



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

Municipal Address: _____

Permit #: _____

Zoning: _____

This form must be completed and submitted with all applicable drawings and construction plans.

This application is for a:

- ☐ **New Basement Development (complete Part II only)**
- ☐ **New Secondary Suite, indicate type below:**
- ☐ **Secondary Suite, Principal Dwelling (ex: Basement Suite)**
 - ☐ **Secondary Suite, Principal Dwelling – Attached (ex: Suite in Addition)**
 - ☐ **Secondary Suite, Accessory Building (ex: Suite in Detached Garage)**
 - ☐ **Secondary Suite, Garden (ex: Independent suite detached to the house, same lot)**
- ☐ **Conversion from basement to a secondary suite (complete Parts I and II)**

If conversion: BP # for basement development: _____

Part I - Secondary Suites and Conversions

1. How many bedrooms are proposed in the suite: _____
2. Does the plot plan clearly show the minimum required on-site parking stalls for the principal dwelling (minimum of 2 stalls) and the secondary suite (1 stall per bedroom)? ☐ Yes ☐ No
3. Does the parcel have lane access? ☐ Yes ☐ No – provide lot frontage: _____m.
4. Does the plot show the access route to the entrance of the secondary suite? ☐ Yes ☐ No
5. Type of secondary suite entrance:
 - ☐ New exterior entrance- if so, is it on the: rear ☐ **or** side ☐ and is it ☐ below grade **or** ☐ above grade
 - ☐ Walk out basement entrance
 - ☐ Garage entrance
 - ☐ Garden Suite entrance

BASEMENT DEVELOPMENT SECONDARY SUITE INFORMATION SHEET

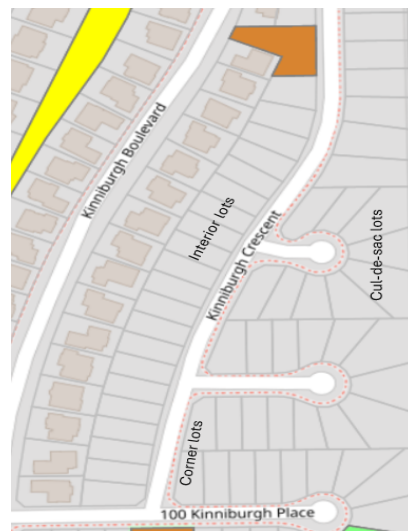
6. For below grade entrance – is there a floor drain? ☐ Yes ☐ No
Are railings shown on your plot plan? ☐ Yes ☐ No
Height of retaining wall: _____ ft/in/m
Distance to closest property line: _____
ft/in/m

7. Type of lot: (see sample image)

- ☐ Interior Lot
☐ Corner Lot
☐ Cul-de Sac Lot
☐ Other: _____

8. Lot Grading:

- ☐ Front to back
☐ Back to front
☐ High point at midpoint
☐ Other: _____



Part II – Secondary Suite and Basement Development:

9. Are there any new windows being proposed? ☐ Yes ☐ No
- If yes, do your construction drawings (plot plan, floor plan, elevations) show the window well dimensions? ☐ Yes ☐ No
- Are the new windows ☐ below grade **or** ☐ above grade
10. Will the furnace room be dry walled (12.7mm) inside and out, including the ceiling with all joints taped?
☐ Yes ☐ No
11. What are you proposing to use as a secondary heat source? ☐ Baseboard Heaters ☐ Fireplaces ☐ Space Heaters ☐ Radiant Floor Heating ☐ Heat Recovery Ventilators (HRV) ☐ Additional furnace (indicate separate ductwork on the drawing) ☐ Electric Heat ☐ Other: _____
(* If in floor heating or electric heating indicate Heat Recovery Ventilator System on drawing)
12. Construction details: (complete information required below)
- Type of wall construction (ex: 2x4 or 2x6) _____
 - Type of ceiling construction _____
 - New door/s construction details: width: _____ ft/in; depth: _____ ft/in.; area: _____ sq ft/sq in
 - New window/s construction details width: _____ ft/in; depth: _____ ft/in.; area: _____ sq ft/sq in WINDOW REQUIREMENTS: Min openable dimension of at least .38m/15" **AND** min openable area .35 sq. M./3.75 sq.ft.
 - Type of bedroom windows ☐ Slider ☐ In Swing
 - Number of Bedrooms: _____
 - Indicate opening dimensions of each window
 - Bedroom 1 window opening dimension: _____ sq ft.
 - Bedroom 2 window opening dimension: _____ sq ft.
 - Type of return air: ☐ 1" clearance under the doors or ☐ air duct in each room
 - ensure that the following are included on your construction plans:

