

OTHER PERMITS

It is the property owner's responsibility to ensure all required permits (i.e. electrical, plumbing/gas) are obtained prior to commencement of the work.

APPLICATION FEES

Up to date development review and building permit application fees can be found under City of Chestermere's Fee Schedule, (Policy 643) at www.chestermere.ca.

NOTE:

No structures shall be located on an easement (utility right-of way).

NOTE:

Construction must begin within 90 days of the issuance of the building permit, and is valid for 1 year from the date of approval. Extensions may be applied for before the expiry date in the Planning & Growth Department at the City of Chestermere.

Contact us in person or by phone:

The City of Chestermere

Community Growth & Infrastructure
105 Marina Road
Chestermere, AB T1X 1V7
Telephone: 403-207-7075
Facsimile: 403-207-2817
Monday to Friday 8:30 AM – 4:30 PM

**Closed on Stat Holidays*

WARNING! It is the responsibility of the applicant to ensure that the work being carried out does not contravene the requirements of restrictive covenants, caveats, or any other restrictions that are registered against the property.

Call Before You Dig!

1-800-242-3447

www.Alberta1call.com

BUILDING AN ACCESSORY BUILDING

City of Chestermere

Community Growth & Infrastructure



This pamphlet is published as a public information service. It has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect.

ACCESSORY BUILDING (GARAGE/SHED)

The City of Chestermere's *Land Use Bylaw 022-10* as amended establishes regulations for an accessory building.

In most residential districts in the City of Chestermere, **Accessory Buildings greater than 10m²** and **the Second and Additional Accessory Buildings 10m² and under**, are considered Discretionary Use of land, therefore requires a Development Permit which is subject to the approval by the Development Officer. The approval shall be advertised in the local newspaper with three (3) week appeal period.

DEVELOPMENT PERMIT

Please provide **THREE (3)** copies of the Real Property Report/Plot Plan, showing the following information:

- Legal description, municipal address and dimensions of the site
- Accessory building location and dimensions indicating the size of the proposed accessory building.
- Relationship of proposed accessory building to all existing and proposed structures
- Proposed distances from the property lines and house to the accessory building
- Lot area, minus existing buildings and accessory buildings over 10m² area to determine lot coverage.
- For most setbacks, heights and lot coverage please check the district first.

The **required yard setbacks** from an accessory building to the property line are as follows:

- 3.0m on street side of corner lot
- 0.6m side yard including eaves on all other sites
- 1.5 m for rear yard setback
- Minimum 2m to principal building

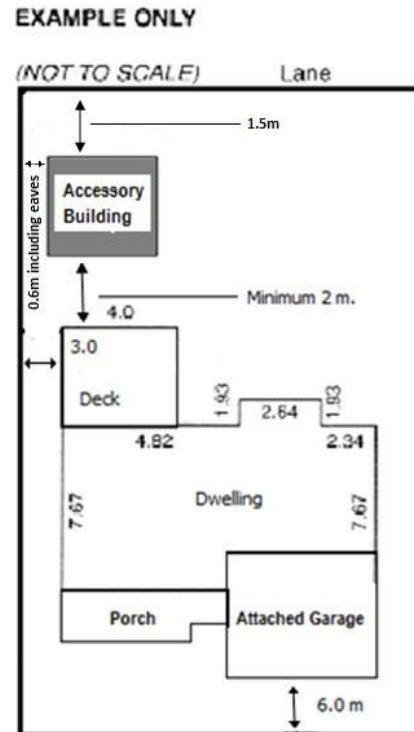
The **required maximum heights** are as follows:

- 4.5m
- 3.0m for watercraft lifts
- 3.6m for all others on the lake

The required **maximum lot coverage** is:

- 10 % (for all accessory buildings)

Figure 1: Real Property Report (Plot Plan)



BUILDING PERMIT

Please provide **THREE (3)** copies of the accessory building floor plans, including elevations showing the following:

- Foundation detail
- Location and size of all doors & windows
- Additional information as requested by a Safety Codes Officer (Building) prior to the issuance of a permit.
- 2 sets of colored engineered signed floor and roof truss layout (11x17).
- Wall construction, interior & exterior finishes
- Roof construction, roof slope, eave overhang
- Building height

