



# Development Permit Application

## Change of Use

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.**

### CHECKLIST

**Required information** for all change of use development permit applications:

- Complete and signed application form
- Land use questionnaire
- Current certificate(s) of title
- Landowner consent (if applicant is not the registered landowner)
- Proposed and existing uses
- Floorplan layout details
- Site plan (2 copies) showing the following:
  - Site area
  - Location of registered easements/rights of way
  - Existing structures
  - Accesses, driveways, drive aisles, parking, and loading areas
  - Outdoor display/storage areas
- Payment of application fees

**Contact us:** Town of Stony Plain • 4905 51 Avenue • Stony Plain, Alberta T7Z 1Y1 •  
Phone: (780) 963-8598 • Email: [planning@stonyplain.com](mailto:planning@stonyplain.com) • Website: [www.stonyplain.com](http://www.stonyplain.com)  
Updated: January 22, 2024



**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
--------------------------------	--------------------

### Refunds

Refund information available upon request