



REQUIREMENTS CHECKLIST FOR DP & BP APPLICATIONS

- A complete application package is required before moving forward with your application. This Checklist will guide you to a successful submission of a complete application.
- Only applications that are deemed COMPLETE will be processed. A "complete application package" must include all items marked with an "X" below based on the application being submitted. All submissions must be accurately completed to the best of the applicant's knowledge. The applicant should provide everything listed on this checklist including all required information, documents, signatures, drawings, payment, and supporting documents needed for proper evaluation, processing and issuance of a development and/or a building permit.
- To prioritize efficient processing of applications that are properly submitted. Incomplete applications may/will be rejected or returned to the applicant for completion,
- The applicant/landowner is aware that the permit application will be returned as refused if the application is deemed incomplete 40 days after the submission date, by the reviewing Development Officer.
- The information indicated on this sheet is the minimum that is required for development review and building permit application. The building permit review will be based on the development approved (stamped) site plan.
- Refer to the DP & BP Application Guide for information required for each document below.



CHESTERMERE

Part I

***Mandatory Fields**

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

*Applicant Name: _____ *Signature _____

*Date: _____

CITY OF CHESTERMERE OFFICE USE ONLY:

By signing below, the City of Chestermere deems this application complete on: _____

Reviewed By: _____

Part II

***DEVELOPMENT / BUILDING PERMIT AUTHORIZATION FORM**

OWNER INFORMATION

I (We), _____ (name(s) of Registered Landowner(s))
being the registered landowners of:

Municipal Address: _____

Postal code _____ Legal Description: _____

Do hereby authorize:

APPLICANT INFORMATION

Company: _____ Contact Name: _____
Address: _____ Postal Code: _____
Phone: _____ Email: _____

to make application for the necessary building /development permits required to complete the
following project:

ALL REPORTS WILL BE PROVIDED TO OWNER AND APPLICANT.

(Print name of Registered Landowner)

(Print name of Registered Landowner)

(Signature of Registered Landowners)

(Signature of Registered Landowner)

_____ Date _____ Date



CHESTERMERE

RESIDENTIAL DEVELOPMENT & BUILDING PERMIT APPLICATION

COMMUNITY GROWTH & INFRASTRUCTURE

105 Marina Road, Chestermere, Alberta T1X 1V7

Phone: 207-7075 Fax: 207-2817

www.chestermere.ca

DATE RECEIVED STAMP

(office use only)

This application may be used for both a Building Permit and/or a Development Permit/Review. Electrical, Plumbing, Gas and HVAC have their own application forms. This application form must be accompanied by a complete application package. Use the checklist and guide attached to this package to assist you in submitting a complete application package.

PROJECT PROPERTY INFORMATION: * Mandatory Fields

*Municipal Address: _____ *Lot: _____ *Block: _____ *Plan: _____

PROPERTY OWNER & APPLICANT INFORMATION: * Mandatory Fields

*Owner _____ *E-mail address _____
 *Mailing Address _____ *City/Town _____ *Postal Code _____
 *Cell _____ Home _____ Fax _____
 *Applicant _____ *E-mail address _____
 *Mailing Address _____ City/Town _____ Postal Code _____
 *Cell _____ Home/Work _____ Fax _____
 *Contractor (Same as Applicant) if not, provide info: _____ *E-mail address _____
 *Mailing Address _____ City/Town _____ Postal Code _____
 *Cell _____ Work _____ Fax _____

RESIDENTIAL - PROJECT DESCRIPTION/USE * Mandatory Fields **Dev Review/Dev Permit ***Business License also required, BP may be required

**Single Family Dwelling _____ ft² **Semi-Detached Dwelling _____ ft² **Townhouse _____ ft²
 Show home/Spec Home _____ ft² **Secondary Suite _____ ft² **Deck (uncovered) _____ ft²
 **Hot Tub/Pools (make/model) _____ ft² **Addition (covered) _____ ft² Basement Development _____ ft²
 Interior Renovation _____ ft² *Accessory Building _____ ft² Type: Garage Shed Other
 Fence _____ m. (height) Retaining Wall _____ m. (height) Wood Burning FP Dock Demolition