Figure 2. Floor Plan (Example)

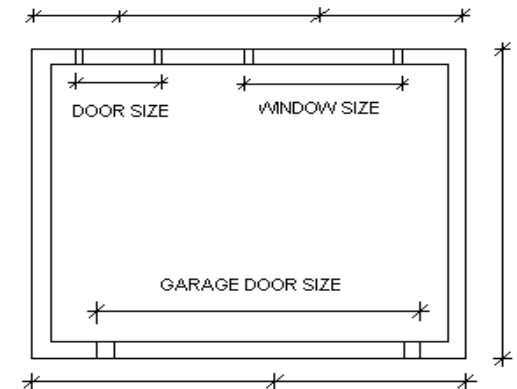
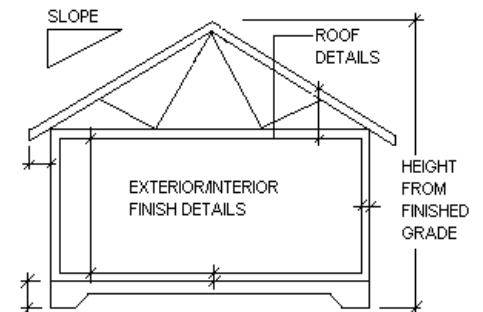


Figure 3. Building Elevation View (Example)



BUILDING AN ACCESSORY BUILDING PERMIT APPLICATION CHECKLIST

Municipal Address: _____

Residential District: _____ Roll #: _____

Type: Shed Detached Garage Gazebo Solarium Other: _____

The information indicated on this sheet is the minimum that is required for an accessory building permit application. This form must be provided along with your construction plans. Applicant must sign their initials in the boxes for each item listed below.

Initials	N/A	ACCESSORY BUILDING PERMIT APPLICATION CHECKLIST
		Building Permit Application Form
		Development Permit Application Form (if discretionary) Submit Compliance Letter if the building application was required from a Stamp of Compliance refusal/condition.
		Authorization letter if the applicant is not the registered owner
		Is the address correct?
		Completed Exhibit A
		Required Utility Permits (only if applicable) - Electrical or Plumbing/Gas
		3 copies of Real Property Report / Plot Plan showing:
		Legal description & municipal address of the site
		Accessory building location and dimensions indicating the size of the proposed accessory building.
		Proposed distances from the property lines and all existing building to the proposed building.
		Lot coverage (lot area minus existing buildings and accessory buildings over 10m2 area to determine lot coverage)
		3 copies of the accessory building construction details/plans showing the following:
		Foundation detail
		4 sides of elevation including building height, location and size of all doors and window
		2 sets of colored engineer signed floor and roof truss layout (11x17).
		Additional information as requested by a Safety Codes Officer (Building) prior to the issuance of a permit.
		Building height from lowest grade to peak
FEES		
<i>Development Permit: \$100.00 + \$1.00 per m2</i> <i>Building Permit: \$115.00 (not including hot tubs/pools)</i> <i>Safety Codes Fee: 4% of the building permit fee or minimum of \$4.50</i> <i>Advertising Fee - \$75.00</i>		

IMPORTANT NOTICE:

By signing below, the applicant/landowner certifies that all the required documents listed above have been submitted as a complete Development and/or Building Permit application.

The applicant/landowner is aware that the permit application will be returned as refused 40 days after the submission date of the permit, if the application is deemed incomplete by the reviewing Development Officer.

Signature of Applicant : _____ Date : _____



CITY OF CHESTERMERE
COMMUNITY GROWTH & INFRASTRUCTURE
 105 Marina Road, Chestermere, AB T1X 1V7
 Ph (403) 207-7075 Fax (403) 207-2817

**APPLICATION FOR
 DEVELOPMENT PERMIT**

ROLL NO.

I/We hereby make application under the provisions of the current Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and form part of this application.

APPLICANT INFORMATION			COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF APPLICANT			NAME OF REGISTERED LAND OWNER		
ADDRESS			ADDRESS		
POSTAL CODE	TELEPHONE (Res)	(Bus.)	POSTAL CODE	TELEPHONE (Res)	(Bus.)
E-MAIL ADDRESS OF APPLICANT					

LAND INFORMATION									
Legal description of proposed development site:									
REGISTERED PLAN NO.	BLOCK	LOT	OR	QTR./L.S.	SEC.	TWP.	RG.	M.	

