



Development Permit Application

Signs

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 sign development permit applications:

- ☐ Site plan showing the following:
 - ☐ Location of proposed sign
 - ☐ Setbacks to other signs
 - ☐ Setbacks to property lines
- ☐ Sign specifications for the following:
 - ☐ Sign height from finished grade to top of the sign
 - ☐ Sign dimensions
 - ☐ Total copy area
 - ☐ Illumination detail
- ☐ Landowner consent (if applicant is not the registered landowner)
- ☐ 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 22, 2024

	PERMIT APPLICATION FORM							
	LAND USE DISTRICT		TAX ROLL #		DEVELOPMENT PERMIT #		BUILDING PERMIT #	
1. CONTACT INFORMATION								
APPLICANT:				ADDRESS:				
CITY:				PROV:			P/C:	
EMAIL:				PHONE:				
CONTRACTOR:				ADDRESS:				
CITY:				PROV:			P/C:	
EMAIL:				PHONE:				
LANDOWNER(S):				ADDRESS:				
CITY:				PROV:			P/C:	
EMAIL:				PHONE:				
2. PROJECT ADDRESS & LEGAL DESCRIPTION								
MUNICIPAL ADDRESS:				SUBDIVISION:				
Plan	Block	Lot	Quarter Section <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Section	Township	Range	Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5	
3. PROJECT DETAILS								
CURRENT USE/OCCUPANCY:				PROPOSED USE/OCCUPANCY:				
PROJECT START DATE:				ESTIMATED COMPLETION DATE:				
CONSTRUCTION VALUE:		BUILDER LICENCE # (If applicable):			NEW HOME WARRANTY #:			
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> ADDITION		<input type="checkbox"/> RENOVATION		<input type="checkbox"/> ACCESSORY BUILDING		
<input type="checkbox"/> HOME OCCUPATION		<input type="checkbox"/> SECONDARY SUITE		<input type="checkbox"/> CHANGE OF USE		<input type="checkbox"/> DECK		<input type="checkbox"/> OTHER
DESCRIPTION OF WORK AND PROPOSED USE:								
4. AUTHORIZATION								
initial	I acknowledge that construction of the building shall not proceed until the building and/or development permit is issued.							
initial	I am/represent the owner of the land and will be/represent the owner of the building for which I am submitting this permit application. I understand that any deviation from the scope of work or use described on this application and shown on the site plan and drawings provided as part of this application will require additional review and decision from the Municipality							
initial	Pursuant to the Municipal Government Act, I hereby authorize employees, representatives, and agencies acting on behalf of the Town of Stony Plain to enter the subject property, for the purpose of making a decision on this application and to conduct necessary inspections in connection to this development and/or building permit application.							
initial	The applicant agrees to protect and prevent from damage any public utilities or local improvements such as water shut-off valves, curbs, and curb stops, sidewalks, streets, lanes and municipal or environmental reserves, and to prevent excess soil being spilled on public streets, lanes and sidewalks. Any damage to public utilities or local improvements which, in the opinion of the Municipality, has been caused by the undersigned or servants, agents or contractors during the construction of the above subject development shall be repaired, restored or re-constructed to the satisfaction of the Municipality at no cost to the Town of Stony Plain.							
initial	The applicant agrees to prevent excess littering of the construction site. Construction litter and material will be properly maintained on the property on which construction is taking place and will not be permitted to spread to adjacent properties.							
DATE:			NAME:			SIGNATURE:		

For Office Use Only				
BUILDING PERMIT REVIEW – CONDITIONS/ADDITIONAL REQUIREMENTS				
REQUIRED INSPECTIONS: <input type="checkbox"/> FOUNDATION/BACKFILL <input type="checkbox"/> FRAMING <input type="checkbox"/> INSULATION <input type="checkbox"/> FINAL <input type="checkbox"/> OTHER				
FOR ADDITIONAL PERMITS CONTACT INSPECTIONS GROUP 780 454 5048 OR QUESTIONS@INSPECTIONSGROUP.COM ELECTRICAL - GAS - PLUMBING - PSDS - PUBLIC HEALTH - OTHER				
Refer to attached plan for Building Code requirements			Fees	
ISSUE DATE:		EXPIRY DATE:		
SCO Name (print): _____ Safety Codes Officer Signature: _____ DOP #: _____		M ² x \$		\$
		M ² x \$		\$
		M ² x \$		\$
		M ² x \$		\$
		M ² x \$		\$
		M ² x \$		\$
		Building permit Subtotal:		\$
		Safety Code Levy:		\$
		Total Fees:		\$
Municipal fees not subject to Safety Code Levy (NEW CONSTRUCTION ONLY)				
FEE TYPE:	FEE AMOUNT:	RECEIPT / AUTH:	DATE PAID:	PAYMENT METHOD:
Water sewer report:				
Lot grading inspection:				
Water meter deposit:				
Penalties:				
Municipality fees subtotal:				
Building permit fees subtotal:				
Total Fees:				
DEVELOPMENT PERMIT CHARGES				
Development Permit:				
Variance/Discretionary Use:				
Development deposit (refundable):				
Development charges:				
\$ x ha				
Offsite Levies:				
\$ x ha				
Certificate of Title:				
Other:				
Other:				
Development Permit Fees Subtotal:				
Total Fees:				
Total Combined Fees:				
NOTES:				



