



# Development & Building Permit Application

## Secondary Suite

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

BASEMENT SUITE	SUITE ABOVE GARAGE OR IN A SEPARATE ACCESSORY BUILDING
<input type="checkbox"/> Complete and signed application form	<input type="checkbox"/> Complete and signed application form
<input type="checkbox"/> Site plan showing: <b>(two copies)</b>	<input type="checkbox"/> Site plan showing:
<input type="checkbox"/> Location of suite entrance	<input type="checkbox"/> Location of suite entrance
<input type="checkbox"/> Location and dimensions of the driveway and parking stalls	<input type="checkbox"/> Location of all existing buildings on the site
<input type="checkbox"/> Floor plan showing the following: <b>(two copies)</b>	<input type="checkbox"/> Location and dimensions of proposed building(s), showing building footprint (outline of buildings, including decks and balconies)
<input type="checkbox"/> Location of suite entrance	<input type="checkbox"/> Setbacks to property lines
<input type="checkbox"/> Room dimensions	<input type="checkbox"/> Setbacks to the principal dwelling
<input type="checkbox"/> What each room will be used for	<input type="checkbox"/> Location and dimensions of the driveway and parking stalls
<input type="checkbox"/> Location and size of windows and doors	<input type="checkbox"/> Elevation drawings of the exterior of the building including:
<input type="checkbox"/> Location of carbon monoxide and smoke detectors	<input type="checkbox"/> All four sides, indicating direction of each side (north, east, south and west)
<input type="checkbox"/> Indicate method of heating & ventilation system	<input type="checkbox"/> Windows, doors, decks and balconies
<input type="checkbox"/> Payment of application fees	<input type="checkbox"/> Total height of building from finished grade to highest peak of the roof
	<input type="checkbox"/> Floor plan showing:
	<input type="checkbox"/> Location of suite entrance
	<input type="checkbox"/> Dimensions of each room
	<input type="checkbox"/> What each room will be used for
	<input type="checkbox"/> Location and size of windows and doors
	<input type="checkbox"/> Location of carbon monoxide and smoke detectors
	<input type="checkbox"/> Payment of application fees

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# 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 (PVV)	\$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.