Civic Address of Proposed Development _____

Describe the existing use of the land: _____

Land Use Classification: _____

DEVELOPMENT INFORMATION			
Describe the proposed use of the land: _____			
Estimate the project:	COMMENCEMENT DATE	COMPLETION DATE	CONSTRUCTION COSTS \$

Attached is: (a) Site Plan: Yes No N/A; (b) Floor Plan: Yes No N/A

DECLARATION

I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT.

DATE	SIGNATURE OF APPLICANT
DATE	SIGNATURE OF REGISTERED LAND OWNER

NOTE:
 Signature of Registered Land Owner required if different

FEES	
Development Permit Fee: \$ _____	GL 1-61-00-528-00 Total Fee: \$
Advertising Fee: \$ _____	
Others: \$ _____	

FOIP Notification: The personal information you provide on this form is being collected under the authority of Section 640(2) of the *Municipal Government Act* and Section 32(b) and 32(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP coordinator, 105 Marina Road, Chestermere Alberta T1X 1V7 (403) 207-7050

Submission of a duly signed development permit application authorizes the Development Officer and/or designated City's employee to enter the property to carry out inspections necessary for this development.



BUILDING PERMIT APPLICATION
COMMUNITY GROWTH & INFRASTRUCTURE
 105 Marina Road, Chestermere, Alberta T1X 1V7
 Phone: 207-7075 Fax: 207-2817
www.chestermere.ca

DATE STAMP

(Office use only)

Permit # _____ (Office use only)

THE BUILDING PERMIT FEE SHALL BE DOUBLED IF CONSTRUCTION (INCLUDING EXCAVATION) COMMENCES PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

MUNICIPAL ADDRESS: _____ **LOT** _____, **BLOCK** _____, **PLAN** _____ **ZONING** _____

TYPE OF DEVELOPMENT Residential Industrial Commercial Institutional Demolition Other

IF RESIDENTIAL: Single Family Dwelling Semi-Detached Dwelling Condo/Town Showhome Detached Garage Deck/Stairs Basement Dev. Renovation Addition
Wood Burning Stove/Fireplace Demolition Secondary Suite Other

IF COMMERCIAL: New Building Addition CRU (Renovation) CRU (New) Application For Occupancy (AFO)

Name of Establishment: _____

Note: COMMERCIAL PERMITS REQUIRE ALL NECESSARY SCHEDULES TO BE PROVIDED AS REQUIRED.

Estimated Developed Floor Area _____ **Estimated Cost of Construction** _____

Owner _____	E-mail address _____
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____
Contractor _____	E-mail address _____
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____
Applicant _____	E-mail address _____
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____

PERMIT FEES	
Development Review Fee	_____
Building Permit Fee	_____
Partial Building Permit Fee	_____
Post & Pad Inspection Fee	_____
Safety Codes Council Fee	_____
Application for Occupancy (AFO) Permit Fee	_____
Water & Sewer Permit Fee	_____
Utility Service	_____
Waste Management Fee	_____
Performance Deposit	_____
Landscaping Deposit	_____
Other	_____
Grand Total: _____	

TERMS AND CONDITIONS: This application form must be accompanied by a complete application package (checklist, plot plan, construction drawings, etc.) Notwithstanding, the owner is solely responsible for ensuring compliance with the current National Building Code—Alberta, current City of Chestermere Building Code, and Land Use Bylaw. Any contravention of either may result in penalties or other enforcement.

I/We hereby make application for Development Review and Building Permit under the provisions of the current Land Use Bylaw, in accordance with the plans and supporting information submitted herewith and form part of this application. By signing this application, I authorize the Safety Codes Officer and/or designated City employees to enter the property to carry out inspections necessary for this development.

I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct.