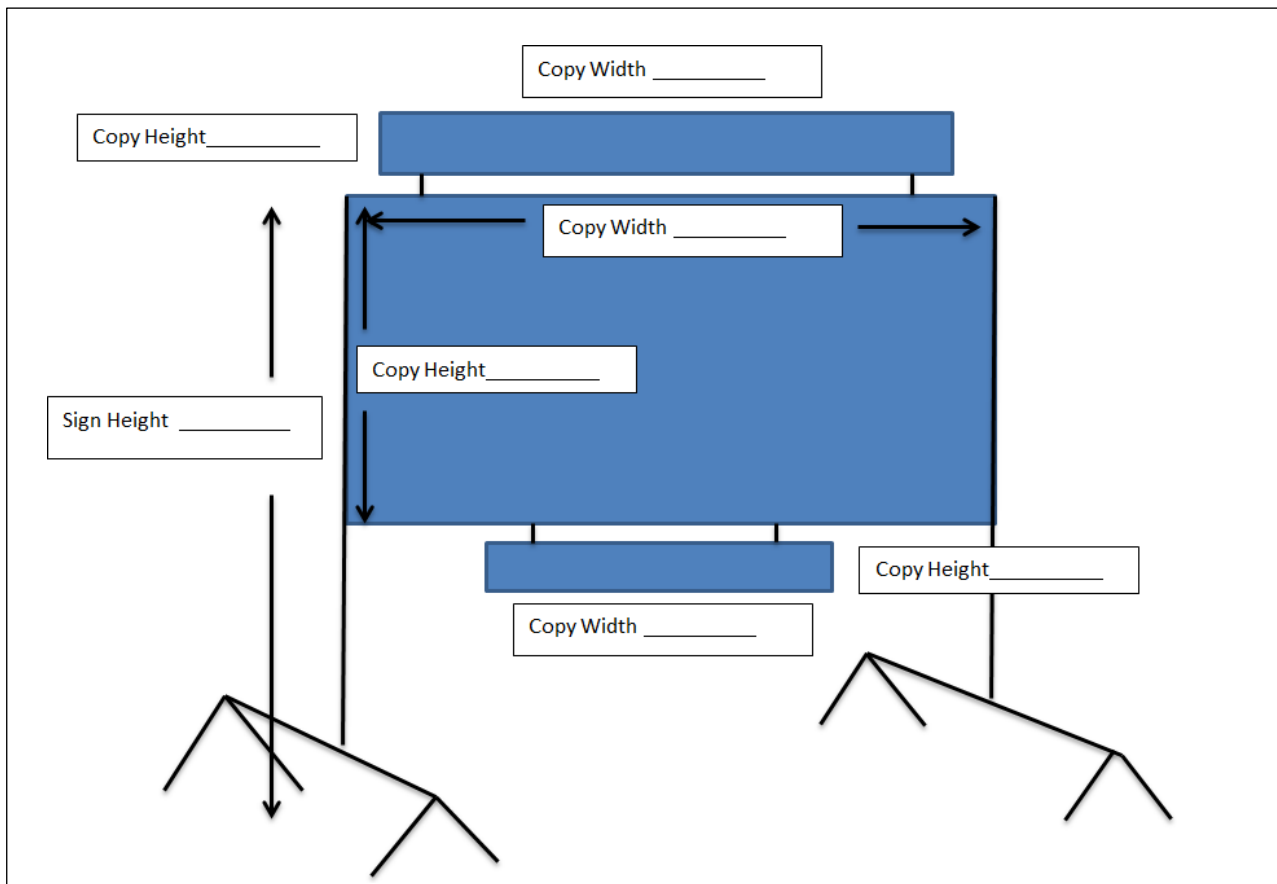
4905 51 Avenue
Stony Plain, Alberta T7Z 1Y1
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Fax: (780) 963-0935
Email: planning@stonyplain.com

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 place on the property noted in Section 1 for a maximum of: _____ <input type="checkbox"/> days <input type="checkbox"/> months <input type="checkbox"/> years			
<i>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.</i>			
<input type="checkbox"/> Development Permit	<input type="checkbox"/> Building Permit	<input type="checkbox"/> 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 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.			

Requirements for Portable Sign Permits

- Signs adjacent or within Highway Right of Way along Hwy 16A, 779 & 628
 - Alberta Transportation Sign Permit is required prior to applying to the Town
 - A copy of your Alberta Transportation sign permit and conditions must be submitted with your development permit application to the Town
- Development Permit Application & Fees
 - Landowner Consent
 - Copy of Alberta Transportation approval
 - Site Plan (see below for detail)
 - Diagram (see below for detail)
 - Indemnity & Release form & Liability Insurance naming the Town as additional insured for signs approved on Municipal property or right of ways (non-profit/charities/events only)
- Site plan of the entire lot on which the sign is to be located:
 - showing lot dimensions in metres
 - location of other portable signs on the site and setbacks to those sign (minimum setback required between portable signs is 30 metres)
 - location of other signs on the property (property marketing, freestanding, etc) & setbacks to those signs (minimum setback required from other sign types is typically 15 metres)
 - Setback to property lines (minimum setback 0.30 metres)
 - Setback to access & driveways
- Diagram showing the following specifications:
 - Copy area of all sign components, add-ons (height and width)
 - Height of sign from finished grade to the very top of the sign





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.