



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 • Website: www.stonyplain.com
Updated: January 24, 2024



Building Permit Application

Change of Use

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 (**two copies**)
- ☐ A description of existing and proposed uses and occupancies that will occupy the development
- ☐ Construction/Architectural Drawings (**two copies**)
- ☐ Payment of application fees
- ☐ Fire Safety Plan

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

Two copies of the following:

- ☐ 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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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 (PVV)	\$50.00
DEVELOPMENT PERMIT APPLICATION FEES	
New Construction	
Single detached & semi-detached or row housing use (includes manufactured homes)	\$200.00 /unit
Comprehensively planned, multi-family dwelling or high-density residential use	\$200.00 + \$150.00/unit
Non-residential use (including additions)	\$500.00 + \$1.00/m ²
Miscellaneous	
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
Boulevard crossing (driveway widening)	\$100.00
Earthworks development permit or external agency applications or referrals	\$500.00
Minor sign (event, portable, fascia, etc.)	\$150.00
Major sign (billboard, freestanding, electronic message board, etc.)	\$200.00
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
Bylaw applications or amendments	
New or major amendment to a statutory plan (includes municipal development plan, area structure plans or area redevelopment plan)	\$6000.00
Minor amendment to a statutory plan or new or amendment to non-statutory plan (includes land use bylaw amendment, road closure, change to reserve land, etc.)	\$4000.00
Re-submission fee or revision fee	\$1000.00



Compliance Reports	
Residential	\$150.00
Non-residential	\$250.00
Revised certificate (within six months of original compliance)	\$75.00
Rush service (completed within 3 business days)	100% of 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.) or amending agreements	\$2000.00
Subdivision and condominiums	
Subdivisions or bare land condominium (includes remnant parcel and common property excludes municipal reserve and public utility lot)	\$1000.00 + \$300.00/lot or unit
Subdivision endorsement extension request (includes remnant parcel and common property excludes municipal reserve and public utility lot)	\$1000.00
Endorsement of subdivision or bare land condominium (includes remnant parcel and common property; excludes municipal reserve and public utility lot)	\$500.00 + \$300.00/lot or unit
Endorsements of traditional condominium (condominium conversions)	\$500.00 + \$40.00/unit
Re-submission/revision fee	\$1000.00
Development security deposits	
Development Security Deposit for a Major Development Permit (commercial industrial, institutional, comprehensively planned or high-density residential developments) or Earthworks	\$10,000.00
Environmental & Parcel assessment information requests	
Environmental records search request	\$200.00/per parcel
District and land use confirmation letter	\$100.00
Land title transactions	
Land Title Request (new caveat postponement or discharge of a caveat)	\$150.00 + Land title fees
Land Title Instrument Search Request (certificate of title, caveat, etc.)	Land title fees
Planning Documents (GST may be applicable)	
Land use bylaw	\$100.00
Municipal planning document (municipal development plan, area structure plan, master plan, etc.)	\$50.00
Street map or land use map	\$20.00
Refunds	
Refund information available upon request	

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.