



CHESTERMERE

MAY 2026

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

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

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

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

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

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

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 or 403-207-7075. **All applications can be submitted digitally to 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		☐			
Application Fee		☐			
Letter of Authorization		☐			
Certificate of Title(s) (valid within 30 days) with Copies of Registered Instruments		☐			
Cover Letter Including: - 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) - Design narrative of the proposed development concept (i.e. architecture, site layout, landscaping) - Where the proposal does not meet the standards of the Land Use Bylaw, provide a rationale for any deficiencies.		☐			
Digital Material Board (Showing the proposed materials and colours of the development. Can be independent or part of the architectural drawing package)		☐			
Architectural Drawings (PDF) <i>All dimensions must be in metric units, correct to two (2) decimal places, and must include the following:</i>		☐	☐	☐	
Standard Information		☐	☐	☐	
Title Block		☐	☐	☐	
Landowner Information		☐	☐	☐	
Civic Address with Legal Land Description		☐	☐	☐	
Land Use Designation		☐	☐	☐	
Professional Advisor(s) Stamp and Seal		☐	☐	☐	
North Arrow, Scale, Legend, Revision Table		☐	☐	☐	
Drawing List		☐	☐	☐	
Project Information (coverage, FAR, building area, density, building height, setbacks, bicycle and parking calculations, etc.)		☐	☐	☐	
Required Drawings		☐	☐	☐	
Cover Sheet		☐	☐	☐	
Site Context with Key Plan		☐	☐	☐	
Existing Site Survey and Photos (Demonstrating the site and surrounding area including any unique features or aspects - minimum four required)		☐	☐	☐	

	Waste and Recycling Access Routing Plan and Details	☐	☐	☐	
	Fire Truck Access Routing and Details	☐	☐	☐	
	Phasing Plan	☐	☐	☐	
	Site Plan(s) (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.)	☐	☐	☐	
	Parking and Access Plan(s) (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.)	☐	☐	☐	
	Site Detail(s) (curbs, wheel stops, poles, signage)	☐	☐	☐	
	Floor Plan(s) (layout of all walls, room identification, location of doors and windows, storage areas, utilities, seating plans, etc.)	☐	☐	☐	
	Roof Plan(s) (pitch, overhang, eaves, parapet, roof top units with proposed screening, etc.)	☐	☐	☐	
	Cross Section(s) (showing existing and proposed grade, footings, profile of sloping driveways or ramps)	☐	☐	☐	
	Coloured Elevation(s) (exterior of buildings includes all windows, doors, projections, fascia, decorative elements, lighting, finishing material, roof top units, and dimensions for building height with geodetics)	☐	☐	☐	
	Coloured Streetscape Renderings (Depicting the proposed building(s) façade with existing and/or future proposed adjacent buildings to demonstrate architectural compatibility, site layout, and landscaping)	☐	☐	☐	
	Site Lighting Drawings (PDF) <i>All dimensions must be in metric units, correct to two (2) decimal places, and must include the following:</i>	☐	☐	☐	
	Required Information	☐	☐	☐	
	Location of all lighting fixtures and light standards including type and height.	☐	☐	☐	
	Cut sheets of all light fixtures	☐	☐	☐	
	Photometric Analysis/Site Lighting Calculations (may be required)	☐	☐	☐	
	Landscaping Drawings (PDF) <i>All dimensions must be in metric units, correct to two (2) decimal places, and must include the following:</i>	☐	☐	☐	
	Required Information	☐	☐	☐	
	Natural features of the land, including contours, trees, significant vegetation	☐	☐	☐	
	Number and location of all trees and shrubs	☐	☐	☐	

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

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 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

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 _____

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

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

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Updated May 2026

PERMIT FEES

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 _____

Grand Total: _____

BUILDING PERMIT # _____

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

BUSINESS OWNER

BUSINESS NAME

LOCATION ADDRESS

POSTAL CODE

TAX ROLL NUMBER

LOT(S)

TOTAL AREA OF BUSINESS

sq. m.

sq. ft.

AREA OF CONSTRUCTION

Commercial

sq. m.

Residential

sq. m.

UNIT NUMBER

BUILDING FOOTPRINT AREA

sq. m.

sq. ft.