**BASEMENT DEVELOPMENT
SECONDARY SUITE
INFORMATION SHEET**

- i.1. Fireplace: ☐ Yes, a gas fireplace permit is required. ☐ No ☐ N/A
i.2 Bathroom fan: ☐ Yes ☐ No
i.3 Smoke alarm/carbon monoxide detector ☐ Yes ☐ No
i.4 Location of air ducts, heat vents and return air ☐ Yes ☐ No

APPLICANT'S ACKNOWLEDGEMENT:

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.

Signature of Applicant: _____ Date : _____

ATIA/POPA Notification: 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.



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: _____

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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

Exhibit R

2025-07

BUILDING PERMIT # _____

LOCATION ADDRESS		
LOT	BLOCK	PLAN

Residential Cost Estimate - Renovation

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
Addition Area	sq. ft.	X	\$200.00	=	\$
Basement Development	sq. ft.	X	\$45.25	=	\$
Fireplace (Gas/Wood Burning)	Number of units:	X	\$5,475.00	=	\$
Air Conditioning		X	\$5,100.00	=	\$
Garage (Attached)	sq. ft.	X	\$54.15	=	\$
Garage (Detached)	sq. ft.	X	\$51.50	=	\$
Carport	sq. ft.	X	\$44.36	=	\$
Deck or Balcony	sq. ft.	X	\$50.00	=	\$
Porch or Covered Balcony	sq. ft.	X	\$65.50	=	\$
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	÷ \$1000	=	\$ Minimum of \$100
Partial Permit	\$95.00			=	\$
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

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.

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: _____



CHESTERMERE

Electrical Permit Application

DATE RECEIVED STAMP
(office use only)

Applicant Type: ☐ Homeowner ☐ Contractor

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act. A permit may expire if the undertaking to which it applies: (a) is not commenced within 90 days of issue of the permit, (b) is suspended or abandoned for a period of 120 days. An extension can be considered when applied for in writing prior to permit expiry date.

The permit applicant acknowledges that refunds and permit extension requests will be subject to approval.

Owner Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Email: _____

Owner's Signature / Declaration (for residential dwellings only) "I hereby declare I am the owner of the premises in which the work will be conducted and reside or will reside on the property. I am doing the work myself and assume responsibility for compliance with the applicable Act and Regulation. _____"

Contractor Company Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Email: _____

Master Electrician Name

Master Electrician Number

Master Electrician Signature

Project Location in the City of Chestermere:

Municipal Address: _____ Lot _____ Block _____ Plan _____

Description of Work: _____ Total Developed Area: _____ sq ft.

Is the basement included on your scope of work? ☐ Yes; indicate rooms: _____ ☐ No

Value of Labor and Materials (electrical work only): \$ _____

BUILDING TYPE:

- ☐ Single/Semi Detached Dwelling
- ☐ Multi-Family Dwelling
- ☐ Commercial
- ☐ Institutional
- ☐ Industrial
- ☐ Other: _____

TYPE OF WORK:

- ☐ New Work ☐ ** AC Unit _____
- ☐ Renovation (qty, make & model)
- ☐ Connection ☐ ** Solar Panel
- ☐ Temporary Service
- ☐ Other: _____
- ☐ Annual Permit

** Project info sheet required- submit w/ application

SERVICE INFORMATION:

Supply Service Required? ☐ Yes ☐ No

Type of Supply Service: ☐ Overhead
☐ Underground

Service Information: Amps: _____

Volts: _____

Phase: _____

Payment Type: ☐ Cash ☐ Cheque ☐ Credit Card ☐ Debit ☐ Invoice

Permit Fee: \$ _____ + *SCC Levy: \$ _____ = Total Permit Fee: \$ _____

*\$4.50 or 4% of the permit fee maximum \$560.00

** Payment is required before the permit can be issued. Complete and submit the credit card authorization and consent form if you authorize the City of Chestermere to charge the credit card for the fees associated to this permit, otherwise, you will receive a call or an email from the City requesting for payment.

All Safety Codes Inspection Requests must be sent to inspections@chestermere.ca. To find out the updated schedule of inspection, please go to our website at www.chestermere.ca.