Signature of Owner _____ **Signature of Applicant** _____

OFFICE USE ONLY: Letter of Authorization from Owner

OTHER PERMITS REQUIRED: Electrical Gas Gas Air Test Gas Fireplace Plumbing W&S PSDS

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BUILDING PERMIT # _____

LOCATION ADDRESS		
LOT	BLOCK	PLAN

Residential Cost Estimate – New Homes
Note: This cost estimate is based on average construction costs to determine the minimum estimated cost for the purpose of permit application

Item	Area/Quantity	X	Rate	=	Cost
Developed Area	Single Detached	sq. ft.	X	=	\$
	Semi Detached/Duplex	sq. ft.	X	=	\$
Basement Development	sq. ft.	X		=	\$
Fireplace (Gas/Wood Burning)	Number of units:	X		=	\$
Air Conditioning		X		=	\$
Garage (Attached) <small>NOTE: Detached Garages requires a separate building permit</small>	sq. ft.	X		=	\$
Garage (Detached)	sq. ft.	X		=	\$
Carport	sq. ft.	X		=	\$
Dock	sq. ft.	X		=	\$
Deck or Balcony	sq. ft.	X		=	\$
Porch or Covered Balcony	sq. ft.	X		=	\$
Secondary Suite <small>(cost to build/construct the suite)</small>				=	\$
Others <small>(specify – ex. Pool, Hot Tub, Structural changes, Safety or Health)</small>				=	\$
Total Estimated Construction Cost				=	\$

Permit Fee Calculation

Total Estimated Construction Cost <small>Round up to the next hundred</small>	\$	x 9.93	÷ 1,000	=	\$ <small>Minimum of \$100</small>
Partial Permit	\$95.00			=	\$
Post and Pad <small>(optional)</small>	\$150.00			=	\$
Sub Total				=	\$
Safety Codes Council Fee	4% of permit cost <small>(minimum of \$4.50 up to a maximum of \$560.00)</small>			=	\$
Total Building Permit Fee				=	\$



DETACHED GARAGES AND SMALL BUILDINGS INFORMATION SHEET FOR PERMIT APPLICATION

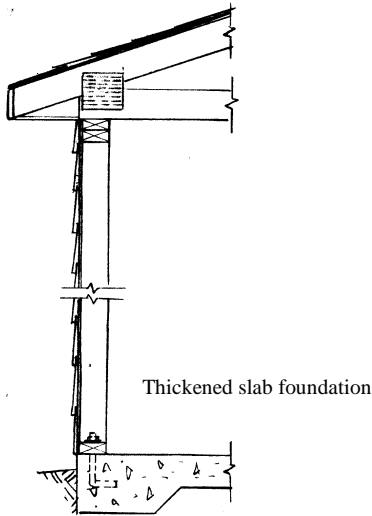
This information indicated on this sheet is the minimum that is required for a garage permit application. This form may be used in lieu of providing a detailed package of drawings provided the building is a typical single storey storage garage accessory building.

Please complete this form as best possible and attach it to the building permit application form.

Civic Address: _____

Is the building a "package"? Yes / No. If yes - supplier is _____

Construction details - please be specific



EXAMPLE ROOF

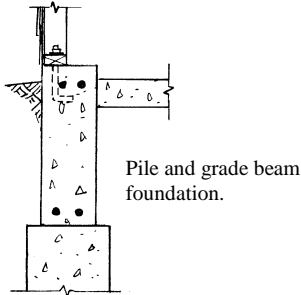
- Asphalt Shingles
- 3/8" waferboard complete with "H" clips
- Manufactured trusses at 24" on center
- Insulation (Min. R-34 required if heated)
- 6 mil poly (required if heated)
- 1/2" CD or SR gyproc ceiling (if insulated)

YOUR ROOF

EXAMPLE WALL

- Exterior finish (i.e., stucco or vinyl)
- Building paper
- Min. 3/8" OSB sheathing
- 2 x 4 wall studs at 24" on center
(Note: if wall height exceeds 3.0 m (10') engineering is required.)
- Single bottom plate, double top plates
- 1/2" dia. anchor bolts at 8' O.C.
- Insulation (Min. R-12 required if heated)
- 6 mil poly (required if heated)
- 1/2" drywall on walls (required if insulated)

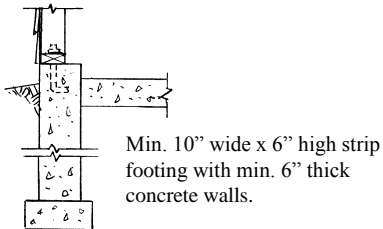
YOUR WALLS



Exterior to be weatherproof complete with flashing over all changes in material.

