



**MPC MEETING**

**WEDNESDAY APRIL 15, 2015**

**12:30 P.M.**

**MUNICIPAL PLANNING COMMISSION  
WEDNESDAY APRIL 15, – 12:30 PM  
TOWN OF REDCLIFF**

**AGENDA**

- | <u>Pg.</u> | <u>AGENDA ITEM</u>   |
|------------|--|
| 1.         | <b>CALL TO ORDER</b>   |
| 2.         | <b>ADOPTION OF AGENDA</b>  |
| 3.         | <b>PREVIOUS MINUTES</b><br><br>A) Minutes of March 18, 2015 meeting  |
| 4.         | <b>LIST OF DEVELOPMENT PERMITS ADVERTISED</b><br>A) April 7, 2015  |
| 5.         | <b>DEVELOPMENT PERMIT APPLICATION APPROVED BY DEVELOPMENT AUTHORITY</b><br><br>A) Development Permit Application 15-DP-010<br>Roy Link<br>Lot 37-38, Block 14, Plan 1117V (434 Main Street S)<br>Approved: Permit to Stay<br><br>B) Development Permit Application 15-DP-012<br>Robins Nest Development Inc.<br>Lot 8-9, Block 74, Plan 755AD (202 Broadway Avenue E)<br>Approved: Sign<br><br>C) Development Permit Application 15-DP-014<br>Trevor Evans<br>Lot 6, Block 12, Plan 0913590 (1122 9 Avenue SE)<br>Denied: Accessory Building – Detached Garage<br><br>D) Development Permit Application 15-DP-020<br>Lacey Construction<br>Lot 19, Block 13, Plan 0913590 (9430 Manor Place SE)<br>Approved: Single Family Dwelling<br><br>E) Development Permit Application 15-DP-021<br>Goehring Construction<br>Lot 31, Block A, Plan 0012065 (1618 Dirkson Drive NE)<br>Approved: Demolition of building |
| 6.         | <b>DEVELOPMENT PERMITS FOR MPC CONSIDERATION</b><br><br>A) Development Permit Application 15-DP-017<br>Goulet Trucking<br>Lot 12, Block 6, Plan 9811617 (1576 South Highway Drive SE)<br>Truck Terminal and Storage  |

**7. FOR DISCUSSION**

**A) Land Use Bylaw – Re: Development Permit Applications**

**8. ADJOURNMENT**

## MINUTES

G. Smith





## TOWN OF REDCLIFF DEVELOPMENT PERMITS

### NOTICE OF DECISION OF DEVELOPMENT OFFICER

#### DISCRETIONARY USES:

##### Development

Permit Application#	Details
---------------------	---------

15-DP-014	Lot 6, Block 12, Plan 0913590 (1122 9 Avenue SE) <b>DENIED:</b> Accessory Building - Detached Garage
15-DP-019	Lot 31-33, Block 2, Plan 1117V (922 2 Street SE) <b>APPROVED WITH CONDITIONS:</b> Home Occupation - Portable Agricultural Mechanic

A Development Permit for a Discretionary Use does not take effect until fourteen (14) days after the date of this notice provided that no Appeals have been registered with this office.

Persons claiming to be affected by a Development Permit for a Discretionary Use may appeal to the Subdivision and Development Appeal Board by submitting a \$100.00 fee, and written notice stating reasons for the Appeal to the Town Manager within fourteen (14) days after this notice is published.

#### Permitted Uses - For Information Only:

##### Development

Permit Application#	Details
---------------------	---------

15-DP-13	Lot 2, Block 12, Plan 0913590 (1106 9 Avenue SE) <b>APPROVED:</b> Single Family Residence
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\*Note: No appeal is available for the issuance of a Development Permit for a permitted use unless provisions of the Land Use Bylaw have been relaxed, varied, or misinterpreted.

Brian Stehr, Development Officer



# DEVELOPMENT PERMIT

Application # 15-DP-17Roll # 0188840

## APPLICATION SECTION

Property Owner:		Mailing Address / PO Box		
Greenplace Holdings		Box 195		
Phone	Fax	City	Prov	Postal Code
548-3857	548-6359	Redcliff	AB	T0J 2P0
Applicant / Contractor / Agent: Owner:		Mailing Address / PO Box		
Goulet Trucking		#240-675 8 Street. N.E		
Phone	Fax	City	Prov	Postal Code
514-0532		Calgary	AB	T2E 7H7

## PROJECT LOCATION

Civic (Street) Address of the Property on which the development is to be affected:		1576 South Highway Dr. SE	
Lot(s)	Block	Plan	
12	6	9811617	

## PROJECT INFORMATION

Description of Proposed Development			
Change of Use - Truck Terminal and Storage			
<input type="checkbox"/> Home Occupation <input type="checkbox"/> Property Improvements <input type="checkbox"/> Signage <input type="checkbox"/> Temporary changes			
<input type="checkbox"/> Basement Development <input type="checkbox"/> Demolition <input type="checkbox"/> Other			
Proposed Setbacks	Front	Rear	Estimated Value of Project: \$ _____
Flankage	Left Side 105'	Right Side 75'	
Parcel Size	Number of Units		
5,143.54 m <sup>2</sup>	1		
Land Use District	C-HWY		
Is the development near slopes of 15% or greater		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Start Date		Estimated Completion Date	
Applicant/Owner Signature			
Application Date		March 20, 2015	
<input type="checkbox"/> Permitted Use		<input type="checkbox"/> Dev. Officer Discretionary	<input type="checkbox"/> Discretionary Use (MPC)

### IMPORTANT NOTES:





# DEVELOPMENT PERMIT

Application # 15-DP-017

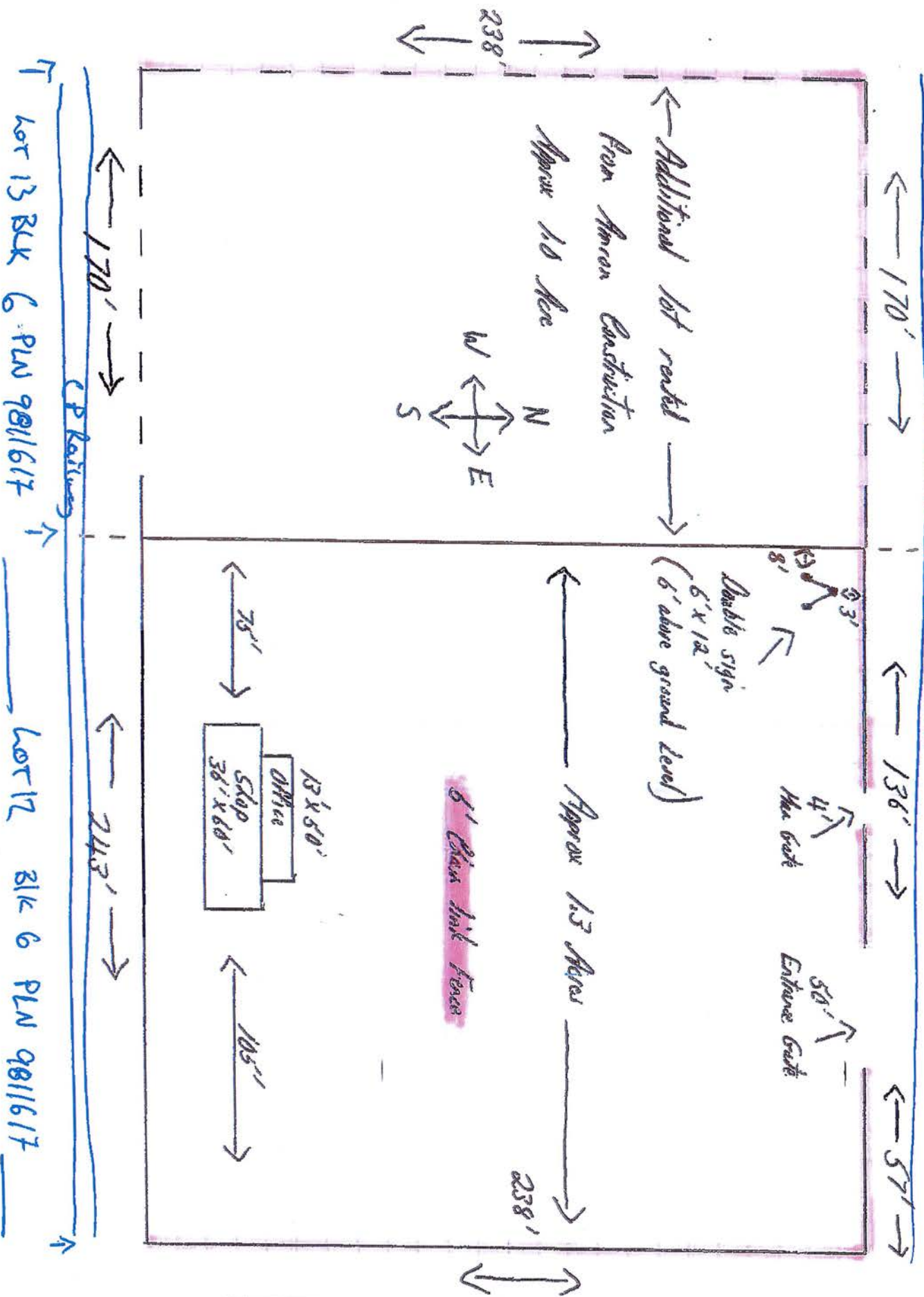
Roll # 0188840

1. In addition to completing this form, and application for a Development Permit shall be accompanied by the following information, where relevant:
  - a. Site plan showing the legal description, existing and proposed buildings, front, rear and side yards. Any provisions for off street loading and/or vehicle parking, site plan to be accurate at a scale to the satisfaction of the Development Officer.
  - b. Floor plans and elevations, preferably on 11" x 17" inch paper.
  - c. A statement of uses and, in the case of development proposed in an industrial area, a statement indicating the manner in which the applicant intends to conform to any performance standards applicable.
2. A Development Permit does not become effective until the time for appeal has expired (14 days) or until such appeal has been determined.
3. If the development authorized by a permit does not commence within 12 months from the date of its issue, the permit ceases to be valid.
4. Failure to complete this form fully and to supply the required information and plans may mean that this application for a permit will not be considered and may cause delays in the processing of the application.
5. This is **not** a **Building Permit**, **Occupancy Permit** or **Business License**. Any approvals granted regarding this application does not excuse the applicant from complying with requirements of Federal, Provincial or other municipal legislation, or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

**PRIVACY:** This information is being collected under the authority of the Town of Redcliff Building and Development Permit Bylaw, Town of Redcliff Land Use Bylaw, the Municipal Government Act and the Freedom of Information and Protection of Privacy Act. This information will be used to process your application and may be used to provide statistical data. This information may also be used for taxation and assessment purposes. This information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the Town of Redcliff F.O.I.P.P. Coordinator at (403) 548-3618.