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CHESTERMERE

Gas Permit Application

DATE RECEIVED

STAMP

(office use only)

Applicant Type: ☐ Homeowner ☐ Contractor

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act. A permit may expire if the undertaking to which it applies: (a) is not commenced within 90 days of issue of the permit, (b) is suspended or abandoned for a period of 120 days. An extension can be considered when applied for in writing prior to permit expiry date.

The permit applicant acknowledges that refunds and permit extension requests will be subject to approval.

Owner Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Email: _____

Owner's Signature / Declaration (for residential dwellings only) "I hereby declare I am the owner of the premises in which the work will be conducted and reside or will reside on the property. I am doing the work myself and assume responsibility for compliance with the applicable Act and Regulation." _____

Contractor Company Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Email: _____

Gas Fitter/Installer's Name

Gas Fitter/Installer's Certification #

Gas Fitter/Installer's Signature

Project Location in the City of Chestermere:

Municipal Address: _____ Lot _____ Block _____ Plan _____

Description of Work: _____ Total Developed Area: _____ sq ft.

BUILDING TYPE:

- ☐ Single/Semi Detached Dwelling
☐ Multi-Family Dwelling
☐ Commercial
Total BTUs _____
☐ Institutional
Total BTUs _____
☐ Industrial
Total BTUs _____
☐ Other: _____

TYPE OF WORK:

- ☐ New Work
☐ Renovation
☐ Connection
☐ Temporary Service (temp heat/generator)
☐ Annual Permit

RESOURCE USED:

- ☐ Natural Gas
☐ Propane ☐ Other

NUMBER OF OUTLETS: _____ Total

Furnace: _____ Unit Heater: _____
Barbeque: _____ Roof Top Units: _____
Water Heater: _____ Boilers: _____
Space Heaters: _____ Dryers: _____
Other Outlets: _____

☐ Gas Air Test Only

New Gas Line Length ☐ >20ft ☐ <20ft

If the air test inspection fails, a reinspection fee will apply prior to carrying out the reinspection

Advisory Notice: ALL RANGES REQUIRE ANTI-TIP DEVICE AT

Payment Type: ☐ Cash ☐ Cheque ☐ Credit Card ☐ Debit ☐ Invoice *\$4.50 or 4% of the permit fee maximum \$560.00

Permit Fee: \$ _____ + *SCC Levy: \$ _____ = Total Permit Fee: \$ _____

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CHESTERMERE

Plumbing Permit Application

DATE RECEIVED STAMP

(office use only)

Applicant Type: ☐ Homeowner ☐ Contractor

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Owner Name: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Cell: _____ Email: _____

Owner's Signature / Declaration (for residential dwellings only) "I hereby declare I am the owner of the premises in which the work will be conducted and reside or will reside on the property. I am doing the work myself and assume responsibility for compliance with the applicable Act and Regulation." _____

Contractor Company Name: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Cell: _____ Email: _____

Plumber's Name

Plumber's Certification #

Plumber's Signature

Project Location in the City of Chestermere:

Municipal Address: _____ Lot _____ Block _____ Plan _____

Description of Work: _____ Total Developed Area: _____ sq ft.

BUILDING TYPE:

- ☐ Single/Semi Detached Dwelling
- ☐ Multi-Family Dwelling
- ☐ Commercial
- ☐ Institutional
- ☐ Industrial
- ☐ Other: _____

TYPE OF WORK:

- ☐ New Work
- ☐ Renovation
- ☐ Connection

VALUE OF LABOUR & MATERIALS:

(for plumbing work only)

NUMBER OF FIXTURES: _____ Total

Kitchen Sink: _____ Basins: _____
Showers: _____ Laundry: _____
Toilet: _____ Washer: _____
Bathtub: _____ Floor Drain: _____
Grease Traps: _____ Urinals: _____
Bidets/Water Fountains: _____
Other Outlets: _____

Payment Type: ☐ Cash ☐ Cheque ☐ Credit Card ☐ Debit ☐ Invoice *\$4.50 or 4% of the permit fee maximum \$560.00

Permit Fee: \$ _____ + *SCC Levy: \$ _____ = Total Permit Fee: \$ _____

** Payment is required before the permit can be issued. Complete and submit the credit card authorization and consent form if you authorize the City of Chestermere to charge the credit card for the fees associated to this permit, otherwise, you will receive a call or an email from the City requesting for payment.

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