



Building Permit Application

Residential Alterations

Applicants must complete the checklist(s) below to accompany a building 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:

- ☐ Renovation/basement development
- ☐ Solar installation
- ☐ Swimming pool
- ☐ Wood burning appliance

Required information for all residential alterations and additions permit applications:

- ☐ Complete and signed application form
- ☐ Landowner consent (if applicant is not the registered owner)
- ☐ Construction drawings (**two copies**)
- ☐ Payment of application fees
- ☐ Fire Safety Plan

Additional information that will be required based on the type of your alteration or addition:**Renovation/basement development**
Two copies of the following:

- ☐ Floorplan showing the following:
 - ☐ Division of rooms
 - ☐ Overall square footage
 - ☐ Location and dimension of windows and door frames
- ☐ Location of carbon monoxide and smoke detectors

Solar panel installation:

- ☐ Roof layout indicating location and number of panels
- ☐ Letter of approval from truss manufacturer or 3rd party Engineer verifying the existing roof system is adequate to support panels
- ☐ Engineered mounting bracket details

Swimming pool or wood burning appliance:

- ☐ Site plan showing dimensions and setbacks
- ☐ Specification package from the retailer

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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.