



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: \$ _____

Low Density Residential Form
Version: August 2025



CHESTERMERE

RETAINING WALL PERMIT APPLICATION CHECKLIST

Municipal Address: _____

Residential District: _____ Roll #: _____

The information indicated on this sheet is the minimum requirements for retaining wall development permit application. This form must be provided along with retaining wall construction drawings.

IMPORTANT NOTES:

1. In R1-L Districts AND if abutting Chestermere Lake, a Development Permit is always required.
2. If retaining wall is 1.2m or higher, a Building Permit is also required.
3. In ALL Districts AND not abutting to Chestermere Lake, if retaining wall is NOT more than 1.2m in height or higher, NO Development/Building permit is required.

APPLICATION FORMS	Initials	N/A
Development and Building Permit Form		
Letter of permission from the registered landowner if the applicant is not the owner		
All forms must be signed by the applicant.		
GENERAL RETAINING WALL REQUIREMENTS		
A copy of the Real Property Report or Plot Plan showing proposed retaining wall(s) and dimensions to property lines, any existing structures, eave line, and scale of drawing.		
No Retaining Wall can be built on a Utility Right of Way or encroach into City land		
Construction drawings including cross section (if applicable, pencil is not acceptable, and construction drawing must match plot plan)		
REQUIREMENTS FOR LAKE R1-L DISTRICTS AND IF ABUTTING CHESTERMERE LAKE		
Pictures showing existing shoreline taken from each neighbor's view		
Copy of aerial from Schedule E of the current City of Chestermere Land Use Bylaw showing where the RW can be built		
Soil and Erosion Control plan for protection of lakebed and road infrastructure (catch basins, curbs, gutters etc.)		
Applicant must be aware of Limited Use Permit which can be obtained at Public Works. The applicant shall be responsible for applying for "Limited Use" permit from the City of Chestermere's Public Works Dept., at 403-207-2807, before any construction takes place on the Lakebed of Chestermere Lake, if heavy machinery is to be placed on the lakebed.		
Method of construction to be proposed if working on lakebed.		
If replacing old retaining wall, show route of disposal of materials. Please note Road Weight Restrictions Attached to the permit application package.		
ALL DISTRICTS, RETAINING WALLS 1.2m IN HEIGHT OR HIGHER		
Engineered stamped drawings are required		
FEES		
Refer to the City of Chestermere Service Fee Schedule		

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 : _____

FOR OFFICE/STAFF USE ONLY

PERMIT FEES	
	Cost
Development Permit	\$100
Building Permit (supporting more than 1.2m of backfill)	\$100
Safety Codes Fee	
Copies (0.25/copy)	
Other	
TOTAL FEES	

RETAINING WALL DEVELOPMENT REVIEW CHECKLIST For Office Use (Internal) Only	PRE-CHECK ITEMS		
	YES	NO	N/A
Development and Building Permit Form			
Authorization letter if the applicant is not the registered owner			
A copy of the Real Property Report or Plot Plan showing proposed retaining wall(s) and dimensions to property lines, any existing structures, eave line, and scale of drawing.			
Construction drawings (pencil is not acceptable)			
All application forms signed by the applicant			
Address and legal description correct			
Photos of location or site			
Plot Plan matches the Construction Drawings (staple together)			
GENERAL RETAINING WALL REQUIREMENTS			
Are there any utility right-of-way encroachments? If so, refuse (discuss with applicant)			
Is the retaining wall 1.2m or higher in height? If yes, then a BP and engineered drawings are required.			
Erosion Sediment Control Plan needed for every demolition project - please see City of Calgary's website for sample.			
COMMENTS			
DATE & INITIALS			

Last Updated : December 2025

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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).

Road Weight Restrictions

Restrictions to Prevent Road Damage

The City imposes road weight restrictions to prevent damage to our roads. It is the operator's responsibility to be aware of road restrictive weights. Road restrictions may be changed without notice.

Spring Weight Restrictions in Effect March 8, 2016

Please see below for the most up to date restrictions:

Effective March 8, 2016

- **All local roads are 75%** (except as listed below)
- Township Rd 241A 75%
- Range Rd 281 75%
- Range Rd 284 between Township Rd 240 & Chestermere Blvd 50%
- Rainbow Rd South between Township Rd 240 & Rainbow Falls Gate..... **Restricted to 10 Tons**
- Chestermere Blvd..... 100%

Weight Restrictions are as follows:

- Steering axles on tractors 5,500 kgs maximum
- Steering axles on trucks 7,300 kgs maximum
- Single axles 9,100 kgs maximum
- Tridem on LOCAL ROADS 17,000 kgs maximum according to section 9(1)(f)(ii) of the Commercial Vehicle Dimension and Weight Regulations AR 315/2002

Overweight permission may be requested for loads that cannot be broken down via e-mail to Roads@chestermere.ca. Please include the following information in your e-mail:

- Date of move
- Address of move
- Route
- Equipment and vehicles involved

Our hours of operation are 8:00 am to 4:30 pm Monday to Friday. We are closed on Statutory Holidays. Please give as much notice as possible to give us the opportunity to reply.