



**CHESTERMERE**

MAY 2026

**CITY OF CHESTERMERE**  
**APPLICATION & CHECKLIST FOR**  
**NEW COMPREHENSIVE COMMERCIAL**  
**OR MULTI-FAMILY DEVELOPMENT**

<b>OFFICE USE ONLY</b>	
<b>DATE RECEIVED</b>	<b>FILE NUMBER</b> <i>(if applicable)</i>
<b>APPLICATION FEE</b>	<b>RECEIPT #</b>

<b>APPLICATION TYPE</b>	<i>CHECK ALL THAT APPLY</i>
<input type="checkbox"/> Commercial (New Base Building, etc.) <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional (School, Community Building, Place of Worship, etc.) <input type="checkbox"/> Multi-Family Residential (Townhouse, Apartment, Residential Care Facility, etc.)	

<b>APPLICANT INFORMATION</b>	
<b>APPLICANT NAME</b>	<b>COMPANY/BUSINESS NAME</b> <i>(if applicable)</i>
<b>APPLICANT/BUSINESS ADDRESS</b>	<b>PHONE NUMBERS</b> WORK HOME/CELL
<b>CITY/TOWN</b>	<b>POSTAL CODE</b> <b>APPLICANT EMAIL ADDRESS</b>

<b>LANDOWNER INFORMATION</b>	
<i>COMPLETE IF DIFFERENT FROM APPLICANT</i>	
<b>LANDOWNER NAME</b>	<b>COMPANY/BUSINESS NAME</b> <i>(if applicable)</i>
<b>LANDOWNER ADDRESS</b>	<b>LANDOWNER PHONE NUMBERS</b> WORK HOME/CELL
<b>CITY/TOWN</b>	<b>POSTAL CODE</b> <b>LANDOWNER EMAIL ADDRESS</b>

<b>PROJECT INFORMATION</b>	
<b>LAND USE CLASSIFICATION</b> (i.e. R-3, R-4, C)	<b>SITE AREA</b> HECTARES ACRES
<b>LEGAL LAND DESCRIPTION</b>	<b>PROPOSAL DESCRIPTION</b>
<b>URBAN LEGAL</b> (LOT, BLOCK, PLAN)	
<b>RURAL LEGAL</b>	

**NOTE: The list below is a generalized list of requirements and the required information to submit depends on the complexity of the proposal, and to the discretion of the Development Services Department. The application fee is due at the time of application submission.** For additional information please contact the Development Services Department at [planninginfo@chestermere.ca](mailto:planninginfo@chestermere.ca) or 403-207-7075. **All applications can be submitted digitally to [planninginfo@chestermere.ca](mailto:planninginfo@chestermere.ca).**

All the following information is necessary to facilitate a thorough evaluation and timely decision on your application. If the required application information from list of below is indicated as N/A, please comment on why it is exempt. To expedite the evaluation, staff have been instructed to **accept only complete applications**, which require all materials to be clear, legible and precise, and be prepared to professional drafting standards. Should your application be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