***Home Business (Indicate Nature of Business) Major _____ Minor _____ Business Name: _____

Scope of Work/Other: _____ Construction Value: _____

(must match value calculated on Exhibit)

APPLICATION AUTHORIZATION

I am the owner/agent with the consent and authority of the owner that is the subject matter of this application. The owner is solely responsible for ensuring compliance with the current National Building Code-Alberta Edition 2023 & the Safety Codes Act, City of Chestermere Safety Codes and Inspections Policy and City of Chestermere Land Use Bylaw. Any contravention of applicable legislation, specified herein or otherwise, may result in penalties or other enforcement.

I consent to receiving notifications & correspondence regarding this application via email to the email address provided on this application.

I/We hereby make application for Development Review/Permit and Building Permit under the provisions of the current Land Use Bylaw & the Safety Codes Act, 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.**

*Applicant's Signature: _____

*Application Date: _____

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 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at atia@chestermere.ca or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.

OFFICE USE ONLY

Permit # _____

Roll # _____

Subdivision: _____

Land Use District: _____

DP Issued _____

Authorization Received

USE: *Fast Track

Permitted Use * _____

Discretionary Use

Permitted Use, with variance

D.O. Initials _____

FEES:

DP/DP Review: \$ _____

Building Permit: \$ _____

Partial BP: \$ _____

Post & Pad Insp: \$ _____

Safety Codes Fee: \$ _____

Water & Sewer: \$ _____

Utility Service: \$ _____

Waste Mgmt \$ _____

Deposits:

Performance \$ _____

Landscaping \$ _____

Other: \$ _____

TOTAL FEES: \$ _____



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DEMOLITION PROJECT INFORMATION SHEET

Municipal Address: _____ Zoning: _____ Permit #: _____

This form must be provided along with drawings/ construction plans. The applicant must put a check mark in the boxes or answer questions for each item listed below

What is being demolished? _____

The application must include the following:

1. Photos of existing building to be demolished Yes No, please include
2. Safety Plan Yes No, please include
3. A copy of asbestos report Yes No, please include
4. Proof of utility disconnection:
 - a. ATCO Gas Yes No, please include
 - b. Fortis Alberta Yes No, please include
 - c. Utilities Yes No, please include
5. Route for disposal of materials/or house move, Yes No, please include
6. Were permits obtained for truck permits Yes, please provide copy No, not using trucks
7. Liability Insurance \$2,000,000 (naming the City of Chestermere as an insured party)
 Yes No, please include
8. Erosion Sediment Control Plan needed for every demolition project Yes No, please include

APPLICANT'S ACKNOWLEDGEMENT:

1. When a construction or demolition activity may constitute a hazard to the public and is located 2m or more from a public way, a strongly constructed fence, boarding or barricade not less than 1.8m high shall be erected between the site and the public way or open sides of construction site.
2. Precautions shall be taken to ensure that no person is exposed to undue risk.
3. Adjoining properties to be protected from any damage that can occur to building or their foundations during the demolition work.
4. No part of the demolition, at any time shall be left standing unsupported in an unstable condition and in danger of accidental collapse.
5. Any tanks containing combustible liquids must be removed before demolition begins, in a safely approved manner.
6. It is the responsibility of the applicant to call for a final inspection once the demolition is complete and the site is leveled and cleared.
7. I am aware and understand the road weight restrictions in effect in the City of Chestermere.
8. I am aware of the designated truck routes
9. A demolition security deposit is required



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DEMOLITION PROJECT INFORMATION SHEET

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 : _____

ATIA/POPA 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 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at atia@chestermere.ca or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.



