



Development & Building Permit Application Secondary Suite

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

BASEMENT SUITE	SUITE ABOVE GARAGE OR IN A SEPARATE ACCESSORY BUILDING
<ul style="list-style-type: none"> <input type="checkbox"/> Complete and signed application form <input type="checkbox"/> Secondary suite questionnaire <input type="checkbox"/> Site plan showing: <ul style="list-style-type: none"> <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Location and dimensions of the driveway and parking stalls <input type="checkbox"/> Floor plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Room dimensions <input type="checkbox"/> What each room will be used for <input type="checkbox"/> Location and size of windows and doors <input type="checkbox"/> Location of carbon monoxide and smoke detectors <input type="checkbox"/> Indicate method of heating & ventilation system <input type="checkbox"/> Payment of application fees 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete and signed application form <input type="checkbox"/> Secondary suite questionnaire <input type="checkbox"/> Site plan showing: <ul style="list-style-type: none"> <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Location of all existing buildings on the site <input type="checkbox"/> Location and dimensions of proposed building(s), showing building footprint (outline of buildings, including decks and balconies) <input type="checkbox"/> Setbacks to property lines <input type="checkbox"/> Setbacks to the principal dwelling <input type="checkbox"/> Location and dimensions of the driveway and parking stalls <input type="checkbox"/> Elevation drawings of the exterior of the building including: <ul style="list-style-type: none"> <input type="checkbox"/> All four sides, indicating direction of each side (north, east, south and west) <input type="checkbox"/> Windows, doors, decks and balconies <input type="checkbox"/> Total height of building from finished grade to highest peak of the roof <input type="checkbox"/> Floor plan showing: <ul style="list-style-type: none"> <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Dimensions of each room <input type="checkbox"/> What each room will be used for <input type="checkbox"/> Location and size of windows and doors <input type="checkbox"/> Location of carbon monoxide and smoke detectors <input type="checkbox"/> Payment of application fees

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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