## PERMIT VALIDATION SECTION (to be completed by the Development Officer)

Approved <input type="checkbox"/>	Approved with Condition(s) <input type="checkbox"/>	Refused <input type="checkbox"/>
Conditions Note: (see attached Development Permit Report)		
Issuing Officers Name:		
Issuing Officer's signature	<i>Brian W. Stehr</i>	
Date of Decision:	Date of Issue:	
Date Permit Fee Paid: <i>March 29/15</i>	Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Debit	
Permit Fees: \$ <i>130.00</i>	Receipt # <i>301981</i>	







Dean Pylypchuk  
Manager – Business & Corporate  
Development  
403.514.0956  
[dpylypchuk@torqenergy.com](mailto:dpylypchuk@torqenergy.com)

March 9, 2015

**Via Email**

Town of Redcliff  
PO Box 40, 1-3<sup>rd</sup> Street NE  
Redcliff, AB, T0J 2P0

Attention: Mr. Brian Stehr

**Re: Change of Use**

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Pursuant to our discussions, Torq Energy Logistics Ltd. ("Torq") on behalf of Goulet Trucking is pleased to provide the town of Redcliff, AB our information regarding a change of use on the property.

As was our understanding, a RV storage facility was on the premises prior to our becoming the tenant, we would like the Town of Redcliff to consider the use of an Logistics/Trucking use. We currently have between 2-4 employees on the premises. Our hours of operation are from 7am til 7pm, with exceptions to extend hours as business requires. The main business activaties that are involved for our operations at the premises would include but not limited to trailer storage, minor truck repair including light maintenance break repair and maintenance.

We trust this will give the Town of Redcliff a better understanding of Goulet Trucking as we are proud to be part of the community.

We look forward to working with the town of Redcliff in the near future. If you have any further questions or require further information, please feel free to contact us.

Sincerely,  
Torq Energy Logistics Ltd.

Dean Pylypchuk  
Manager Business & Corporate Development

Tel: 403. 514.0956; Fax: 403.295.7121  
240, 6715 - 8<sup>th</sup> Street NE  
Calgary, AB T2E 7H7



# GIS Mapping -Civic Map



\*All dimensions are in meters unless shown otherwise.

Date: 4/7/2015



**TOWN OF REDCLIFF**

*Greenhouse Capital of the Prairies*

## **CAUTION**

INFORMATION CONTAINED IS FOR GRAPHICAL PURPOSES ONLY AND IS COMPILED FROM THE BEST AVAILABLE RESOURCES. NOT BASED ON ACTUAL SURVEY.

# **Development Permit Application**

## **Background Information / Review**

**Date:** March 7, 2015

<b>Applicant:</b>	Goulet Trucking
<b>Civic Address:</b>	1576 South Highway Drive SE
<b>Legal Address:</b>	Lot 12, Block 6, Plan 9811617
<b>Land Use:</b>	C-HWY Highway Corridor
	Commercial District
<b>Development Officer:</b>	Brian Stehr

### **Background:**

Goulet Trucking has submitted a Development Permit Application for a Change of Use at 1576 South Highway Drive SE.

I have reviewed the Development Permit Application and note the following:

1. The Applicant has defined the new use as a Truck Terminal and Storage as per the Land Use Bylaw.
2. The Land Use Bylaw defines a Truck Terminal and Storage as
  - a. *A facility for the purpose of transporting and/or storing of goods and the dispatching of trucks and tractor-trailers for transporting said goods.*
3. In the C-HWY a Truck Terminal and Storage use is a ***Discretionary Uses – Commission***.
4. The Land Use Bylaw Section 52 *Entrances and Exits for Vehicles* states:
  1. *Every lot shall have at least one access point from a public roadway*
  3. *The Design, number and location of entrances and exits for vehicles shall be approved by the Development Authority based upon the site layout, potential traffic generation and public road facilities.*
5. The Town of Redcliff's Design Guidelines requirements are:
  - 7.7 Road Approaches
    - II. *A residential approach shall not exceed eight (8.0) metres in width; an industrial lot approach shall not exceed fifteen (15.0) metres in width. Any deviation from these maximum widths requires the approval of the Town Engineer*
    - III. *All approaches shall be constructed to the same structure as the adjoining roadways, with asphalt surfacing extending to the following limits:*
      - *Low-density residential – 1.5 m past road shoulder,*
      - *High-density residential – 6.0 m past road shoulder,*
      - *Industrial/commercial – to property line*

*For commercial and industrial approaches in areas without curb and gutter, the maximum approach width shall be 15m. Approach widths of greater than 15m must be approved by the Town Engineer. The flares are to be maintained within the property lines and the radii of the flares should be at least 12.25m to accommodate truck turning movements.*

I discussed the approximate cost of an approach with the Manager of Engineering. K. Minhas estimated that the cost of the approach would be approximately \$5000.00 +/- 20%.

It is the recommendation of the Development Officer that Development Permit Application 15-DP-017 be APPROVED with the following conditions:

1. The maximum width of the approach shall be 15.0 m as per the Town of Redcliff's Design Guidelines.
2. The approach shall be constructed and hard-surfaced to the Town of Redcliff's Design Guidelines within six (6) months of approval of the Development Permit.
3. Payment of a security deposit in the amount of \$5,000.00. The security deposit will be refunded upon a satisfactory inspection of the approach by the Development Officer.





# DEVELOPMENT PERMIT

Application # 15-DP-025Roll # 0275200

## APPLICATION SECTION

Property Owner:		Mailing Address / PO Box		
Demke Enterprises LTD		8-1500 South Highway Dr SE		
Phone	Fax	City	Prov	Postal Code
403-548-3137	403-548-3153	Redcliff	AB	T0J 2P0
Applicant / Contractor / Agent: Owner:		Mailing Address / PO Box		
Same as above				
Phone	Fax	City	Prov	Postal Code

## PROJECT LOCATION

Civic (Street) Address of the Property on which the development is to be affected:		939 Manor Place SE	
Lot(s)	Block	Plan	
20	13	09/3590	

## PROJECT INFORMATION

Description of Proposed Development			
Single Family Dwelling			
<input checked="" type="checkbox"/> Home Occupation <input checked="" type="checkbox"/> Property Improvements <input type="checkbox"/> Signage <input type="checkbox"/> Temporary changes			
<input type="checkbox"/> Basement Development <input type="checkbox"/> Demolition <input type="checkbox"/> Other			
Proposed Setbacks	Front	Rear	Estimated Value of Project:
	6.17	4.38	
Flankage	Left Side	Right Side	\$400,000
	1.52	2.08	
Parcel Size		Number of Units	
		One	
Land Use District			
R-1			
Is the development near slopes of 15% or greater		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Start Date		Estimated Completion Date	
May 4, 2015		Oct 9, 2015	
Applicant/Owner Signature			
Application Date			
April 9/15			
<input type="checkbox"/> Permitted Use		<input type="checkbox"/> Dev. Officer Discretionary	
		<input checked="" type="checkbox"/> Discretionary Use (MPC)	





# DEVELOPMENT PERMIT

Application # 15-DP-025

Roll # 0275200

## IMPORTANT NOTES:

1. In addition to completing this form, and application for a Development Permit shall be accompanied by the following information, where relevant:
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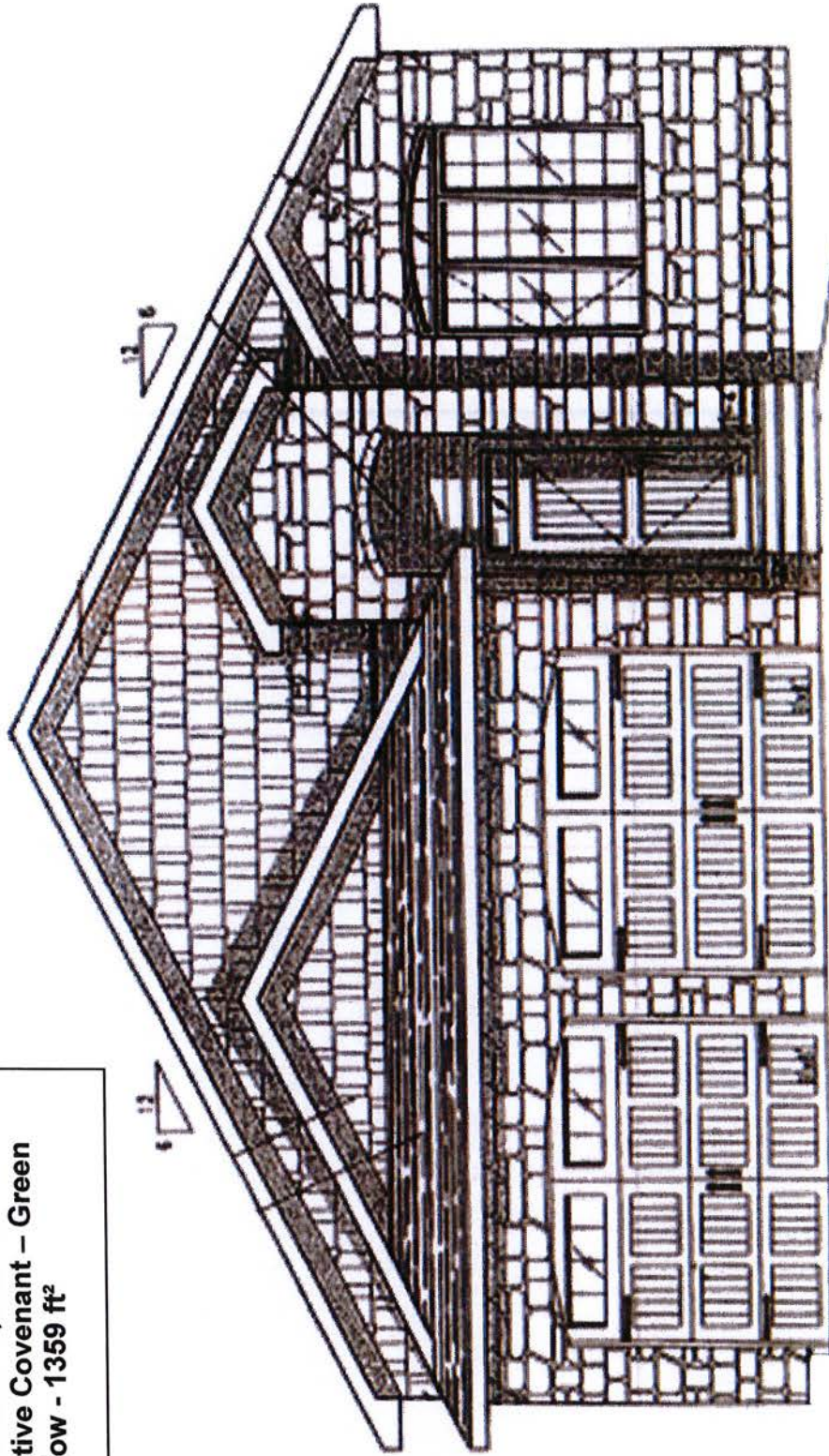
**PRIVACY:** This information is being collected under the authority of the Town of Redcliff Building and Development Permit Bylaw, Town of Redcliff Land Use Bylaw, the Municipal Government Act and the Freedom of Information and Protection of Privacy Act. This information will be used to process your application and may be used to provide statistical data. This information may also be used for taxation and assessment purposes. This information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the Town of Redcliff F.O.I.P.P. Coordinator at (403) 548-3618.

