



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 • Website: 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 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 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



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WATER & SEWER INSTALLATION REPORT

TAX ROLL #	BUILDING PERMIT #	RECEIPT #
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LOCATION OF PROPERTY

MUNICIPAL ADDRESS :	PLAN:	BLOCK:	LOT:
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GENERAL CONTRACTOR:	PHONE:
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SERVICING CONTRACTOR:	PHONE:
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SERVICING INFORMATION

<p><u>WATER CONNECTION</u></p> <p>Pipe material: <input type="checkbox"/> Type "K" Copper <input type="checkbox"/> Others (specify) _____</p> <p>Pipe size: _____</p> <p>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</p> <p>Unfound/damaged CC reported to (name & date): _____</p> <p>Pressure/flow: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor</p> <p>Leaks: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Leaks fixed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>CC LOCATION</u></p> <p>From left property line: _____</p> <p>From back of curb/sidewalk: _____</p> <p><u>SEWER CONNECTION</u></p> <p>Pipe material: <input type="checkbox"/> PVC <input type="checkbox"/> Others (specify) _____</p> <p>Pipe size: _____</p> <p><u>BACKFILL MATERIAL</u></p> <p>Min. 300 mm sand over pipe: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Remaining backfill : <input type="checkbox"/> Dry <input type="checkbox"/> Moist <input type="checkbox"/> Wet</p> <p>Soil type: <input type="checkbox"/> Clay <input type="checkbox"/> Silt <input type="checkbox"/> Silty Clay <input type="checkbox"/> Others _____</p> <p>Notes: _____ _____ _____</p>	<p>Sketch Site Layout</p> <p></p>						
	<table><tr><td>Sewer Depth at House</td><td></td></tr><tr><td>Sewer Depth at Connection</td><td></td></tr><tr><td>Operator</td><td>Date:</td></tr></table>	Sewer Depth at House		Sewer Depth at Connection		Operator	Date:
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.

Scheduling for the completion of the Water & Sewer Installation Report must be arranged by contacting Public Works at (780) 963-2469 with 48 hours notice. Water and sewer installations must be inspected prior to backfilling the trench.



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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: _____ <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 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	
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 (PWV)	\$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.