



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: \$ _____



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).



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)				=	\$
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					= \$



CHESTERMERE

105 Marina Road, Chestermere, Alberta T1X 1V7
Phone: (403) 207-7075 Fax: (403) 207-2817

BUILDING PERMIT GUIDE FOR UNCOVERED DECKS

Please do not include personal information on plans

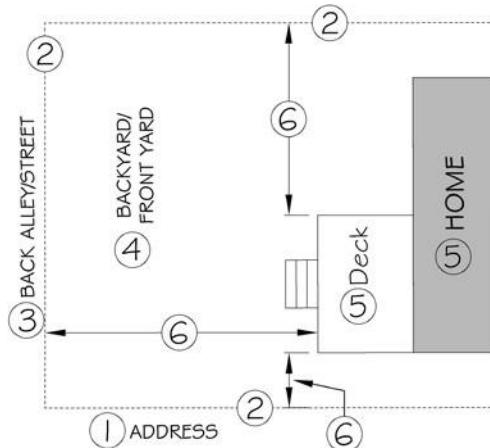
A. Complete application form

B. Provide a site plan

Your site plan should include the following:

1 Address	<input type="checkbox"/>
2 Property Lines	<input type="checkbox"/>
3 Label back alleys/streets	<input type="checkbox"/>
4 Label backyard/front yard	<input type="checkbox"/>
5 Outline of your home and deck	<input type="checkbox"/>
6 Distance from property lines to deck	<input type="checkbox"/>

Note: You can use a real property report as your site plan.



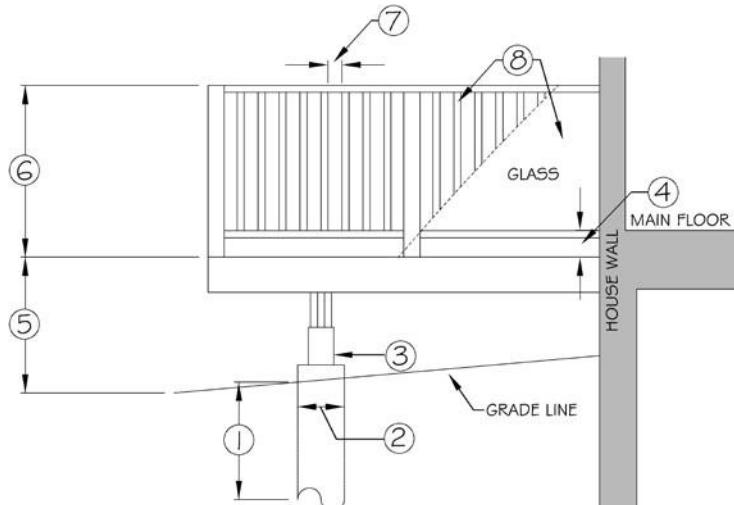
You can use the Uncovered Deck Worksheet to replace the drawings in C and D

C. Provide a cross section

Your cross section should include the following:

1 Concrete pile depth	<input type="checkbox"/>
2 Concrete pile diameter	<input type="checkbox"/>
3 Post size	<input type="checkbox"/>
4 Deck floor to main floor distance	<input type="checkbox"/>
5 Ground to deck floor height (measured from lowest point)	<input type="checkbox"/>
6 Railing height	<input type="checkbox"/>
7 Railing opening size	<input type="checkbox"/>
8 Railing material	<input type="checkbox"/>

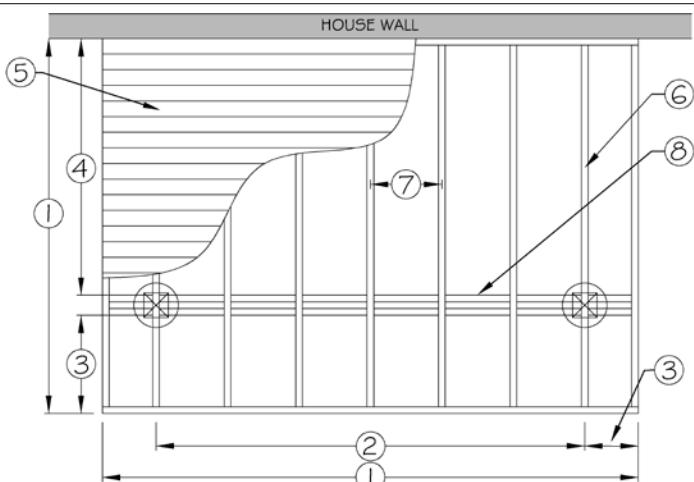
Note: If you are using anything other than concrete piles, replace items 1 and 2 with an engineering report.