- * specify garage door size
- * specify header size

Note: A swinging walk-in door is required.



EXAMPLE FOUNDATION

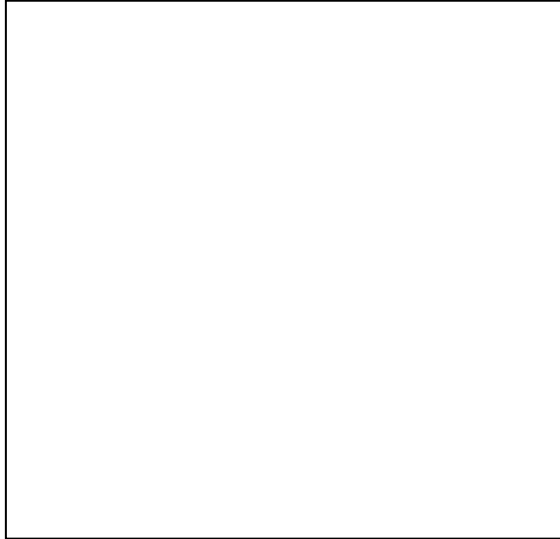
- Compacted granular fill
- 4" concrete slab - thickened on edges
- Pile and grade beam – engineering required.

YOUR FOUNDATION

Strip footing & 4' pony wall

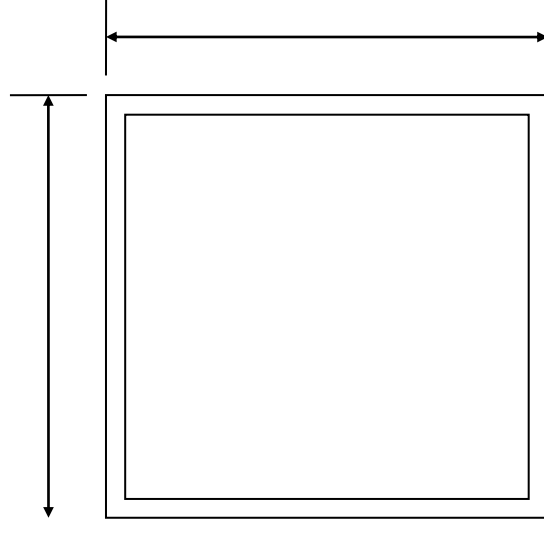
This page may be completed if your garage is a typical garage resembling these drawings.
 If the building does not resemble these drawings, please submit detailed drawings.

Note: Floor plan should be at a minimum scale of 1:100.



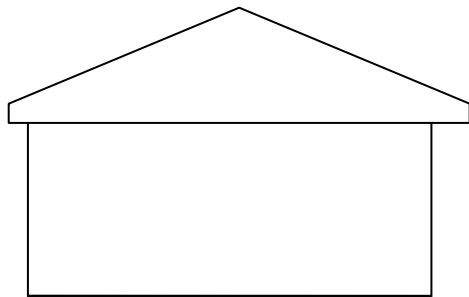
Plot Plan

- Provide a sketch of your lot.
- Show distances to other buildings and to property lines.
- Provide a north arrow.

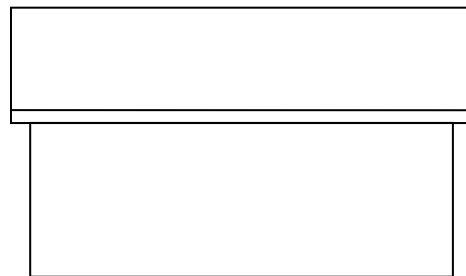


Floor Plan

- Provide outside dimensions of building.
- Show all doors and windows.
- Show orientation of trusses.
- Show any interior partitioning, together with a description of the rooms.