PERMIT VALIDATION SECTION (to be completed by the Development Officer)		
Approved <input type="checkbox"/>	Approved with Condition(s) <input type="checkbox"/>	Refused <input type="checkbox"/>
Conditions Note: (see attached Development Permit Report)		
Issuing Officers Name: <u>Brian Stehr</u>		
Issuing Officer's signature	<u>Brian W. Stehr</u>	
Date of Decision:	Date of Issue:	
Date Permit Fee Paid: <u>April 9/15</u>	Payment Method <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Debit	
Permit Fees: \$ <u>100.00</u>	Receipt # <u>302854</u>	



# 939 Manor Place

Lot 20, Block 13, Plan 0913590  
Restrictive Covenant – Green  
Bungalow - 1359 ft²



Asphalt Shingles: Black (IKO Cambridge)  
Exterior Finish: Estate Grey (Royal Crest Vinyl Siding)  
Trim: Black (Royal)  
Cultured Stone: Almond Buff – Ready Stack (Kodiak)  
Percentage of Brick: 80%

# APPLICATION SUBMISSION

## Roof

Material	Manufacturer	Series	Colour
Asphalt	Iko	Cambridge	Black

## Walls-General

Material	Manufacturer	Series	Colour
Vinyl	Royal.		Estate Grey

## Walls-Secondary

Material	Manufacturer	Series	Colour
----------	--------------	--------	--------

## Brick or Stone

Material	Manufacturer	Colour
Cultured Stone	Kodak	Almond Buff, Ready Stack

## Trim

Material	Manufacturer	Colour
Aluminum	Royal	Black

## Fascia

Material	Manufacturer	Colour
Aluminum	Royal	Black

## Soffits

Material	Manufacturer	Colour
Aluminum	Royal	Black

## Rainware

Material	Manufacturer	Colour
Aluminum	Royal.	Black.

80% Stone  
Front

## Entry Doors

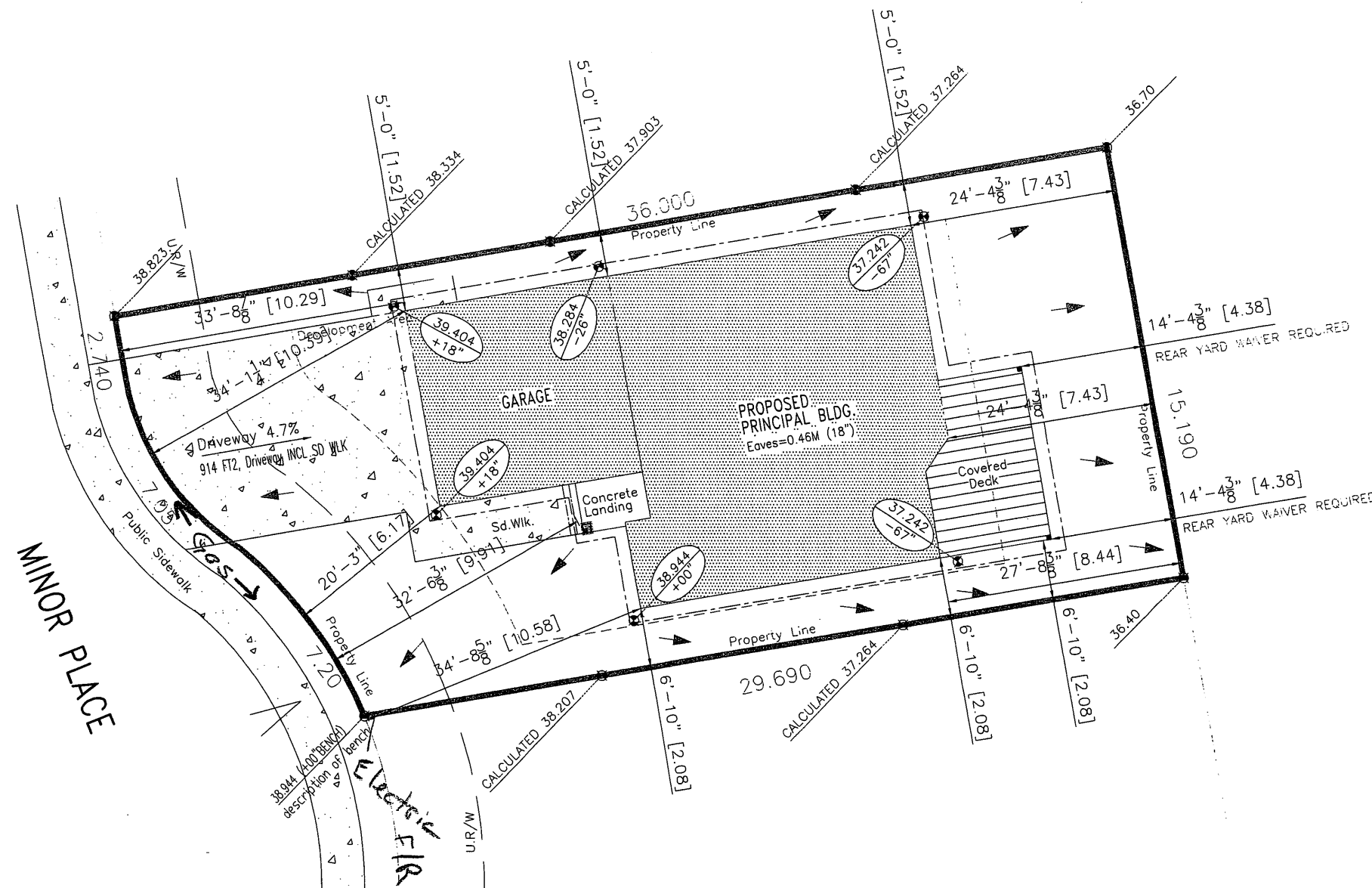
Material	Manufacturer	Colour
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## Garage Door

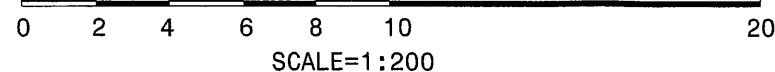
Material	Manufacturer	Colour
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## Driveway

Material	Manufacturer	Colour
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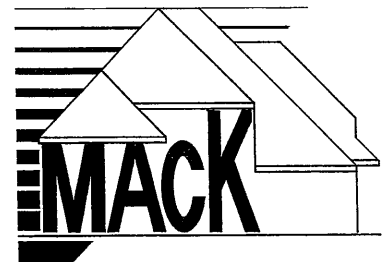


NOTE! Unless Otherwise Specified:  
Dimensions Shown on This Sketch are From Foundation to Property Line



## 17

# PRIME CONSULTANT



ARCHITECTURAL  
DESIGN  
CONSULTANTS

*"Designers of Fine Custom Homes"*

- Custom Home Planning
- Additions & Renovations

2808 48 Avenue South  
Lethbridge, Alberta  
T1K-7B3

Office: 403-329-6106

richjamesmack@gmail.com

*This Copyright Drawing is the Property of  
MACK ARCHITECTURAL DESIGN CONSULTANTS.  
Plans are to be Used for Construction at  
the Address Listed in the Drawings Only.*

DWG. Reference #: 1-10-15-B

DWG. Status: WORKING DRAWING - 11x17 Paper

Client: AMRON HOMES

Project Address: 939 MANOR PLACE  
REDCLIFF, AB.

Project Description: ONE STOREY  
SINGLE FAMILY DWELLING

Major Occupancy Classification: GROUP C - RESIDENTIAL OCCUPANCIES

Page Index: ARCHITECTURAL DRAWINGS

1	SITE PLAN
2	FOUNDATION PLAN & LOWER FLOOR LEVEL
3	MAIN FLOOR LEVEL
4	EXTERIOR ELEVATIONS
5	EXTERIOR ELEVATIONS
6	CROSS SECTIONS
7	CROSS SECTIONS
8	ELECTRICAL LAYOUTS
9	CROSS SECTION WALL DETAILS
10	DETAILS
11	SPECIFICATIONS
12	WINDOWS, STAIRS, DOORS