CHESTERMERE

Credit Card Authorization and Consent Form

I, _____ hereby authorize The City of Chestermere to charge my credit card for the fees associated with the application for:

Project Description: _____

at

Address: _____

<input type="checkbox"/> Development Review/Permit	<input type="checkbox"/> PSDS Permit
<input type="checkbox"/> Partial and/or full Building Permit	<input type="checkbox"/> HVAC Permit
<input type="checkbox"/> Electrical Permit	<input type="checkbox"/> Advertising Fee/Admin Fee
<input type="checkbox"/> Gas Permit	<input type="checkbox"/> WS Connection Fee
<input type="checkbox"/> Plumbing Permit	<input type="checkbox"/> Additional Inspection Fees:
<input type="checkbox"/> Other Fee: _____	
<input type="checkbox"/> For Office Use only, See attached breakdown (page 2)	

Type of Card:

Visa Master Card

Credit Card Number: _____

CVV: _____

Expiration Date: _____

Name of Cardholder: _____

By signing this, I acknowledge that the amount/charges associated with the permit release for the project noted above will be sent via a separate email from the City of Chestermere. I assume full responsibility for said charges and agree to honor and abide by the terms of payment.

I understand that the City of Chestermere will only process credit card payments amounting to less than \$2,500 per transaction. Fees amounting to more than \$2,500.00 will be settled by other methods of payment.

Cardholder Signature:

The personal information on this Credit Card Authorization form is collected for the purpose of processing payments. This information is being collected under the authority of Section 640(2) of the Municipal Government Act and Section 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA).



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Exhibit D

2025-07

BUILDING PERMIT # _____

LOCATION ADDRESS		
LOT	BLOCK	PLAN

Residential Cost Estimate – Demolition

Note: When inaccurate permit application cost estimates are provided, the average construction costs will be used to determine the minimum estimated construction costs.

Item	Area/Quantity	X	Rate	=	Cost
Demolition	sq. m.	X	\$175.00	=	\$
Relocation of building	sq. m.	X	\$175.00	=	\$
Total Estimated Construction Cost (minimum of \$100.00 to maximum of \$4,500.00 const cost)					= \$

Permit Fee Calculation

Total Estimated Construction Cost Round up to the next hundred	\$	X \$9.93	÷ \$1000	=	\$ Minimum of \$100
Safety Codes Council Fee	4% of permit cost (minimum of \$4.50 up to a maximum of \$560.00)			=	\$
Total Building Permit Fee					= \$

Read and Sign

DEPOSITS/SECURITIES: Post Construction Requirements

Municipal Address: _____

The City of Chestermere has a strong commitment to ensuring that neighborhoods are completed in a timely fashion. The current City of Chestermere Land Use Bylaw requires the following:

I. PERFORMANCE DEPOSIT:

Development Authority may require, as a condition of issuing a Development Permit or approving a site plan, that a developer provide securities to the City to ensure completion of the development in conformance with the Land Use Bylaw, and to cover the cost of repairing local improvements which may be damaged during the process of development. The security shall be returned after the final occupancy permit has been issued.

Each builder/contractor will be held responsible for the full costs associated with the repair or replacement of the damaged infrastructure of each lot and its surrounding area, which includes but not limited to:

- Roads
- overland drainage
- lot grades
- sidewalks
- curbs, gutters and catch basins

II. AS CONSTRUCTED GRADING CERTIFICATE AND LANDSCAPING DEPOSIT:

Section 7.23.10 of the City of Chestermere Land Use Bylaw:

For single-detached and semi-detached dwelling sites or multi-family sites which have separate titles prior to construction the City shall, as a condition of Development Permit or Plot Plan approval, require that the applicant provide a deposit in the amount established by the current City Service Fee Schedule Policy as a surety to ensure that:

- a) sodding/seeding of the front yard, exterior side yard (for a corner lot), and, if adjacent to a park or otherwise visible from a public space, the visible yard, be undertaken **within one (1) year of final building inspection**, or such other time specified at the discretion of the Development Authority, and
- b) Provide a minimum of one (1) tree or two (2) shrubs within the front yard setback area of that property.

