacks
 - Site coverage (%)
 - Outside storage/display areas
 - Amenity space
 - Accesses, driveways, drive aisles, parking, and loading areas
 - Solid waste facilities
- Landscape plan (including number of trees/shrubs and area)
- Building elevations and floorplans
- Number of units
- Engineering drawings for the following:
 - Lot grading plan
 - Storm water management plan
 - Water/sewer servicing plan
 - Roads/access plans
- Turning radius for fire apparatus
- Payment of application fees

Additional information that may be required based on the initial inquiry:

- Soil testing/Geotechnical report
- Environmental Site Assessment
- Parking/Transportation study
- Noise evaluation study
- Location of fire hydrants & proximity to site
- Other information deemed necessary to make a decision

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 23, 2024



Building Permit Application

Non-Residential & High Density Residential Projects

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.

CHECKLISTS

Required information for a complete building permit application:

- Complete and signed application form
- Site plan
- A description of existing and proposed uses and occupancies that will occupy the development
- Construction/Architectural Drawings
- Payment of application fees

Additional information that may be required based on the nature of the application:

Building Permit Drawings:

- New Home Warranty (residential projects only)
- Contractor's License (residential projects only)
- Water Sewer Installation Report
- Fire Safety Plan
- Energy Code Detail
- Roof Truss Layouts
- Floor Joist Layouts & Engineering
- Tall Wall Detail
- Grade Beam & Pile Foundation Engineering
- Sprinkler Detail & Installers Qualifications
- Hydronic Heating Layouts

Schedules:

- A-1 Coordinating Engineer*
- Schedules – A-2, B-1 & B-2*
- Mechanical
- Electrical
- Sprinklers
- Architectural
- Structural
- Geotechnical

Other:

- Payment of other fees and charges (refer to development permit conditions):
 - Offsite levies
 - Contributions (i.e. 49 Avenue Upgrade, Highway 16A Upgrade, future trails, etc.)
 - Capital Recreation Contribution (residential only)
 - Development deposit
 - Security



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WATER & SEWER INSTALLATION REPORT

TAX ROLL #	BUILDING PERMIT #	RECEIPT #
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LOCATION OF PROPERTY

MUNICIPAL ADDRESS :	PLAN:	BLOCK:	LOT:
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GENERAL CONTRACTOR:	PHONE:
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SERVICING CONTRACTOR:	PHONE:
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SERVICING INFORMATION

<p style="text-align: center;"><u>WATER CONNECTION</u></p> <p>Pipe material: <input type="checkbox"/> Type "K" Copper <input type="checkbox"/> Others (<i>specify</i>) _____</p> <p>Pipe size: _____</p> <p>CC Condition: <input type="checkbox"/> Good & turned on <input type="checkbox"/> Damaged & turned on <input type="checkbox"/> Not functioning <input type="checkbox"/> Could not find</p> <p>Unfound/damaged CC reported to (<i>name & date</i>): _____</p> <p>Pressure/flow: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor Leaks: <input type="checkbox"/> Yes <input type="checkbox"/> No Leaks fixed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p style="text-align: center;"><u>CC LOCATION</u></p> <p>From left property line: _____</p> <p>From back of curb/sidewalk: _____</p> <hr/> <p style="text-align: center;"><u>SEWER CONNECTION</u></p> <p>Pipe material: <input type="checkbox"/> PVC <input type="checkbox"/> Others (<i>specify</i>) _____</p> <p>Pipe size: _____</p> <hr/> <p style="text-align: center;"><u>BACKFILL MATERIAL</u></p> <p>Min. 300 mm sand over pipe: <input type="checkbox"/> Yes <input type="checkbox"/> No Remaining backfill : <input type="checkbox"/> Dry <input type="checkbox"/> Moist <input type="checkbox"/> Wet Soil type: <input type="checkbox"/> Clay <input type="checkbox"/> Silt <input type="checkbox"/> Silty Clay <input type="checkbox"/> Others _____</p>	<p>Sketch Site Layout</p> <div style="text-align: right; margin-top: 50px;"> </div>						
<p>Notes: _____ _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Sewer Depth at House</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Sewer Depth at Connection</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Operator</td> <td style="padding: 5px;">Date:</td> </tr> </table>	Sewer Depth at House		Sewer Depth at Connection		Operator	Date:
Sewer Depth at House							
Sewer Depth at Connection							
Operator	Date:						

All water and sewer installation shall be laid on a 6" compacted sand bedding. All installations require the completion of the Water & Sewer Installation Report by Town of Stony Plain Utility staff, as well as the required fee in accordance with the approved Fees and Charges Schedule. Non-payment may result in non-acceptance of work.

Scheduling for the completion of the Water & Sewer Installation Report must be arranged by contacting Public Works at (780) 963-2469 with 48 hours notice. Water and sewer installations must be inspected prior to backfilling the trench.



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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 place 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.



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