D. Provide a plan view

Your plan view should include the following:

1 Length and width of deck	<input type="checkbox"/>
2 Distance between posts	<input type="checkbox"/>
3 Size of cantilever	<input type="checkbox"/>
4 Length of joist span	<input type="checkbox"/>
5 Size and type of decking	<input type="checkbox"/>
6 Size of joist	<input type="checkbox"/>
7 Spacing between joists	<input type="checkbox"/>
8 Size of beam	<input type="checkbox"/>

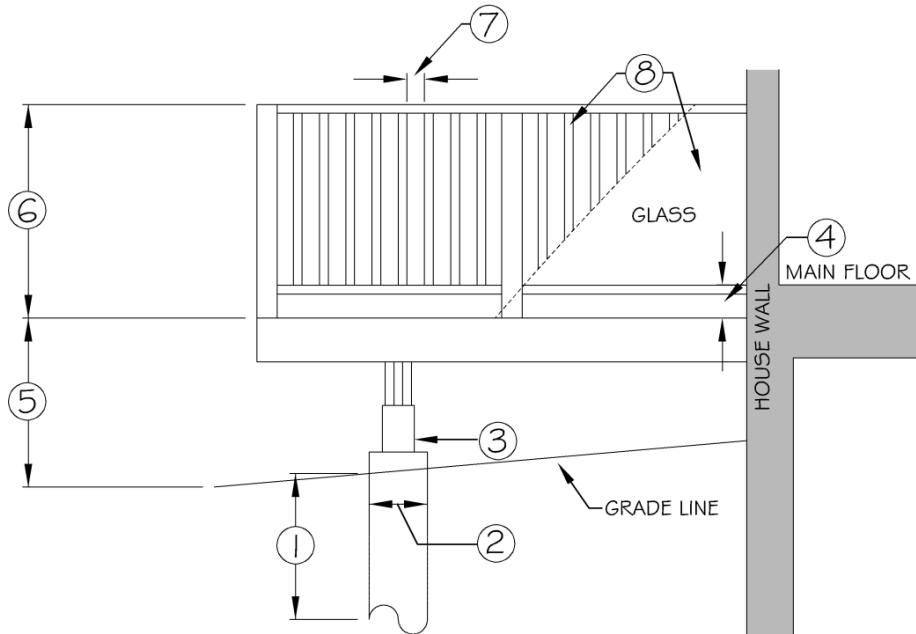


BUILDING PERMIT WORKSHEET FOR UNCOVERED DECKS

MUNICIPAL ADDRESS: _____

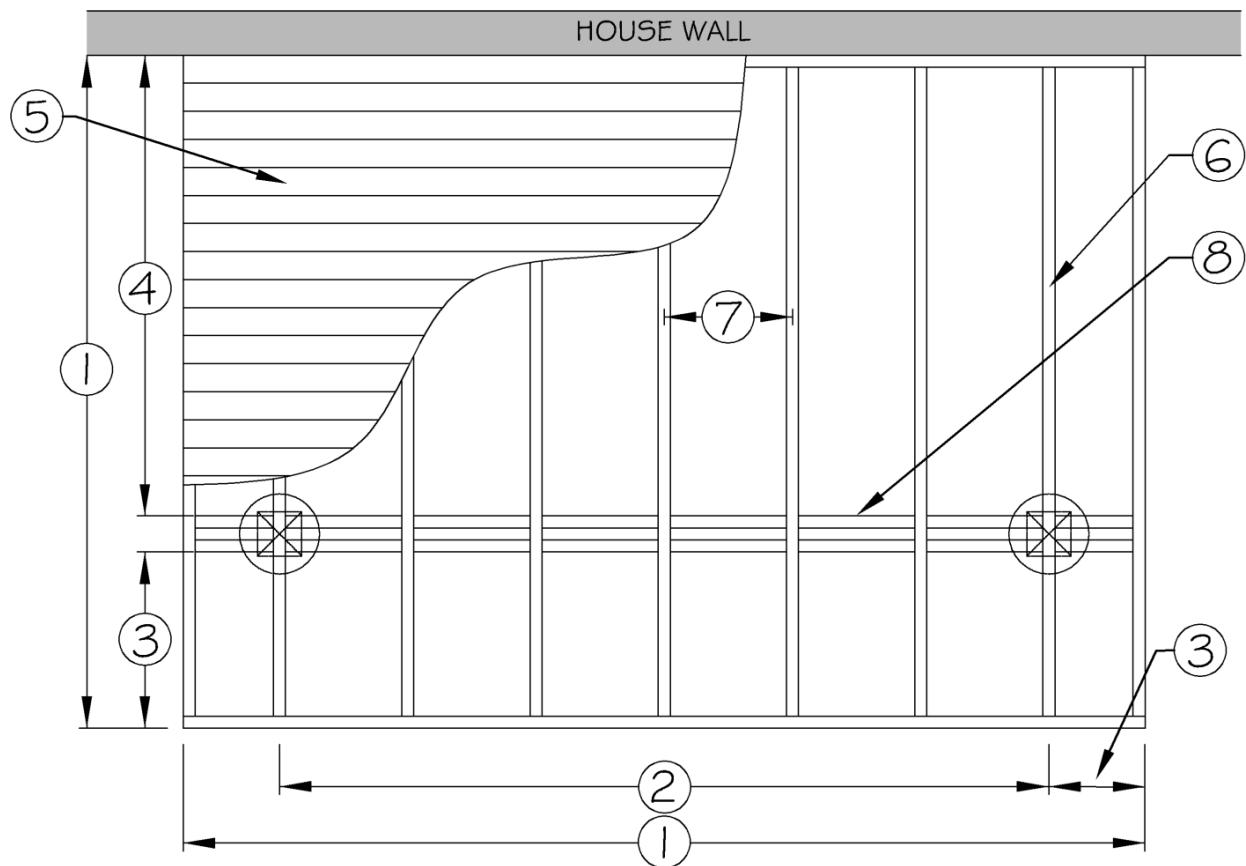
This option is best suited for decks with a simple structure. For instance, decks with only one level and consistent structural elements (e.g. one size of joist, beam and post). The materials list from the supplier may help in determining the correct information.

