



# 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 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 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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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.

# Additional Information

## Application Fees

BUILDING PERMIT APPLICATION FEES	
<b>Single family &amp; semi-detached dwellings</b>	
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 <sup>2</sup>
Basement development & renovations or accessory building (attached or detached)	\$3.00/m <sup>2</sup>
Walk-out basement development & secondary suites	\$5.00/m <sup>2</sup>
Foundations of footing only	\$3.00/m <sup>2</sup>
Re-inspection fee (residential)	\$100.00/hr min
<b>Multi-family dwellings/Commercial/Industrial/Community Services &amp; Institutional</b>	
New construction, additions, renovations or tenant improvements	\$6.00/m <sup>2</sup>
Basement & other finished areas (incl. parkades) or accessory buildings	\$3.00/m <sup>2</sup>
Minor renovation (such as demising wall) or change of use	\$250.00
Re-inspection fee	\$250.00/hr min.
<b>Miscellaneous building permit fees</b>	
Water / sewer installation report (PW)	\$50.00
DEVELOPMENT PERMIT APPLICATION FEES	
<b>New Construction</b>	
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 <sup>2</sup>
<b>Miscellaneous</b>	
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
<b>Safety codes consultation</b>	
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
<b>Water meter deposit - full amount charged at installation</b>	
Single family residential	Market value
Multi-family residential	Market value
Commercial, Industrial, institutional	Market value
<b>Bylaw applications or amendments</b>	
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



<b>Compliance Reports</b>	
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
<b>Development agreements and other agreements</b>	
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
<b>Subdivision and condominiums</b>	
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
<b>Development security deposits</b>	
Development Security Deposit for a Major Development Permit (commercial industrial, institutional, comprehensively planned or high-density residential developments) or Earthworks	\$10,000.00
<b>Environmental &amp; Parcel assessment information requests</b>	
Environmental records search request	\$200.00/per parcel
District and land use confirmation letter	\$100.00
<b>Land title transactions</b>	
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
<b>Planning Documents (GST may be applicable)</b>	
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
<b>Refunds</b>	
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.