



# Development Permit Application

## Non-Residential, Medium & High Density Residential & Comprehensive Plans

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

**Required information** for all non-residential, medium and high density residential, and comprehensive plan 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)
- Proposed and existing land uses
- Site plan (2 copies) showing the following:
  - Site area
  - Location of registered easements/rights of way
  - Grading and elevations
  - Building footprint
  - Building dimensions
  - Setbacks
  - Site coverage (%)
  - Outside storage/display areas
  - Amenity space
  - Accesses, driveways, drive aisles, parking, and loading areas
  - Solid waste facilities
- Landscape plan (including number of trees/shrubs and area)
- Building elevations and floorplans
- Number of units
- Engineering drawings for the following:
  - Lot grading plan
  - Storm water management plan
  - Water/sewer servicing plan
  - Roads/access plans
- Turning radius for fire apparatus
- Payment of application fees

**Additional information** that may be required based on the initial inquiry:

- Soil testing/Geotechnical report
- Environmental Site Assessment
- Parking/Transportation study
- Noise evaluation study
- Location of fire hydrants & proximity to site
- Other information deemed necessary to make a decision

**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 23, 2024



# Building Permit Application

## Non-Residential & High Density Residential Projects

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**)
- Fire Safety 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

#### 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 for 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



4905 51 Avenue  
Stony Plain, Alberta T7Z 1Y1  
Phone: (780) 963-8598  
Fax: (780) 963-0935  
Email: planning@stonyplain.com

## WATER & SEWER INSTALLATION REPORT

TAX ROLL #	BUILDING PERMIT #	RECEIPT #
------------	-------------------	-----------

LOCATION OF PROPERTY			
MUNICIPAL ADDRESS :		PLAN:	BLOCK: LOT:
GENERAL CONTRACTOR:		PHONE:	
SERVICING CONTRACTOR:		PHONE:	
SERVICING INORMATION			
<b>WATER CONNECTION</b>		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		
<b>CC LOCATION</b>			
From left property line:	_____		
From back of curb/sidewalk:	_____		
<b>SEWER CONNECTION</b>			
Pipe material:	<input type="checkbox"/> PVC <input type="checkbox"/> Others (specify) _____		
Pipe size:	_____		
<b>BACKFILL MATERIAL</b>			
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:
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.			
<b>Scheduling for the completion of the Water &amp; 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.</b>			



4905 51 Avenue  
Stony Plain, Alberta T7Z 1Y1  
Phone: (780) 963-8598  
Fax: (780) 963-0935  
Email: planning@stonyplain.com

## 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:

**Privacy Disclosure:** This personal information is being collected for the Town of Stony Plain under the authority of Section 33c of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to collect information regarding Landowner / Homeowner Consent Form. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP 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.