DATE

REVISIONS / NOTES

DWG. Status Log: MARCH 30, 2015

Issued for Construction

# GENERAL CONTRACTOR



STILL SETTING THE STANDARD

#8 1500 South Highway Dr.  
Redcliff, Alberta  
T0J-2P0

Office: 403-548-3137

Cellular: 403-952-0963

Fax: 403-548-7200

Contact: Rob Cook

Email: cook@amronhomes.com

*Exclusive Property of Amron Homes*

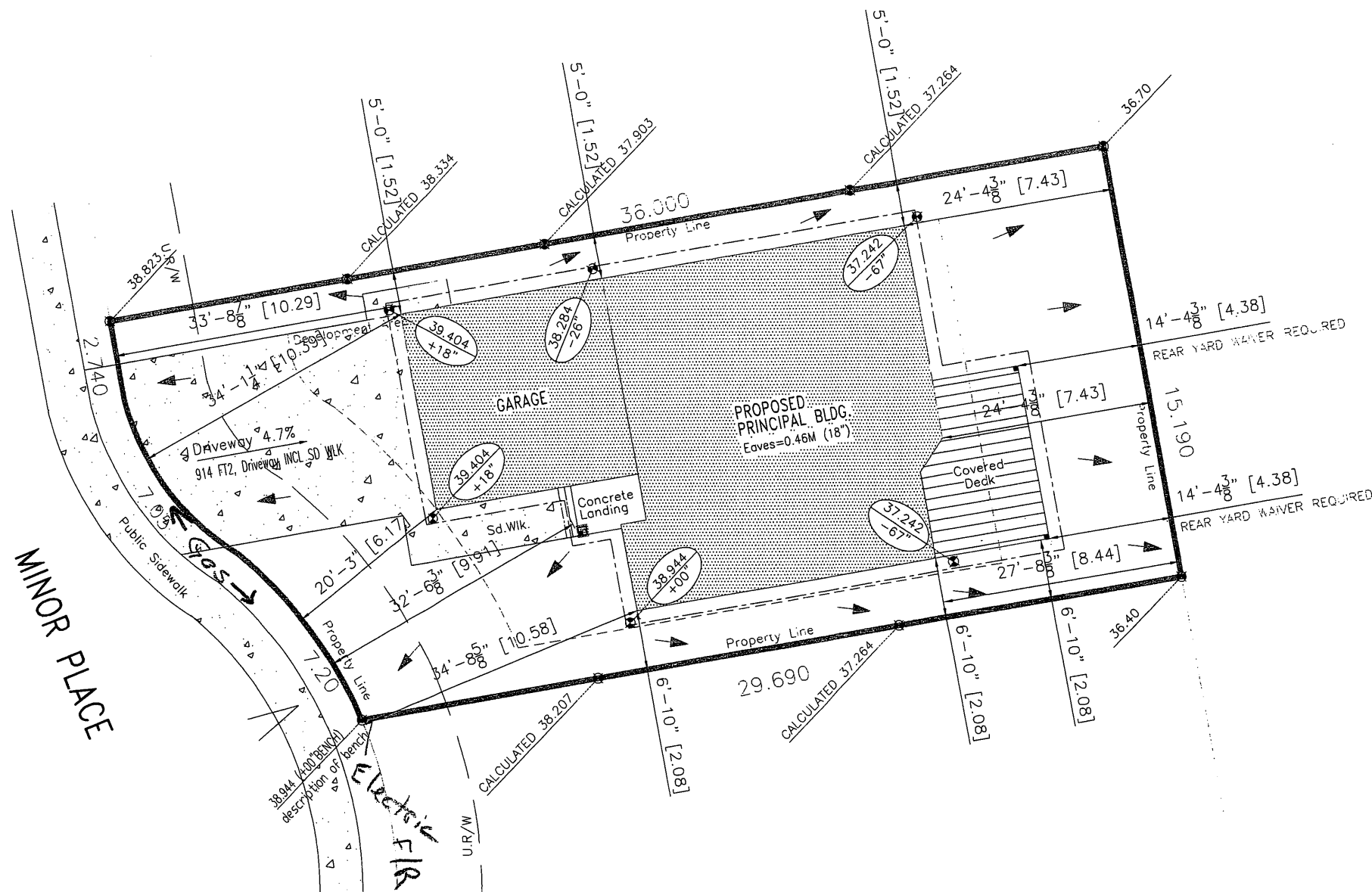
*Any Duplication in Whole or Part  
is Strictly Prohibited. Patent Pending.*

DWG. Status: WORKING DRAWING - 11x17 Paper

Model: CUSTOM HOME FOR THE SALAMON'S

Project Address: 939 MANOR PLACE  
REDCLIFF, AB.

RECEIPT GARAGE ON OPPOSITE SIDE  
OF SUGGESTED DRIVEWAY LOCATION



MARCH 30, 2015  
**SKETCH SHOWING IMPROVEMENTS TO PROPERTY**  
WORKING DRAWING - 11x17 Paper

NOTE! Unless Otherwise Specified:  
Dimensions Shown on This Sketch are From Foundation to Property Line

0 2 4 6 8 10 20  
SCALE=1:200



#### PROPERTY DESCRIPTION

Lot: 20  
Block: 13  
Plan: 091 3590  
Address: 939 MANOR PLACE  
Municipality: REDCLIFF, AB.  
Zone: R-1  
Arch Control:

#### PRINCIPAL COVERAGE

Lot Area: 508.4 M<sup>2</sup>/5,473 FT<sup>2</sup>

Principal Building: 1,359 FT<sup>2</sup>

Attached Garage: 544 FT<sup>2</sup>

Veranda: 45 FT<sup>2</sup>

Covered Deck: 239 FT<sup>2</sup>

Total Coverage: 2,187 FT<sup>2</sup> % of Coverage: 40%

#### FOOTING NOTES

- Elevations are Referenced with Datumline
- All Footings are Referenced to the U/S of Footing
- See Page 11 for Footing Specifications
- Garage Footing: Fig.1 = 38.182 (-30")
- Garage Step Footing: Fig.2 = 37.572 (-54")
- Garage Step Footing: Fig.3 = 37.064 (-74")
- House Footing: Fig.3 = 37.064 (-74")
- House Step Footing: Fig.4 = 36.455 (-98")
- House Step Footing: Fig.5 = 35.845 (-122")

#### TOP OF FLOOR

		Floor Description
Main	T/S Main Floor	40.589 (+64.75")
	T/S Upper Flr.	000.00 (+00")
Basement	T/S Conc. Floor	37.344 (-63")
	(Architectural Floor Reference)	
Garage	T/S Conc. Floor	39.404 (+18")
	Geodetic Floor Elevation	

#### FINISH GRADE MARK

Geodetic Metric Elevation Finish Grade: 000.00 (+00")

Architectural Finish Grade in Inches:  
Referenced From Benchmark Specified

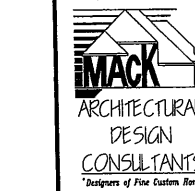
#### LEGEND

Property Line	Driveway Location
Development Area	Street Light
Building Outline	Hydrant
Roof Overhang	Transformer
Concrete Sidewalk or Driveway	Telus
U.R./W	
Fence Line	

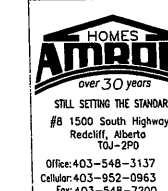
#### GRADE NOTES

- The Information Contained within this Siteplan is Based on Construction Design Information. All Lot Grading and Sanitary Sewer Inverts Should be Field Confirmed Prior to Any on Site Development.
- 10% Slope for the First 2.0M (6'6") Away from Foundation
- 2% Slope on Remainder of Lot to Property Line
- Driveways Min. 4% Slope, Max. 7.5% Slope
- Walkways Min. 2% Slope, Max. 10% Slope
- Roof Drainage Should Discharge on a Approved Splash Pad Set @ Min.10% Slope, 2.0M Away

Prime Consultant



General Contractor



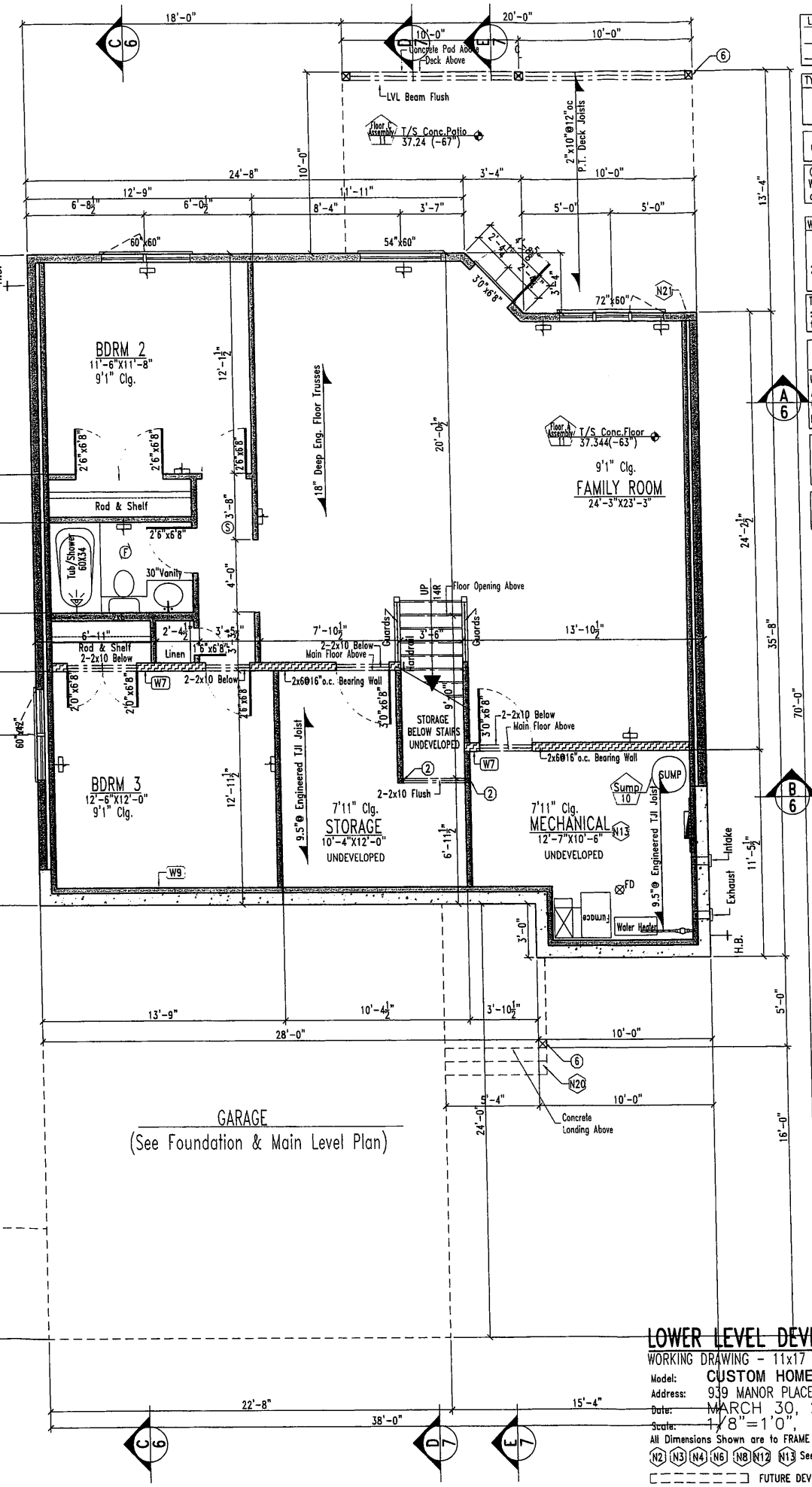
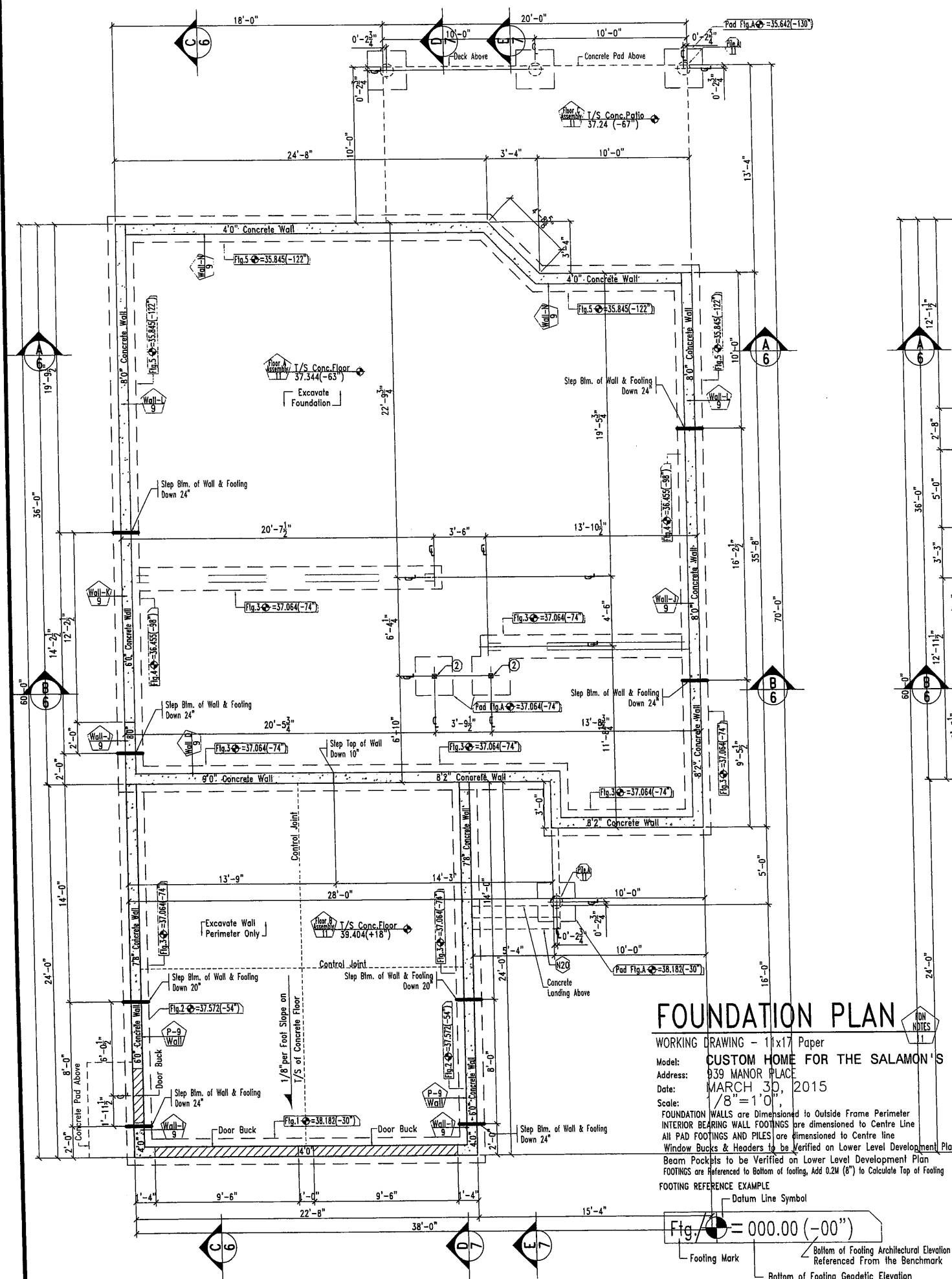
Dwg.No.