REQUIRED APPLICATION INFORMATION	YES	NO	N/A	COMMENTS
Application Form	<input type="checkbox"/>			
Application Fee	<input type="checkbox"/>			
Letter of Authorization	<input type="checkbox"/>			
Certificate of Title(s) (valid within 30 days) with Copies of Registered Instruments	<input type="checkbox"/>			
<b>Cover Letter</b> Including: <ul style="list-style-type: none"> <li>Conformity or non-conformity to applicable guiding policies (i.e. Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan, Outline Plan, and/or Land Use Bylaw)</li> <li>Design narrative of the proposed development concept (i.e. architecture, site layout, landscaping)</li> <li>Where the proposal does not meet the standards of the Land Use Bylaw, provide a rationale for any deficiencies.</li> </ul>	<input type="checkbox"/>			
<b>Digital Material Board</b> (Showing the proposed materials and colours of the development. Can be independent or part of the architectural drawing package)	<input type="checkbox"/>			
<b>Architectural Drawings (PDF)</b> <i>All dimensions must be in metric units, correct to two (2) decimal places, and must include the following:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Standard Information</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Landowner Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Civic Address with Legal Land Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Land Use Designation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Professional Advisor(s) Stamp and Seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
North Arrow, Scale, Legend, Revision Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drawing List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Project Information</b> (coverage, FAR, building area, density, building height, setbacks, bicycle and parking calculations, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Required Drawings</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Context with Key Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Existing Site Survey and Photos</b> (Demonstrating the site and surrounding area including any unique features or aspects - minimum four required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Waste and Recycling Access Routing Plan and Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fire Truck Access Routing and Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Phasing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Site Plan(s)</b> (including information on abutting properties, significant physical features, dimensions, setback lines, right-of-way, property lines, snow removal storage areas, adjacent streets/sidewalks/curb cuts/pathways, corner cuts, crosswalks, medians, signage, fences, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Parking and Access Plan(s)</b> (layout of parking areas with surface material and depth/width of stalls, barrier free stalls, aisle dimensions, number of stalls, location of accesses, circulation road dimensions, drive-thru facilities and stacking spaces, bicycle racks, sidewalks, loading stalls, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Site Detail(s)</b> (curbs, wheel stops, poles, signage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Floor Plan(s)</b> (layout of all walls, room identification, location of doors and windows, storage areas, utilities, seating plans, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Roof Plan(s)</b> (pitch, overhang, eaves, parapet, roof top units with proposed screening, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Cross Section(s)</b> (showing existing and proposed grade, footings, profile of sloping driveways or ramps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Coloured Elevation(s)</b> (exterior of buildings includes all windows, doors, projections, fascia, decorative elements, lighting, finishing material, roof top units, and dimensions for building height with geodetics)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Coloured Streetscape Renderings</b> (Depicting the proposed building(s) façade with existing and/or future proposed adjacent buildings to demonstrate architectural compatibility, site layout, and landscaping)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Site Lighting Drawings (PDF)</b> <i>All dimensions must be in metric units, correct to two (2) decimal places, and must include the following:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Required Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Location of all lighting fixtures and light standards including type and height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Cut sheets of all light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Photometric Analysis/Site Lighting Calculations (may be required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Landscaping Drawings (PDF)</b> <i>All dimensions must be in metric units, correct to two (2) decimal places, and must include the following:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Required Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Natural features of the land, including contours, trees, significant vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Number and location of all trees and shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Type of trees and shrubs (deciduous, coniferous, perennials, or ornamental)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Size at planting and maturity (caliper and height)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Species scientific and common name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Tree and shrub details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Surface treatment of all soft and hard landscaped areas (i.e. grass, pavers, concrete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Total landscaped area broken into soft and hard landscaped areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Total amenity/community space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Proposed decorative features (i.e. gardens, benches, trellis)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Method of irrigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Servicing Drawings (PDF)</b> <i>All dimensions must be in metric units, correct to two (2) decimal places, and must include the following:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Required Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Site Servicing Plan</b> (location of all existing and proposed utilities services such as water, sanitary, sewer, telecommunications, catch basin, hydrants, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Site Grading Plan</b> (existing and proposed site grades, contours and any special topographical features or site conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Stormwater Management Plan</b> (storm drainage facilities such as culverts, catch basins, site of overflow, calculations for the operation of storm water runoff, trap lows, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Erosion Sediment Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Parkade Plan (PDF)</b> <i>All dimensions must be in metric units, correct to two (2) decimal places, and must include the following:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Required Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Location and dimensions of all parking stalls (stall width measured from outside edge of column)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Locations of all columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Location of all lobbies, vestibules, stairways, elevators, mechanical rooms, storage, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Technical Reports:</b> Transportation Impact Assessment (TIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Technical Reports:</b> Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Technical Reports:</b> Biophysical Impact Analysis (BIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Technical Reports:</b> Environmental Site Assessment (ESA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Technical Reports:</b> Railway Acoustic and Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**CERTIFICATION**

I, \_\_\_\_\_, hereby certify that:

- I am the registered owner,
- I am the authorized agent to act on behalf of the registered owner,

and the information given on this form is full, complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

**RIGHT OF ENTRY**

I hereby authorize any City of Chestermere agents to enter the subject land for the purpose of conducting a site inspection in connection with this application for development approval.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**NOTE:** This application does not relieve the owner or the owner’s authorized agent from full compliance with the requirements of any Federal, Provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

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.



**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 STAMP**

(Office use only)

**Permit #** \_\_\_\_\_ (Office use only)

**THE BUILDING PERMIT FEE SHALL BE DOUBLED IF CONSTRUCTION (INCLUDING EXCAVATION) COMMENCES PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.**

**MUNICIPAL ADDRESS:** \_\_\_\_\_ **LOT** \_\_\_\_\_, **BLOCK** \_\_\_\_\_, **PLAN** \_\_\_\_\_ **ZONING** \_\_\_\_\_

**TYPE OF DEVELOPMENT**    Residential    Industrial    Commercial    Institutional    Demolition    Other

IF RESIDENTIAL:    Single Family Dwelling    Semi-Detached Dwelling    Condo/Town    Showhome    Detached Garage    Deck/Stairs    Basement Dev.    Renovation    Addition  
Wood Burning Stove/Fireplace    Demolition    Secondary Suite    Other

IF COMMERCIAL:    New Building    Addition    CRU (Renovation)    CRU (New)    Application For Occupancy (AFO)