The deposit as described in Section 7.23.10 shall be held by the City until the As Constructed Grading Certificate has been issued as accepted by the City and an inspection by the Development Authority deems the landscaping to be complete in accordance with the City of Chestermere Land Use Bylaw.

If the applicant is indemnified from paying the deposit described in Section 7.23.10, the As Constructed Grade Certificate must still be submitted by the applicant for the review and accepted by the City prior to landscaping.

Prior to starting construction, the City recommends each builder/contractor to protect their interest by submitting a pre-development report, complete with photo and documenting existing damage. In order to alleviate unnecessary strain on the City's Storm Water Management System, the City of Chestermere strongly recommends landscaping each lot, as soon as possible, using permeable natural materials such as sod and other plantings.

Should the Applicant of the Development Permit or approved Plot Plan not complete the landscaping as provided in Section 7.23.10, the City may use the deposit to fulfill the landscaping requirements of the subject property for which the deposit was taken. The City, in its sole discretion, may choose to complete any landscaping/grading which is not completed up to the amount of the deposit. Any further landscaping/grading requirements shall be the responsibility of the landowner.

III. DEMOLITION OF BUILDINGS:

Where a Development Permit is to be approved for the demolition of a building, the Development Officer shall require the applicant to provide a performance bond to cover costs of reclamation and damage to public and quasi-public utilities, roadways and sidewalks, and to carry sufficient comprehensive liability insurance naming the City of Chestermere as an insured party in all public liability policies.

REQUESTING FOR REFUND ON DEPOSIT/SECURITIES:

- Email your request for a performance and a landscaping inspection to planning@chestermere.ca. Include the address for which you are requesting for an inspection on the subject line and the type of inspection you are requesting for: Performance, Landscaping or Demolition Security Inspection.
- Requirements: All permits must be closed in compliance with the Safety Codes Act.
- Inspections can only be scheduled under appropriate weather conditions to the discretion of the City inspector/officer, generally, during mid-spring to mid-fall each year.
- The City's Development Authority/Development Officer/Inspector will be scheduling the inspection in the order requests are received. This can be carried out from the public realm; therefore, the presence of the homeowner/builder is not required.
- Should the inspection fail, it is the builder's/applicant's responsibility to fix the deficiency(s) and request a re-inspection in writing. Multiple re-inspections with the same noted deficiencies may result to a reinspection fee in accordance with the City of Chestermere Service Fee Schedule.

APPLICANT'S ACKNOWLEDGEMENT:

BY SIGNING BELOW, as the owner/applicant/builder (or authorized representative), applying for the development/construction/demolition of a residential dwelling for the address specified above acknowledge that I have read this document in its entirety and understand and agree to comply with all the requirements and regulations of the City of Chestermere Land Use Bylaw.

Applicant's Company Name: _____

Applicant's Name: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY:

BP #: _____

Verification of Indemnification: It has been verified that the builder/applicant for the address specified above has been indemnified from paying the securities/deposits below:

Performance Deposit Landscaping Deposit Demolition Deposit

This also confirms that at the time of collection for said securities/deposits, the indemnity by the developer is still in place and the Final Acceptance Certificate (FAC) has not been issued by the City of Chestermere.

City Representative (Initial) _____ Date: _____



CHESTERMERE

Responsibility for compliance and safety during construction

The owner and its agents/representatives (builder/applicant) accept full responsibility for carrying out the construction or having the construction carried out in accordance with the Safety Codes Act requirements and regulations, the *National Building Code – Alberta Edition*, and the permit.

Further, the owner and its agents/representatives accept the requirements and best practices below required under other City legislations and bylaw and understand that failure to comply may result in enforcement and penalties.