1-10-15-B

Sheet No.

19





**GENERAL NOTES**

LINE TYPES: Floor Outline, Ceiling Line, Roof Line

**TYPICAL DRAWING SYMBOLS**

See Symbols 11

**SUPPLEMENTAL EXHAUST**  
 Vent to Out Side

**SMOKE DETECTOR**  
 Wired in & Have Battery Back Up  
 cw Carbon Monoxide Detection

**WINDOW & DOOR HEADERS**  
 HDR-12  
 2x10 Below Header

**TRUSSES AND STRUCTURAL**  
 See Engineered Truss Plans for Floor Truss Design

**STRUCTURAL POST**  
 See Page 11  
 Unless Otherwise Specified, All Load Bearing Beams to be Supported with Minimum Post (2) As Specified

**CABINETS**  
 Refer to Cabinet Supplier for Final Drawings of Cabinets and Appliance Locations.

**WINDOWS**  
 Mount Lower Level Windows  
 Transom Height - Typical

**SYMBOLS:**

MARK	SPECIFICATION
△	FLOORS

See Page 11 For Symbols Description

**DETAIL SYMBOL**  
 Detail - Detail Mark  
 9 - Page

**CROSS SECTION SYMBOL**  
 View Direction  
 A - Mark  
 10 - Page

**General Contractor:**  
**AMRON HOMES**  
 over 30 years  
 STILL SETTING THE STANDARD  
 #8 1500 South Highway Dr.  
 Redcliff, Alberta  
 T0J-2P0  
 Office: 403-548-3137  
 Cellular: 403-952-0963  
 Fax: 403-548-7200  
 Contact: Rob Cook  
 Email: cook@amronhomes.com  
 Exclusive Property of Amron Homes  
 Any Duplication in Whole or Part is Strictly Prohibited. Patent Pending.

**Client:**  
 AMRON HOMES

**Scale:**  
 AS NOTED

**Date:**  
 MARCH 30, 2015

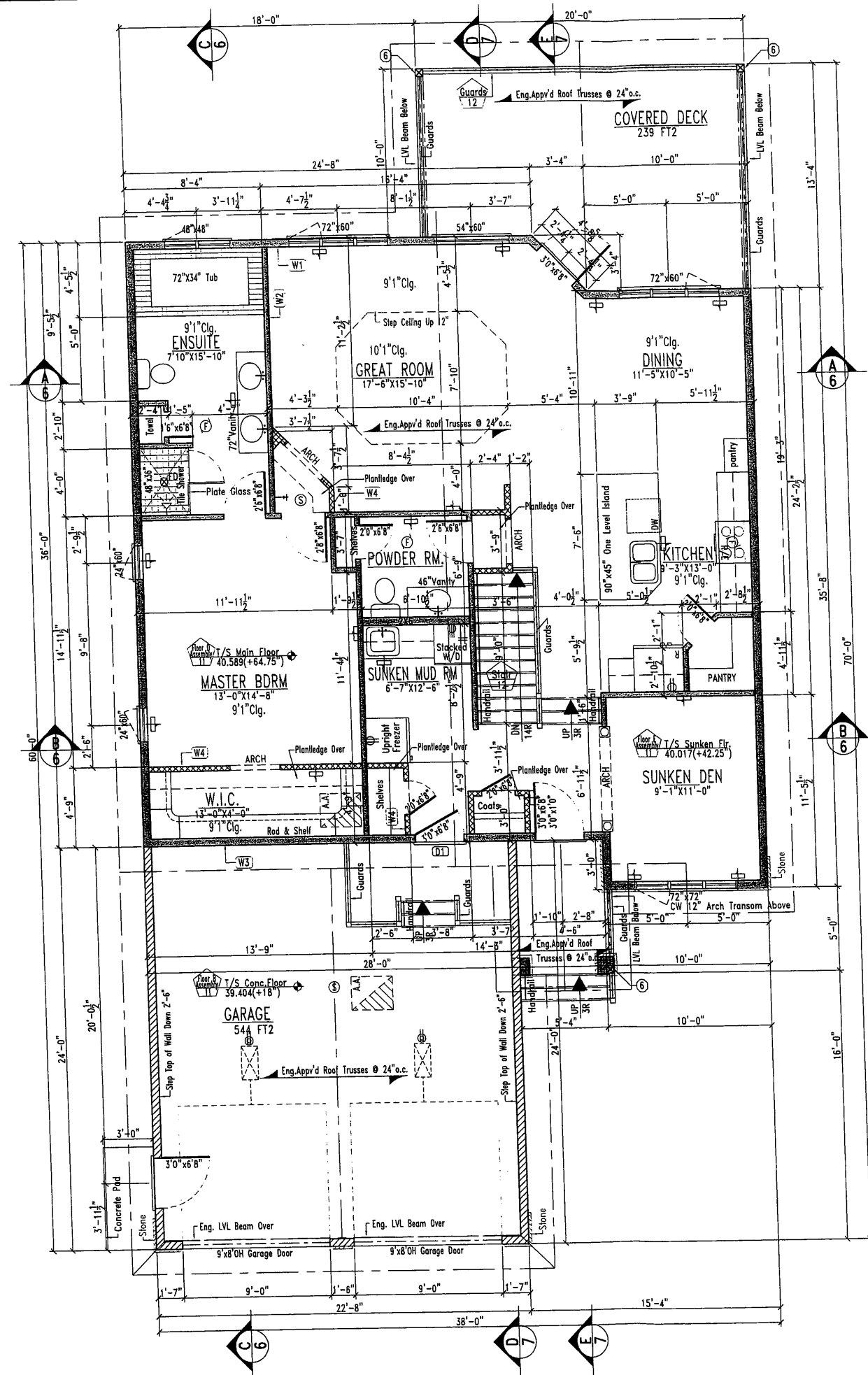
**Dwg. No.:**  
 1-10-15-B

**Design By:** AMRON STOCK  
**Prelim By:** RM  
**Finish By:** CB  
**Check By:** RJM

**Sheet Title:**  
 FOUNDATION PLAN & LOWER FLOOR LEVEL

**Sheet No.:**  
 2





# **MAIN LEVEL FLOOR PLAN 1,359 FT2**

WORKING DRAWING - 11x17 Paper  
 Model: CUSTOM HOME FOR THE SALAMONS  
 Address: 939 MANOR PLACE  
 Date: MARCH 30, 2015  
 Scale: 1/8"=1'0"  
 All Dimensions Shown are to FRAME Unless Otherwise Noted  
 (N1) (N2) (N3) (N4) (N5) (N6) (N7) (N8) (N9) (N10) (N11) (N12) (N13) See Page 11

GENERAL NOTES	
LINE TYPES	— Floor Outline --- Ceiling Line --- Roof Line
TYPICAL DRAWING SYMBOLS	
See	Symbol
Ⓢ	SUPPLEMENTAL EXHAUST Vent to Out Side
Ⓢ	SMOKE DETECTOR Wired In & Have Battery Back Up cw Carbon Monoxide Detection
See	Stair 12
CABINETS	Refer to Cabinet Supplier for Final Drawings of Cabinets and Appliance Locations.
DOORS	See Doors 12
WINDOW & DOOR HEADERS	2x10 Below Header Unless Otherwise Specified
WINDOWS DETAILS	Window 12
WINDOWS	Mount Main Floor Windows Transom Height - Typical
STRUCTURAL POST	See Page 11
Unless Otherwise Specified, All Load Bearing Beams to be Supported with Minimum Post ② As Specified	
TRUSSES AND STRUCTURAL See Engineered Truss Plans for Floor & Roof Design	

Prime Consultant:

