



## 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](http://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 \_\_\_\_\_ ft<sup>2</sup>  \*\*Semi-Detached Dwelling \_\_\_\_\_ ft<sup>2</sup>  \*\*Townhouse \_\_\_\_\_ ft<sup>2</sup>  
 \*\* Show home/Spec Home \_\_\_\_\_ ft<sup>2</sup>  \*\*Secondary Suite \_\_\_\_\_ ft<sup>2</sup>  \*\*Deck (uncovered) \_\_\_\_\_ ft<sup>2</sup>  
 \*\*Hot Tub/Pools (make/model) \_\_\_\_\_ ft<sup>2</sup>  \*\*Addition (covered) \_\_\_\_\_ ft<sup>2</sup>  Basement Development \_\_\_\_\_ ft<sup>2</sup>  
 Interior Renovation \_\_\_\_\_ ft<sup>2</sup>  \*Accessory Building \_\_\_\_\_ ft<sup>2</sup> 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](mailto: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**

## HOT TUB/POOLS PROJECT INFORMATION SHEET

Municipal Address: \_\_\_\_\_ Zoning: \_\_\_\_\_ Permit #: \_\_\_\_\_

**This form must be provided along with drawings/ construction plans. The applicant must put a check mark in the boxes or answer questions for each item listed below**

**This application is for a:**

**Hot Tub**, indicate make and model: \_\_\_\_\_  
 **Swimming Pool**

1. Does the plot plan show the location of the hot tub/ swimming pool  Yes  No, please include
2. Does the plot show the dimensions of the hot tub/ swimming pool  Yes  No, please include
3. Does the plot show distances of the hot tub/swimming pool from the property lines and other structures  
 Yes  No, please include
4. Screening/protection of hot tub/swimming pool:  A cover with a lockable device to prevent access to the water by unauthorized persons  A 1.8m fence surrounding property with self-latching gate.

**APPLICANT'S ACKNOWLEDGEMENT: The applicant is aware that:**

1. Hot tubs, regardless of size, that exceed **0.6m** in water depth are considered swimming pools.
2. Any Hot Tub or Swimming Pool whether they are inflatable or soft sided (temporary or not) that exceeds 0.6m in depth requires a Development Review and a Building Permit.
3. Hot Tubs and Swimming Pools must meet the required setbacks for the Land Use District of accessory buildings in which the proposed swimming pool/hot tub is located.
4. Once the permit is issued, please refer to the permit conditions for further clarification.

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](mailto:atia@chestermere.ca) or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.



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  NoType 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](mailto:inspections@chestermere.ca). To find out the updated schedule of inspection, please go to our website at [www.chestermere.ca](http://www.chestermere.ca).

**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) and 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.

**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)				=	\$
<b>Total Estimated Construction Cost</b>				=	\$

**Permit Fee Calculation**

Total Estimated Construction Cost Round up to the next hundred	\$	x \$9.93	÷ \$1000	=	\$ Minimum of \$100
Partial Permit	\$95.00			=	\$
			<b>Sub Total</b>	=	\$
Safety Codes Council Fee	4% of permit cost (minimum of \$4.50 up to a maximum of \$560.00)			=	\$
			<b>Total Building Permit Fee</b>	=	\$



## 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).