



CHESTERMERE

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					= \$

When to request for a Building Inspection

TYPE OF PROJECT	PROJECT VALUE \$	MINIMUM # OF INSPECTIONS	INSPECTION STAGE
Single Family Dwelling New Home		3	1. FOUNDATION – prior to backfill 2. FRAMING – completed electrical and plumbing rough-ins prior to covering up with insulation and vapour barrier. Ensure fan housing is connected to bathroom vent pipe and sealed. 3. FINAL COMPLETION
Basement Development		2	1. FRAMING – completed electrical and plumbing rough-ins prior to covering up with insulation and vapour barrier. Ensure fan housing is connected to bathroom vent pipe and sealed. 2. FINAL COMPLETION
Addition		2-3	1. FOUNDATION – prior to backfill 2. FRAMING – completed electrical and plumbing rough-ins prior to covering up with insulation and vapour barrier. Ensure fan housing is connected to vent bathroom vent pipe and sealed. 3. FINAL COMPLETION
Detached Garages/Accessory Buildings		at least 1	At the discretion of the Building Safety Codes Officer
Decks		at least 1	Final completion
Solid or Liquid Fuelled Heating Appliances – wood stove, fireplace, etc. (under separate permit)		At least 1	Prior to covering If the house is existing, framing AND final inspections have to be done.
Demolition		1	At the discretion of the Building Safety Codes Officer
Institutions, Commercial, Industrial, Multi-Family	Over \$20,000	at least 2	1. Complete foundation (prior to backfill) OR HVAC rough-in OR 2. Framing , structure (prior to insulation and vapour barrier) AND 3. Final , including HVAC completion

INSPECTION REQUEST PROCESS: Note: A copy of your Building Permit (or placard) is to be posted on the job site and should be visible at all times.

- No issued permit, no inspection.
- A minimum of 48 hours notice is required at all times.
- All requests should be done through email. Please send Inspection email requests at inspections@chestermere.ca
- Please check our website www.chestermere.ca for the updated schedule of inspections; schedules might change without prior notice.
- Additional fees may be charged for any re-inspections beyond the required inspection due to deficiencies or missing documents.
- All inspections will be refused on any lots that are not clearly addressed at all times during the build. A fine of \$100.00 will be assessed for the inspection resulted to "No Entry" and must be remitted prior to re-inspection.