





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](http://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 \_\_\_\_\_ ft<sup>2</sup> ☐ \*\*Semi-Detached Dwelling \_\_\_\_\_ ft<sup>2</sup> ☐ \*\*Townhouse \_\_\_\_\_ ft<sup>2</sup>

☐ \*\* Show home/Spec Home \_\_\_\_\_ ft<sup>2</sup> ☐ \*\*Secondary Suite \_\_\_\_\_ ft<sup>2</sup> ☐ \*\*Deck (uncovered) \_\_\_\_\_ ft<sup>2</sup>

☐ \*\*Hot Tub/Pools (make/model) \_\_\_\_\_ ft<sup>2</sup> ☐ \*\*Addition (covered) \_\_\_\_\_ ft<sup>2</sup> ☐ Basement Development \_\_\_\_\_ ft<sup>2</sup>

☐ Interior Renovation \_\_\_\_\_ ft<sup>2</sup> ☐ \*Accessory Building \_\_\_\_\_ ft<sup>2</sup> 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](mailto: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: \$ \_\_\_\_\_

Low Density Residential Form  
Version: August 2025



## 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:** \_\_\_\_\_

☐ Development Review/Permit

☐ PSDS Permit

☐ Partial and/or full Building Permit

☐ HVAC Permit

☐ Electrical Permit

☐ Advertising Fee/Admin Fee

☐ Gas Permit

☐ WS Connection Fee

☐ Plumbing Permit

☐ Additional Inspection Fees:

☐ Other Fee: \_\_\_\_\_

☐ 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).



# Exhibit A

2025-07

BUILDING PERMIT # \_\_\_\_\_

LOCATION ADDRESS		
LOT	BLOCK	PLAN

Residential Cost Estimate – New Homes						
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
Developed Area	Single Detached	sq. ft.	X		=	\$
	Semi Detached/Duplex	sq. ft.	X		=	\$
Basement Development		sq. ft.	X		=	\$
Fireplace (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 (Flat rate: New \$55,000; Conversion \$15,000)					=	\$
Others (specify – ex. Pool, Hot Tub, Structural changes, Safety or Health)					=	\$
<b>Total Estimated Construction Cost</b>					=	\$

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