BLOCK

PLAN

☐ NEW (Base Building)

☐ ADDITION

☐ INTERIOR ALTERATION (Renovation)

☐ EXTERIOR ALTERATION

PROPOSED MAJOR USE (GROUP)
A, A2, A3, A4, B1, B2, B3, C, D, E, F1, F2, F3 (select one)

PREVIOUS PREMISE USE (GROUP)
A, A2, A3, A4, B1, B2, B3, C, D, E, F1, F2, F3 (select one)

MINOR BUILDING USE (GROUP)
A, A2, A3, A4, B1, B2, B3, C, D, E, F1, F2, F3 (select one)

NUMBER OF NEW DWELLING UNITS

NO. OF STOREYS

EXISTING TENANTS

FIRST TENANT

NEW TENANTS

NO TENANTS (Leasehold Improvement)

Building is fully sprinklered?

☐ Yes

☐ No

Building is equipped with fire alarm?

☐ Yes

☐ No

Standpipe and hose system?

☐ Yes

☐ No

Restaurant (if applicable) Seating Capacity: _____

Sprinklers will be altered?

☐ Yes

☐ No

Fire Alarm will be altered?

☐ Yes

☐ No

Municipal Water Supply?

☐ Yes

☐ No

Seating Capacity of Drinking Establishment: _____

TOTAL ESTIMATED VALUE OF CONSTRUCTION

\$

APPLICANT'S NAME (Please print)

PHONE NUMBER

EMAIL

ADDRESS

POSTAL CODE

APPLICANT'S SIGNATURE

DATE

YYYY

MM

DD

FOR OFFICE USE ONLY

REQUIRED: Construction drawings to scale and specifications.

New/Addition

Interior Alteration

N/A

A) SITE PLAN, if applicable) showing the exact location of building, property lines, tenant space within the building, including tenant unit number, floor space and adjacent tenants.

☐

☐

☐

B) ARCHITECTURAL AND/OR STRUCTURAL DRAWINGS
Floor plan, elevations, construction details; Details of new and existing walls, accessibility components, fire safety, washrooms & door schedule (indicating the related fire rating, size, hardware, etc.)

☐

☐

☐

C) MECHANICAL DRAWINGS
HVAC plans and/or equipment lists (including kitchen layout if applicable)

☐

☐

☐

D) ELECTRICAL DRAWINGS
Exit lights, emergency power and fire alarm system

☐

☐

☐

E) PLUMBING DRAWINGS
Plumbing lines

☐

☐

☐

F) GEOTECHNICAL REPORT

☐

☐

☐

G) NEW HOME WARRANTY ([New home warranty | Alberta.ca](#))

☐

☐

☐

H) PARTIAL PERMIT (to proceed with the foundation only)

☐ Yes

sq. m

☐ sq. ft.

☐

☐

☐

I) NECB PROJECT

☐

☐

☐

J) SCHEDULES A, B

☐ ARCHITECTURAL

☐ STRUCTURAL

☐ MECHANICAL

☐ ELECTRICAL

☐ GEOTECHNICAL

☐

☐

☐

K) FIRE SAFETY PLAN ([CFS-Fire-Safety-Plan-Checklist-site-specific.pdf](#))

☐

☐

☐

L) CONSTRUCTION SITE SAFETY PLAN ([Updated Residential Construction Site Safety Best Practices Guide - BILD Calgary](#))

☐

☐

☐

M) ALTERNATIVE SOLUTION/VARIANCE REQUEST FORM ([Building & Utility Permit Application Forms | City Services](#))

☐

☐

☐

N) ENGINEERED DESIGNED DOCUMENTS (any proposed construction components designed outside of the prescribed code)

☐

☐

☐

ADDITIONAL INFORMATION/COMMENTS

DEVELOPMENT PERMIT / BUSINESS USE (previous)

EXISTING TENANT / NO TENANT

DP NUMBER

DP REQUIRED?

☐ Yes

☐ No

CIRCULATION

☐ ALL

☐ ARCHITECTURAL

☐ MECHANICAL

☐ PLUMBING

☐ FIRE

☐ HEALTH

☐ SITE SAFETY

☐ ENERGY CODE REVIEW

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**CHESTERMERE****Exhibit CMF**

2025-07

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
Group A 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	=	
Group 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	=	
Group C E.g. Multi-family Housing, - Multi-Plex, Row House, Stacked Units, Apartments	sq. m.	X	\$2,045	=	
	sq. ft	X	\$190	=	
Group D 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	=	
Group E 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)				=	
Total Estimated Construction Cost				=	\$

Permit Fee Calculation

Total Estimated Construction Cost Round up to the next hundred	\$	x \$10.45		÷ \$1000	=	\$ Minimum of \$100
Partial Permit (optional) (minimum of \$200.00 up to maximum of \$4,516.00)	sq. m.		X	\$1.52	=	\$
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					=	\$