**MACK ARCHITECTURAL DESIGN CONSULTANTS**  
*"Designers of Fine Custom Homes"*  
 • Custom Home Planning  
 • Additions & Renovations  
 2808 48 Avenue South  
 Lethbridge, Alberta  
 T1K-7B3  
 Office: 403-329-6106  
 richjamesmack@gmail.com  
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**NOTE:**  
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 2x6 Wall Shown 5.5" Thick  
 2x8 Wall Shown 7.5" Thick  
 See Page 11 for Wall Type Legend

Symbols:

MARK	SPECIFICATION
△	FLOORS
See Page 11	For Symbols Description

**DETAIL SYMBOL**  
 Detail Mark  
 9 --- Page

**CROSS SECTION SYMBOL**  
 View Direction  
 A --- Mark  
 10 --- Page

General Contractor:

**AMRON HOMES**  
*over 30 years*  
 STILL SETTING THE STANDARD  
 #8 1500 South Highway Dr.  
 Redcliff, Alberta  
 T0J-2P0  
 Office: 403-548-3137  
 Cellular: 403-952-0963  
 Fax: 403-548-7200  
 Contact: Rob Cook  
 Email: cook@amronhomes.com  
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Client:  
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Scale:  
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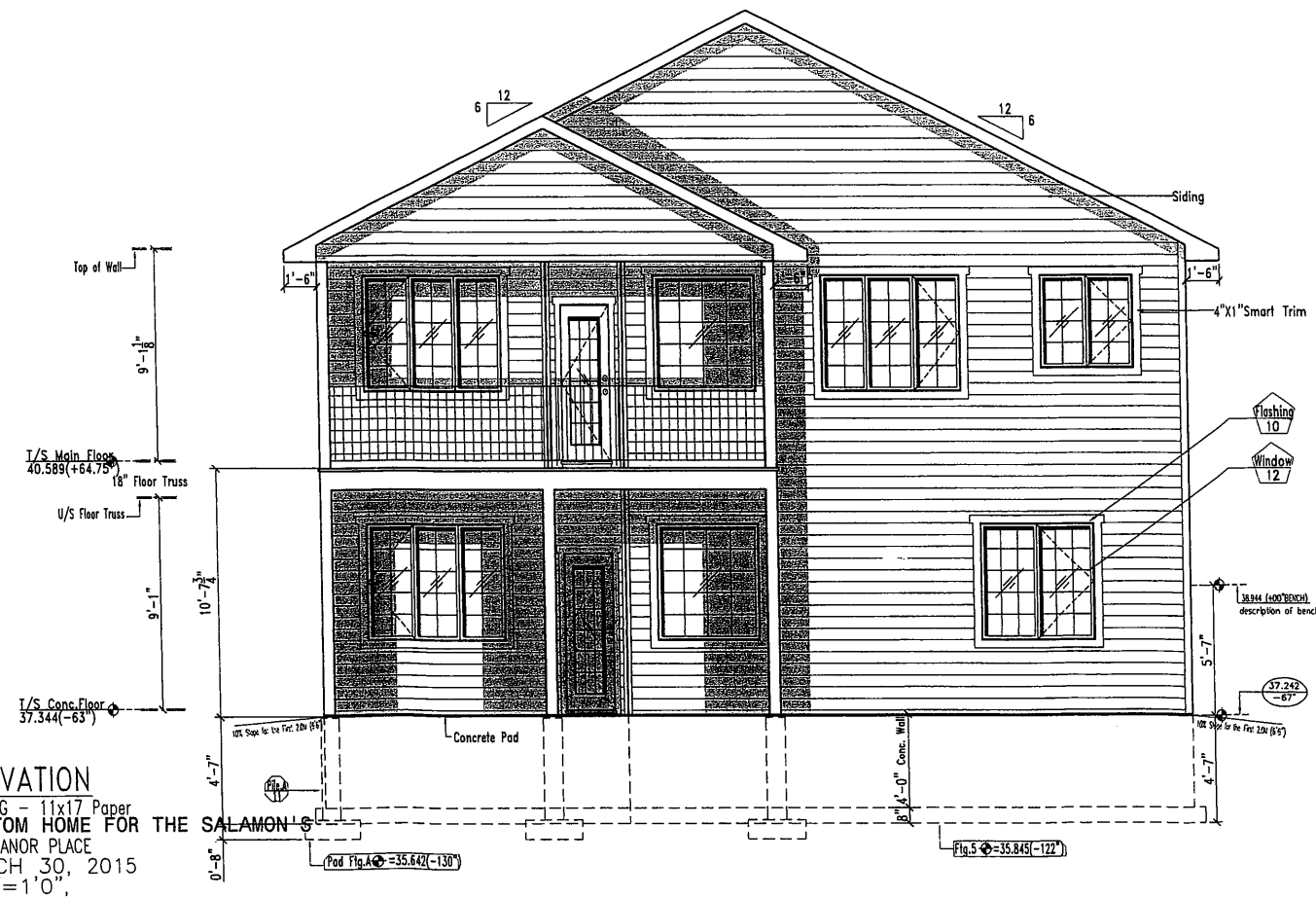
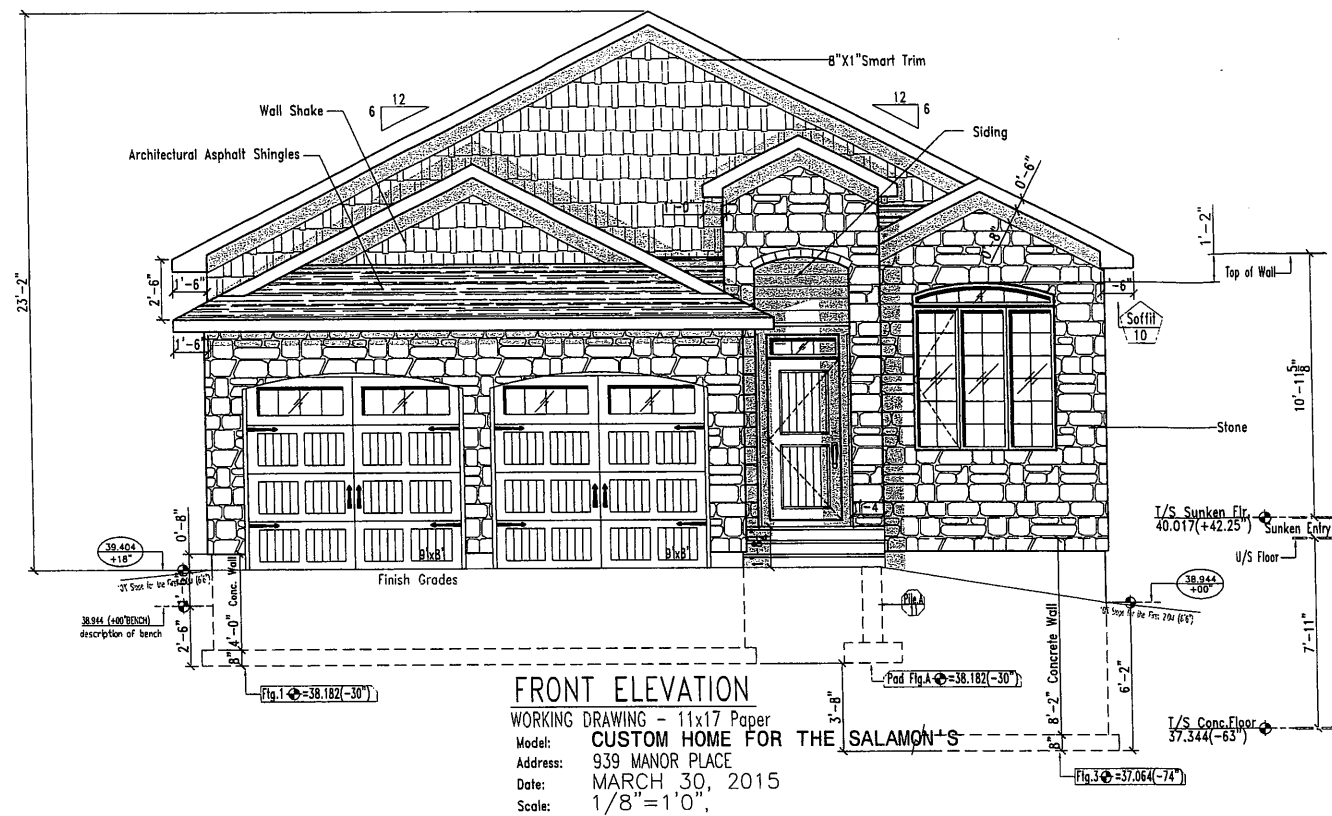
Date:  
 MARCH 30, 2015