The contractor and owner are fully and equally responsible for safety during construction. *National Building Code – Alberta Edition*, Div. C, Sentence 2.2.14.1.(2)

Requirements and Best Practices:

Fencing: Install strongly constructed fencing, boarding or barricades, not less than 1.8 metres high, between the site and the public way, which prevents or discourages public access into the construction site. Installed fencing, boarding or barricades are to remain until demolition and construction activities are completed. (*National Building Code – Alberta Edition*, Div B. article 8.2.1.3)

Ensure all fencing and footing for fencing is to be kept on private property and will not infringe on public space. For example, sidewalks, roadways, green spaces etc

Sidewalk Maintenance: Keep sidewalks adjacent to construction sites clear of obstructions. (*National Building Code – Alberta Edition*, Div B. article 8.2.3.1.) Maintain sidewalks clear of snow, ice, mud or other tripping hazards.

Pedestrian Safety: Constructed covered ways must be free of tripping hazards and kept in a clean, well-lighted condition. (*National Building Code – Alberta Edition*, Div B. article 8.2.1.2)

Noise: No Person shall operate construction equipment during the nighttime. No Person shall Carry on, allow or permit the carrying on of construction that can be heard beyond the boundary of the construction site during the Nighttime. "Nighttime" means the period beginning at 10:00 p.m. and ending the following day at: (i) 7:00 a.m. if the following day is a weekday; or (ii) 9:00 a.m. if the following day is a weekend or Holiday; (*Community Standards Bylaw 004-12*)

Garbage Collection in Developing Areas: No Person shall obstruct, hinder or interrupt or cause another Person to obstruct, hinder or interrupt the City or the Collector in the exercise of powers and duties pursuant to this Bylaw. (*Waste Management Bylaw 024-22*)

The Owner of a Residential Premises shall ensure that Automated Collection Carts for that Premises are placed out for Collection in an unobstructed location where they can be accessed for Collection without entering or passing through any buildings or between vehicles or otherwise would not prevent Collection in a safe and efficient manner. (*Waste Management Bylaw 024-22*)

Builders are responsible for immediate cleanup of any debris that has not been contained within the site. Builders should employ procedures for safe handling and disposal of construction debris, which includes emptying portable construction bins in a safe and timely manner.

City-Owned Access Roads

All city-owned access roads leading into development areas, if damaged by development equipment and vehicles, will be repaired at the contractor's expense. This includes but not limited to the maintenance of paved roads, gravel roads, curbs, and medians.

Grade Changes

If pooling occurs on any city-owned roads or ditches, or if damage is caused to the roads due to grade changes on development land, it is the responsibility of the developer or contractor to remove the water, implement a solution to properly fix the grade to prevent recurrence, and repair any damages to the existing property.

Parking

Construction sites are not exempt from complying with the current City of Chestermere Traffic Control Bylaw. Always ensure compliance to the Traffic Control Bylaw to avoid penalties for violations.



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7.27.8 City of Chestermere Land Use Bylaw:

A Landowner shall ensure that material on their property or on property in their control is stored, placed or disposed of in such a way that the material does not enter onto the Highway or adjacent properties by any means including Natural Forces.

A person authorized under permit to develop private or public land adjacent to a Highway, or the general contractor or other person acting on behalf of such person, shall:

- not allow mud, dirt or other construction debris to be tracked by motor vehicles from said lands onto a Highway or adjacent properties.
- not place any building materials, building tools, machinery, or construction device on any portion of a Highway or adjacent properties.
- not leave standing, portable commercial bins on any portion of a Highway or adjacent properties; and ensure safe and unimpeded pedestrian movements can be maintained past the work area.

***** REQUIRED- APPLICANT'S ACKNOWLEDGEMENT:**

BY SIGNING BELOW, as the owner/applicant.builder (or authorized representative), applying for the development/construction/demolition of a residential dwelling for the address specified above acknowledge that I have read this document in its entirety and understand and agree to comply with all the requirements and best practices for construction safety.

Builder/ Applicant's Company Name: _____

Signature: _____ Date: _____