CROSS SECTION



1. Enter the concrete pile depth (min. 4'): _____
2. Enter the concrete pile diameter (min. 10"): _____
3. Enter your post size (must be at least as wide as beam): _____
4. Enter the deck floor to main floor distance (max. 1' above floor): _____
5. Enter the ground to deck floor height (measured from lowest point): _____
6. Enter the railing height (min. 3' when deck is less than 1.8m in height, min 3'-6" if deck is greater than 1.8m in height): _____
7. Enter the railing opening size (max. 4"): _____
8. Enter the railing material: _____

PLAN VIEW



1. Enter the length and width of your deck: Length: _____ Width: _____
2. Enter the distance between posts: _____
3. Enter the size of cantilevers: 3a: (max 2') _____ 3b: _____
4. Enter the length of joist span: _____
5. Enter the size and type of decking: _____
6. Enter the joist size: _____
7. Enter the joist spacing: _____
8. Enter the beam size (example 3 ply 2x10): _____

Note:

For instructions and tables to help determine the Joist Size (6), Joist Spacing (7) and Beam Size (8)

See page 3.

Use the following table to determine 6(Joist size) & 7(Joist space)*. This table assumes min. 5/8" decking (5)

Round up the **Joist Span (4) (length)** to the closest value in the first row. The two numbers below that value in the same column will give you the Joist **Size (6)** and Joist **Spacing (7)** appropriate for that **Joist Span (4)**.

Joist span (4) rounded up	11'-7"	11'-0"	10'-6"	13'-8"	13'-0"	12'-4"	15'-7"	14'-10"	14'-1"
Joist Size (6)	2x8			2x10			2x12		
Joist Spacing (7)	12"	16"	24"	12"	16"	24"	12"	16"	24"

Use the following table to determine 8* (Beam Length). This table assumes SPF No.1 & No.2 grade lumber.

Determine the **Supported Joist Length**:

$$(\boxed{\text{Joist Span (4)}} \div 2) + \boxed{\text{Cantilever size (3a)}} = \boxed{0 \text{ Supported Joist Length}}$$

Round up the **Supported Joist Length** to the closest value in either of the Supported Joist columns. Go along that row and find the number that matches the **distance between posts (2)**, rounded up. The top of that column indicates the appropriate **Beam Size (8)**.

Supported Joist Length rounded up	Beam Size (8)				Supported Joist Length rounded up	Beam Size (8)	
	2 ply 2x8	3 ply 2x8	2 ply 2x10	3 ply 2x10		3 ply 2x12	4 ply 2x12
3'-3"	11'-6"	13'-3"	14'-9"	16'-11"	8'-0"	14'-11"	17'-2"
6'-6"	9'-2"	10'-6"	11'-8"	13'-5"	10'-0"	13'-4"	15'-4"
9'-10"	8'-0"	9'-2"	10'-3"	11'-8"		Distance between posts (2) rounded up	
	Distance between posts (2) rounded up						

*Please note:

This information has no legal status and cannot be used as an official interpretation of the various building codes and regulations currently in effect. These tables may exceed the minimum requirements prescribed in the Alberta Building Code. The City of Chestermere accepts no responsibility to persons relying solely on this information.