Dwg. No.  
 1-10-15-B

Design By: AMRON STOCK  
 Prelim By: RM  
 Finish By: CB  
 Check By: RJM

Sheet Title:  
 MAIN FLOOR LEVEL

Sheet No.  
 3



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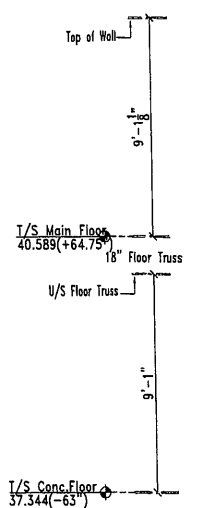
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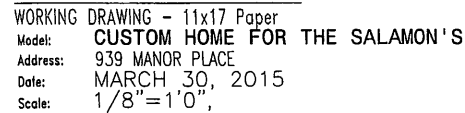
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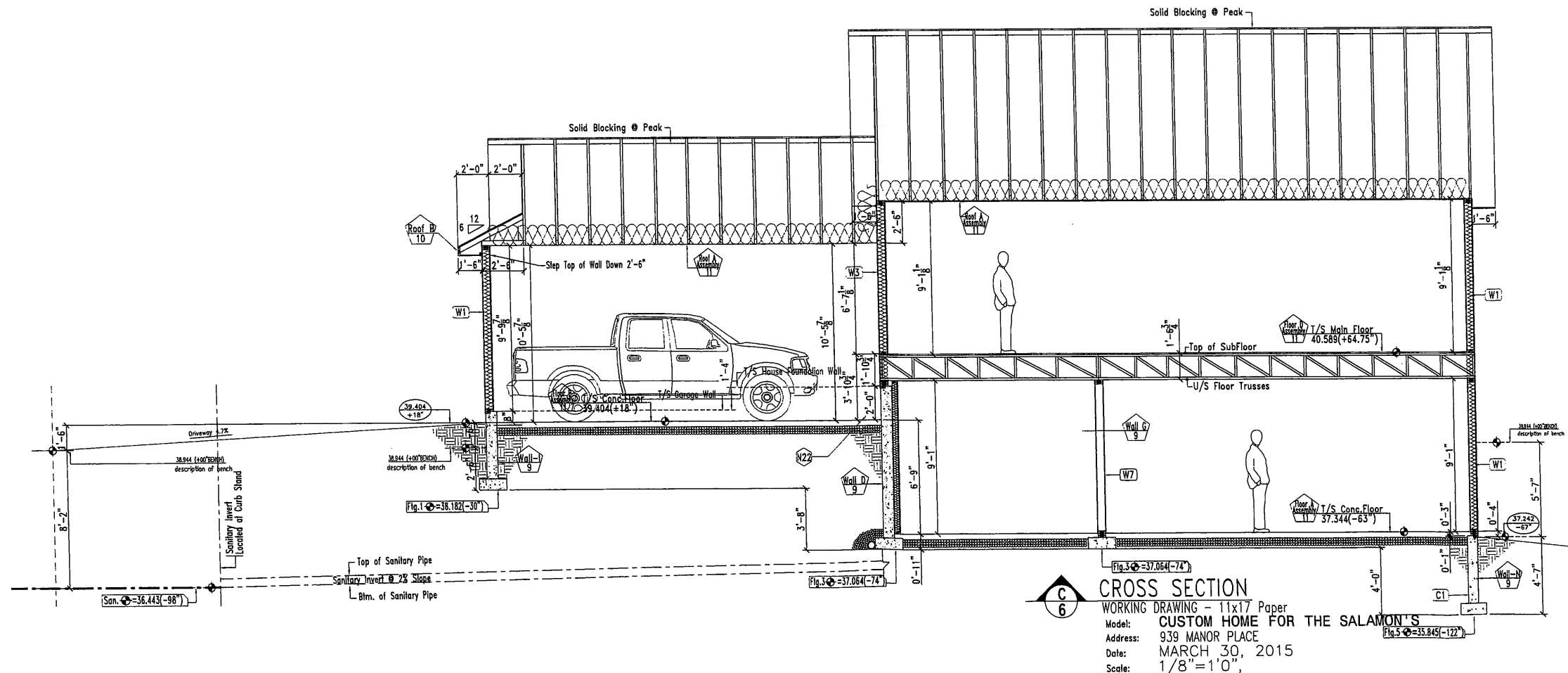
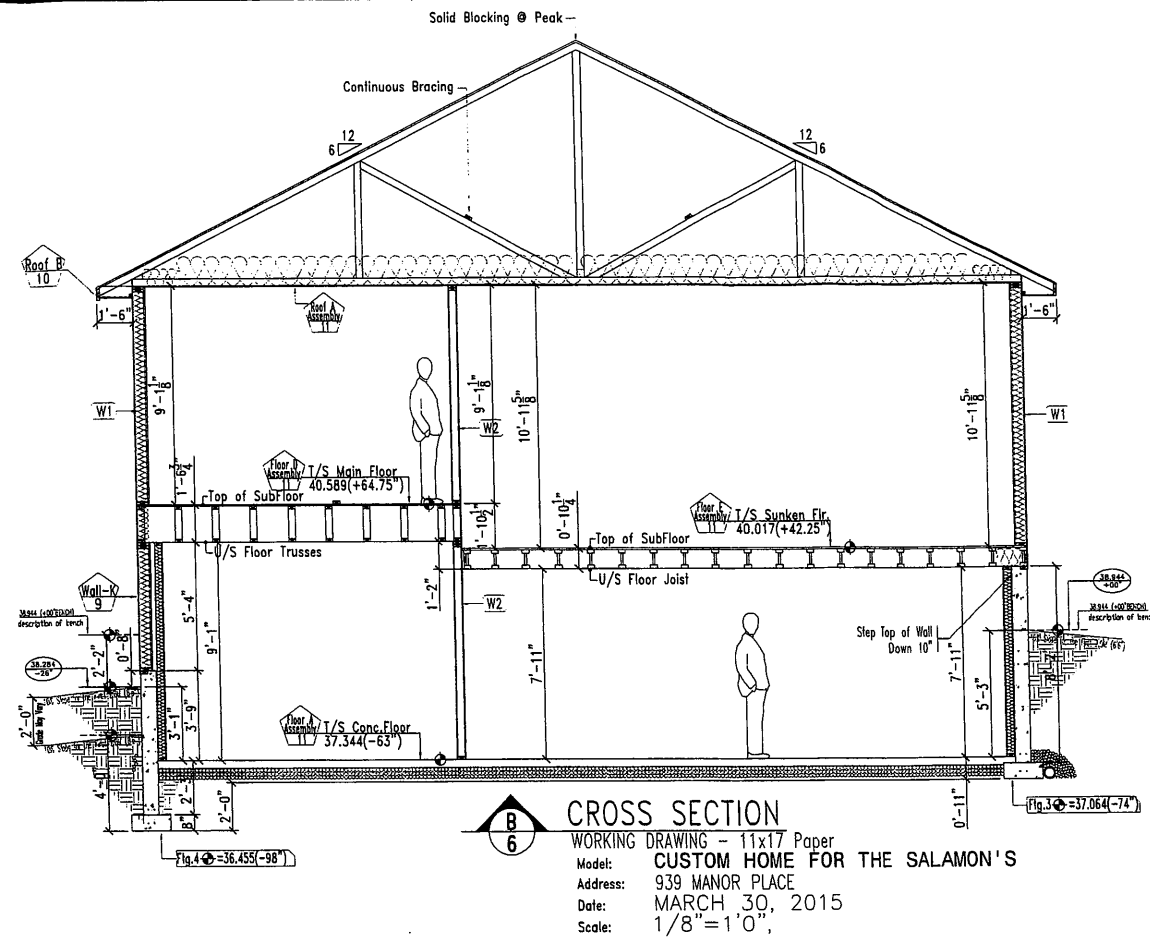
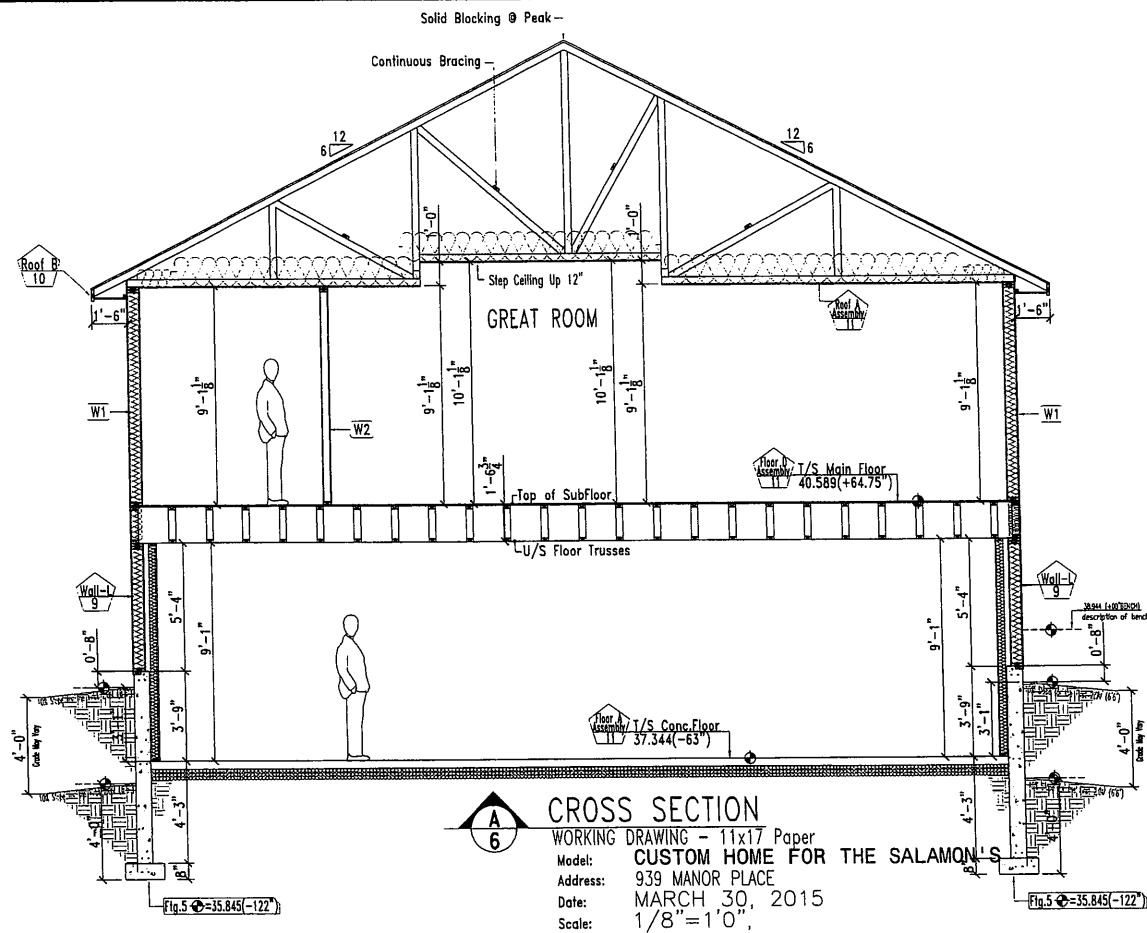
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 EXTERIOR  
 ELEVATIONS

Sheet No.

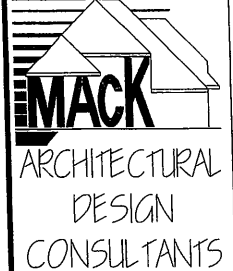


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SYMBOLS:	SPECIFICATION
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See Page 11 For Symbols Description	

