



Building Permit Application

Single & Semi-Detached Residential New Construction 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 (2 copies)
- A description of existing and proposed uses and occupancies that will occupy the development (2 copies)
- New Home Warranty
- Contractor's License
- Construction/Architectural Drawings (2 copies)
- Water Sewer Installation Report
- Fire Safety Plan (2 copies)
- Energy Code Detail (2 copies)
- Roof Truss Layouts (2 copies)
- Floor Joist Layouts & Engineering (2 copies)
- Payment of application fees

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

- Tall Wall Detail (2 copies)
- Grade Beam & Pile Foundation Engineering (2 copies)
- Sprinkler Detail & Installers Qualifications (2 copies)
- Hydronic Heating Layouts (2 copies)

- Payment of other fees and charges:
 - Development permit
 - Construction water
 - Water/sewer report
 - Lot grading
 - Offsite levies
 - Capital Recreation Contribution (residential only)

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: February 2, 2026

This personal information is being collected by the Town of Stony Plain under **Sec. 4(c)** of the *Protection of Privacy Act* (POPA) and will only be used for the purpose of a planning and development application. The personal information provided will be protected in accordance with **Sec. 12(1) of the Act**.

If you have any questions regarding the collection, use and disclosure of personal information, please contact the ATIA Coordinator at 780-963-2151.



Development Permit Application

Residential - Low Density (detached, semi-detached & duplex dwellings)

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

Project type: New construction Accessory development (Garage, shed, deck, gazebo, etc.)

Required information for all low-density residential 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)
- Surveyed plot plan showing the following: Site area
 - Location of registered easements/rights of way
 - Grading and elevations
 - Building footprint
 - Building dimensions
 - Setbacks
 - Site coverage (%)
 - Accesses, driveways, and parking pads
- Building elevations and floor plans
- Construction Drawings
- Payment of application fees

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

- Relevant registered caveat(s)
- Other fees and charges
- Engineering drawings for the following:
 - Lot grading plan
 - Storm water management plan
 - Water/sewer servicing plan
 - Roads/access plans
 - Existing conditions plan
 - Soil testing/Geotechnical report
 - Environmental Site Assessment
 - Other

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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:
GENERAL CONTRACTOR:		PHONE:	
SERVICING CONTRACTOR:		PHONE:	
SERVICING INORMATION			
WATER CONNECTION		Sketch Site Layout	
Pipe material:	<input type="checkbox"/> Type "K" Copper <input type="checkbox"/> Others (specify) _____		
Pipe size:	_____		
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		
Unfound/damaged CC reported to (name & date): _____			
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		
CC LOCATION			
From left property line:	_____		
From back of curb/sidewalk:	_____		
SEWER CONNECTION			
Pipe material:	<input type="checkbox"/> PVC <input type="checkbox"/> Others (specify) _____		
Pipe size:	_____		
BACKFILL MATERIAL			
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 _____		
Notes: _____ _____	Sewer Depth at House		
	Sewer Depth at Connection		
	Operator		Date:
<i>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.</i>			
<i>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 <u>must</u> be inspected <u>prior</u> to backfilling the trench.</i>			



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LANDOWNER CONSENT FORM

TAX ROLL #

LAND USE DISTRICT

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 placed 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.

Development Permit Building Permit Development Permit for a Sign

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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Additional Information

Application Fees

BUILDING PERMIT APPLICATION FEES	
Single family & semi-detached dwellings	
Minimum Building Permit Fee, includes any Miscellaneous Building Permit Item (in ground swimming pool, hot tub, portable pool, deck, wheelchair ramp, minor solar panel installation, HVAC installation, wood stove fireplace, temporary structure like a tent)	\$150.00
New construction & additions	\$6.00/m ²
Basement development & renovations or accessory building (attached or detached)	\$3.00/m ²
Walk-out basement development & secondary suites	\$5.00/m ²
Foundations of footing only	\$3.00/m ²
Re-inspection fee (residential)	\$100.00/hr min
Multi-family dwellings/Commercial/Industrial/Community Services & Institutional	
New construction, additions, renovations or tenant improvements	\$6.00/m ²
Basement & other finished areas (incl. parkades) or accessory buildings	\$3.00/m ²
Minor renovation (such as demising wall) or change of use	\$250.00
Re-inspection fee	\$250.00/hr min.
Miscellaneous building permit fees	
Water / sewer installation report (PW)	\$50.00
Other non-residential (decks, accessory building or use, demolition) or change of use	\$200.00
Other residential (decks, additions, accessory buildings, home occupations, renovations, demolitions, etc.)	\$150.00
Safety codes consultation	
Safety codes consultation service	\$150.00/hr min.
Building permit revision & extension	50% of BP fee
Penalty for beginning construction without permits	100% of BP fee
Water meter deposit - full amount charged at installation	
Single family residential	Market value
Multi-family residential	Market value
Commercial, Industrial, institutional	Market value

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.