



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.



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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



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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: \$ _____



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 (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 (Flat rate: New \$55,000; Conversion \$15,000)				=	\$
Others (specify – ex. Pool, Hot Tub, Structural changes, Safety or Health)				=	\$
Total Estimated Construction Cost				=	\$

Permit Fee Calculation

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



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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).



DETACHED GARAGES AND SMALL BUILDINGS INFORMATION SHEET FOR PERMIT APPLICATION

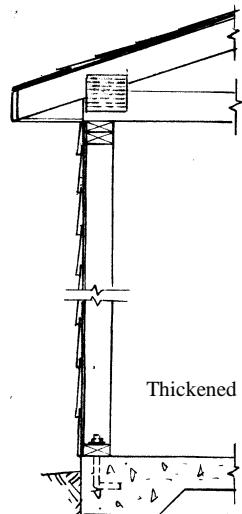
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This information indicated on this sheet is the minimum that is required for a garage permit application. This form may be used in lieu of providing a detailed package of drawings provided the building is a typical single storey storage garage accessory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

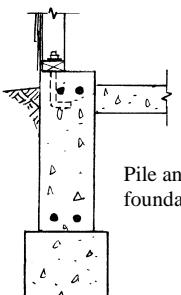
Please complete this form as best possible and attach it to the building permit application form.

Civic Address: _____

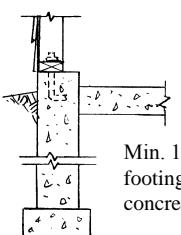
Is the building a "package"? Yes / No. If yes - supplier is _____



Thickened slab foundation



Pile and grade beam foundation.



Min. 10" wide x 6" high strip footing with min. 6" thick concrete walls.

Construction details - please be specific

EXAMPLE ROOF

Asphalt Shingles

$\frac{3}{8}$ " waferboard complete with "H" clips

Manufactured trusses at 24" on center

Insulation (Min. R-34 required if heated)

6 mil poly (required if heated)

$\frac{1}{2}$ " 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

$\frac{1}{2}$ " dia. anchor bolts at 8' O.C.

Insulation (Min. R-12 required if heated)

6 mil poly (required if heated)

$\frac{1}{2}$ " 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.

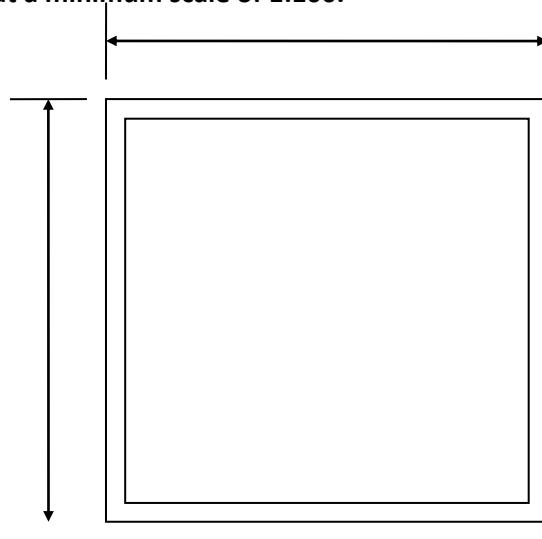
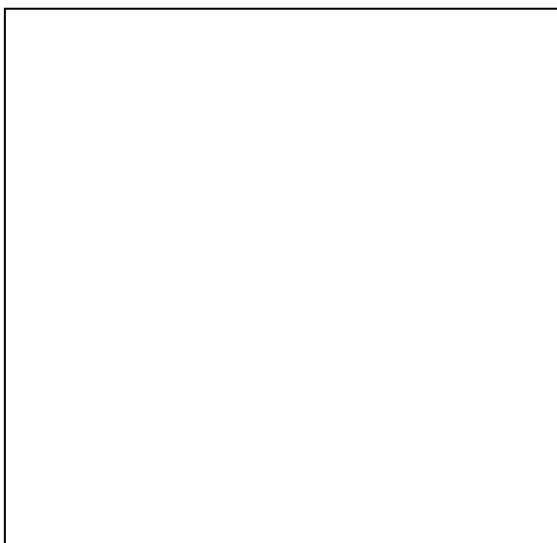
YOUR FOUNDATION

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.

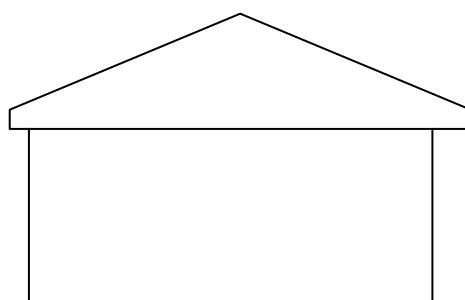
Note: Floor plan should be at a minimum scale of 1:100.



Plot Plan

- Provide distance of eaves to side and rear property lines
- Provide distance of foundation to side and rear property lines
- Provide distance of foundation to any other structure on the lot
- Provide a sketch of your lot.
- Show distances to other buildings and to property lines.
- Provide a north arrow.

Indicate eaves dimensions _____ ft./m.
 check here if no eaves

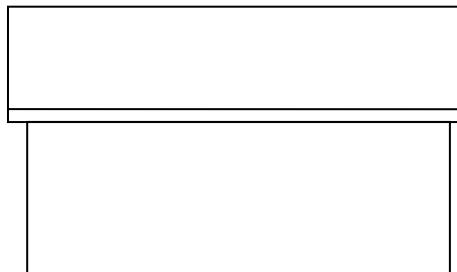


_____ Elevation (N, S, E, W)

Floor Plan

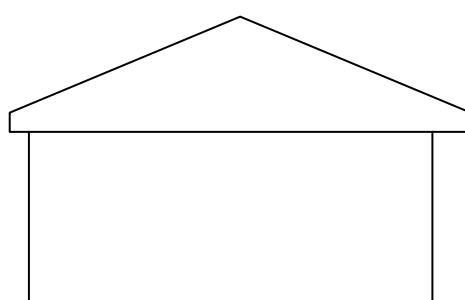
- Provide outside dimensions of building.
- Show all doors and windows.
- Show orientation of trusses.
- Show any interior partitioning, together with a description of the rooms.

Indicate eave dimensions _____ ft./m.



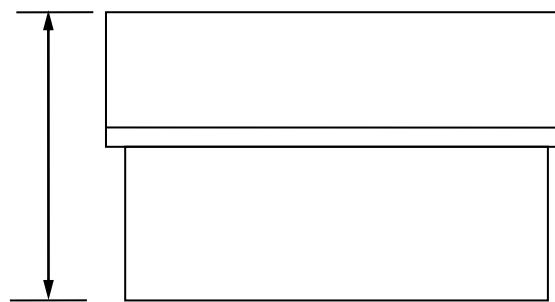
_____ Elevation

Show roof slope



_____ Elevation

Indicate maximum height from ground to peak _____ ft./m



_____ Elevation

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



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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: _____