Name of Establishment: \_\_\_\_\_

**Note: COMMERCIAL PERMITS REQUIRE ALL NECESSARY SCHEDULES TO BE PROVIDED AS REQUIRED.**

**Estimated Developed Floor Area** \_\_\_\_\_ **Estimated Cost of Construction** \_\_\_\_\_

<b>Owner</b> _____ E-mail address _____	
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____
<b>Contractor</b> _____ E-mail address _____	
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____
<b>Applicant</b> _____ E-mail address _____	
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____

<b>PERMIT FEES</b>	
Development Review Fee	_____
Building Permit Fee	_____
Partial Building Permit Fee	_____
Post & Pad Inspection Fee	_____
Safety Codes Council Fee	_____
Application for Occupancy (AFO) Permit Fee	_____
Water & Sewer Permit Fee	_____
Utility Service	_____
Waste Management Fee	_____
Performance Deposit	_____
Landscaping Deposit	_____
Other	_____
<b>Grand Total:</b>	_____

**TERMS AND CONDITIONS:** This application form must be accompanied by a complete application package (checklist, plot plan, construction drawings, etc.) Notwithstanding, the owner is solely responsible for ensuring compliance with the current National Building Code—Alberta Edition 2023, City of Chestermere current Building Code Bylaw, and Land Use Bylaw. Any contravention of either may result in penalties or other enforcement.

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

**Signature of Owner** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_

**OFFICE USE ONLY:**

Letter of Authorization from Owner

OTHER PERMITS REQUIRED:    Electrical    Gas    Gas Air Test    Gas Fireplace    Plumbing    W&S    PSDS

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.



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

GENERAL INFORMATION (To be completed by the applicant, please print)

Form section containing fields for Business Owner, Business Name, Location Address, Postal Code, Tax Roll Number, Lot(s), Block, Plan, and checkboxes for New, Addition, Interior Alteration, and Exterior Alteration.

TOTAL ESTIMATED VALUE OF CONSTRUCTION \$

Form section containing fields for Applicant's Name, Phone Number, Email, Address, Postal Code, Applicant's Signature, and Date.

FOR OFFICE USE ONLY

Table with columns for drawing types (A-N) and checkboxes for New/Addition, Interior Alteration, and N/A.

ADDITIONAL INFORMATION/COMMENTS

Form section for Development Permit / Business Use and Existing Tenant / No Tenant.

CIRCULATION checkboxes for ALL, ARCHITECTURAL, MECHANICAL, PLUMBING, FIRE, HEALTH, SITE SAFETY, ENERGY CODE REVIEW.

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

LOCATION ADDRESS		
LOT	BLOCK	PLAN

**Commercial / Multi-Family Cost Estimate**

Note: This cost estimate is based on average construction costs to determine the minimum estimated cost for the purpose of permit application, where the provided cost estimate is deemed inaccurate.

Item	Area/Quantity	X	Rate	=	Cost
<b>Group A</b> E.g. Theater, Child Care, Restaurant, School, Arena, Indoor Pool	sq. m.	X	\$3,444	=	
	sq. ft	X	\$320	=	
Tenant Improvement, Addition, Renovation	sq. m.	X	\$2,099	=	
	sq. ft	X	\$195	=	
<b>Group B</b> E.g. Assisted Care, Group Home, Care Facility, Penitentiaries	sq. m.	X	\$4,575	=	
	sq. ft	X	\$425	=	
Tenant Improvement, Addition, Renovation	sq. m.	X	\$1,884	=	
	sq. ft	X	\$175	=	
<b>Group C</b> E.g. Multi-family Housing, - Multi-Plex, Row House, Stacked Units, Apartments	sq. m.	X	\$2,045	=	
	sq. ft	X	\$190	=	
<b>Group D</b> E.g. Personal Services- Banks, Beauty Salon, Offices Mercantile -Shops and Stores	sq. m.	X	\$1,938	=	
	sq. ft	X	\$180	=	
Tenant Improvement, Addition, Renovation	sq. m.	X	\$1,572	=	
	sq. ft	X	\$146	=	
<b>Group E</b> E.g. <u>High Hazard</u> - Distilleries, Spray Painting <u>Medium Hazard</u> - Cold Storage, Repair Garage, Storage, Warehouse <u>Low Hazard</u> - Factories, Workshops, Warehouses, Sales Rooms, Parking Garage, Accessory Buildings	sq. m.	X	\$1,615	=	
	sq. ft	X	\$150	=	
Tenant Improvement, Addition, Renovation	sq. m.	X	\$1,572	=	
	sq. ft	X	\$146	=	
Others (specify – ex., 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 \$10.45	÷ \$1000	=	\$ <small>Minimum of \$100</small>
Partial Permit (optional) <small>(minimum of \$200.00 up to maximum of \$4,516.00)</small>		sq. m.	X	\$1.52	= \$
<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>				=	\$