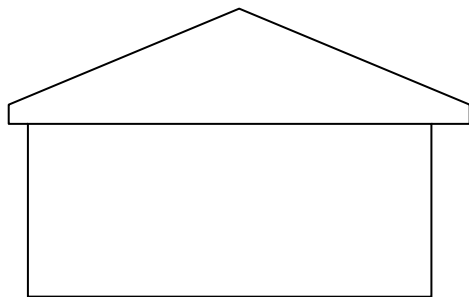


_____ Elevation (N, S, E, W)

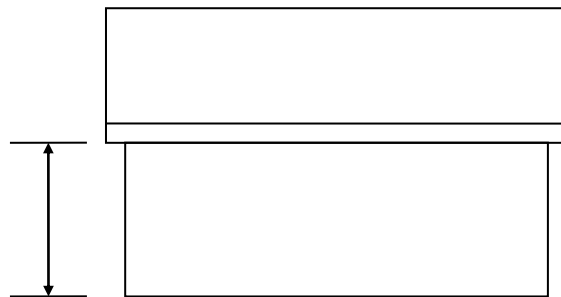


_____ Elevation

Show roof slope



_____ Elevation



_____ Elevation

Show doors and window sizes on all elevations. Show building height (height of walls).



CHESTERMERE

COMMUNITY GROWTH & INFRASTRUCTURE

105 Marina Road Chestermere, Alberta T1X 1V7

Telephone: (403) 207-7075 Fax: (403) 207-2817

When to request for a Building Inspection

TYPE OF PROJECT	PROJECT VALUE \$	MINIMUM # OF INSPECTIONS	INSPECTION STAGE
Single Family Dwelling New Home		3	1. Complete Foundation (prior to backfill) AND 2. Solid or liquid fueled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR Building envelope including insulation and vapour barrier (prior to drywall) AND 3. Final, including HVAC completion within 1 year of permit issuance
Basement Development		1-2	1. Framing – completed electrical and plumbing rough-ins prior to covering up with insulation and vapour barrier. Ensure fan housing is connected to bathroom vent pipe and sealed AND 2. Final Completion <i>(at the discretion of the Safety Codes Officer)</i>
Addition		2-3	1. Foundation– prior to backfill AND/OR 2. Framing– completed electrical and plumbing rough-ins prior to covering up with insulation and vapour barrier. Ensure fan housing is connected to vent bathroom vent pipe and sealed. AND 3. Final Completion <i>(at the discretion of the Safety Codes Officer)</i>
Detached Garages/Accessory Buildings		1-2	1. Framing – completed electrical and plumbing rough-ins prior to covering up with insulation and vapour barrier. Ensure fan housing is connected to bathroom vent pipe and sealed AND 2. Final Completion <i>(at the discretion of the Safety Codes Officer)</i>
Decks		1	Final completion



CHESTERMERE

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When to request for a Building Inspection

TYPE OF PROJECT	PROJECT VALUE \$	MINIMUM # OF INSPECTIONS	INSPECTION STAGE
Solid or Liquid Fuelled Heating Appliances – wood stove, fireplace, etc. (under separate permit)		1-2	Prior to covering If the house is existing, framing AND final inspections have to be done. (at the discretion of the Safety Codes Officer)
Demolition		1	Final Completion
Public Institutions, Commercial, Industrial, Multi-Family	Under \$50,000	2	1. Complete foundation (prior to backfill) OR HVAC rough-in OR 2. Framing, structure (prior to insulation and vapour barrier) AND 3. Final, including HVAC completion
Public Institutions, Commercial, Industrial, Multi-Family	Over \$50,000	2-3	1. Complete foundation (prior to backfill) OR HVAC rough-in AND 2. Framing, structure (prior to insulation and vapour barrier) AND 3. Final, including HVAC completion

INSPECTION REQUEST PROCESS: Note: A copy of your Building Permit (or placard) is to be posted on the job site and should be visible at all times.

- No issued permit, no inspection.
- A minimum of 48- hour notice is required at all times.
- All requests should be done through email. Please send Inspection email requests at inspections@chestermere.ca
- Please check our website www.chestermere.ca for the updated schedule of inspections; schedules might change without prior notice.
- Additional fees may be charged for any re-inspections beyond the required inspection due to deficiencies or missing documents.
- All inspections will be refused on any lots that are not clearly addressed at all times during the build. A fine of \$100.00 will be assessed for the inspection resulted to “No Entry” and must be remitted prior to re-inspection.