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Detail Mark Page

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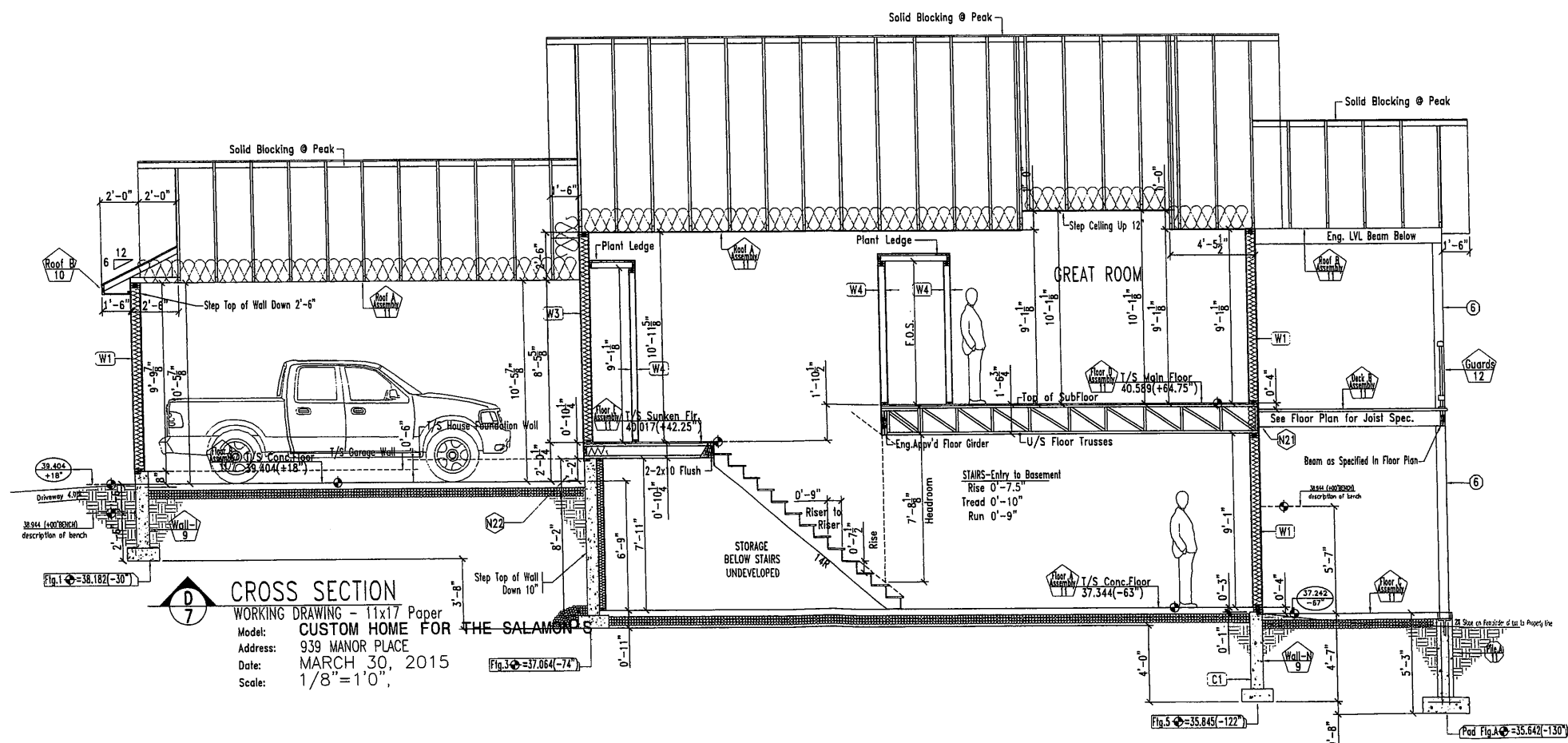
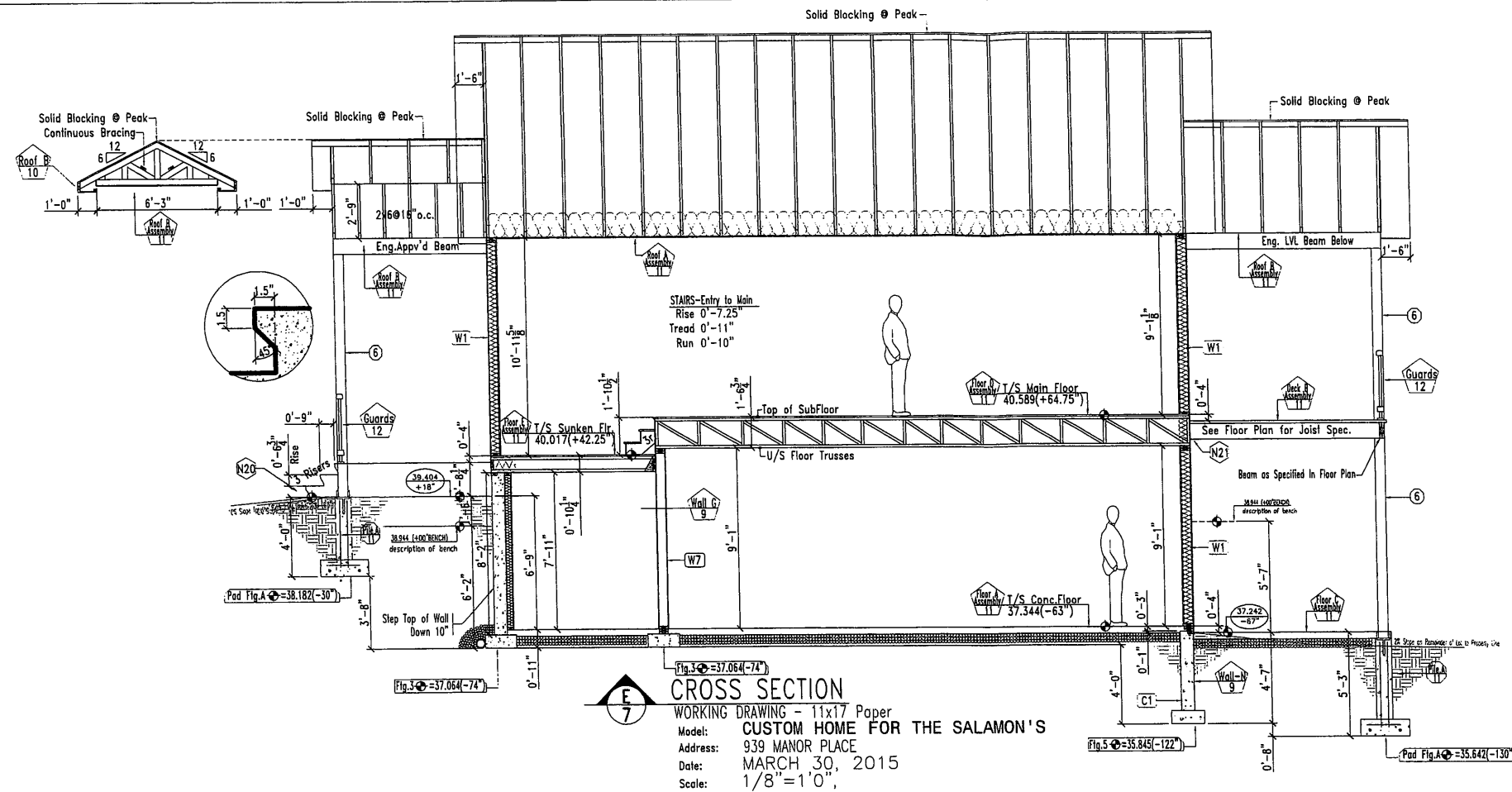
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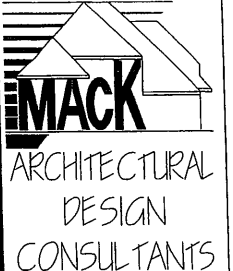
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 CROSS SECTIONS

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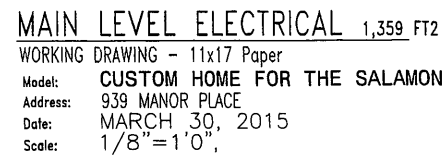
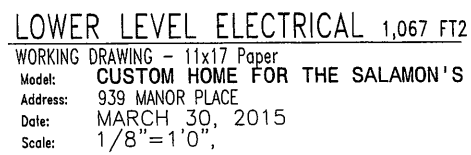
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 CROSS SECTIONS

Sheet No.

7



## ELECTRICAL NOTES

**S** All Exterior Wall Outlets to be Wrapped in Poly

- Confirm Outlet Locations with Owner Prior to installation
- Confirm All Accessory Wiring that May Need to be installed (Speakers, Satellite...)
- Confirm Electrical for Additional Equipment (Air Conditioning, Vacuo....)
- Confirm Fixture Specs with Builder & Owner
- Confirm Exterior Yard Lighting
- Wire for Door Bells at Exterior Doors

**WIRE FOR PRINCIPAL EXHAUST ( Code Ref. ABC 9.32.3.3)**

- Provide Dedicated Principal Exhaust fan on Central Control Switch, Control switch to include Interlock between Principal Exhaust fan(s) & Ventilation supply Air Fan.

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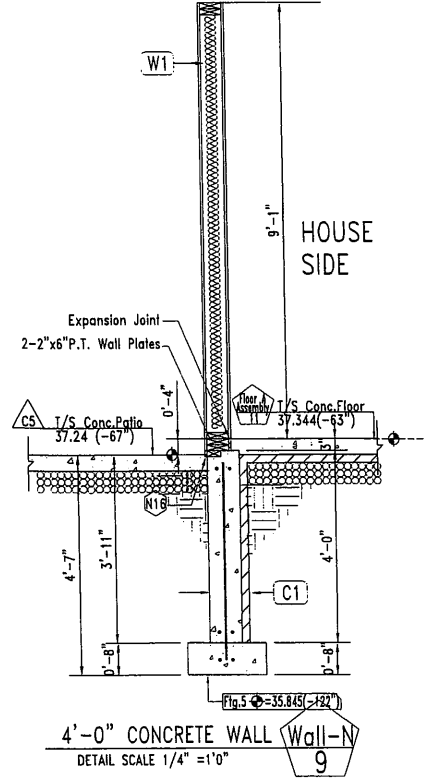
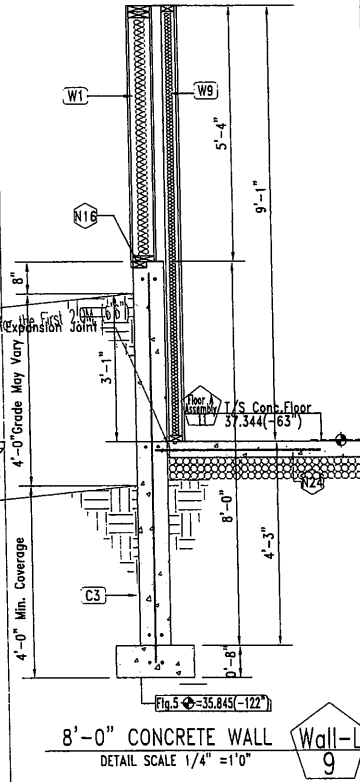
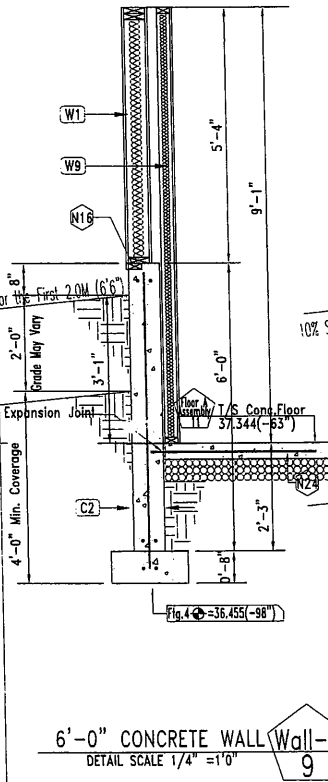
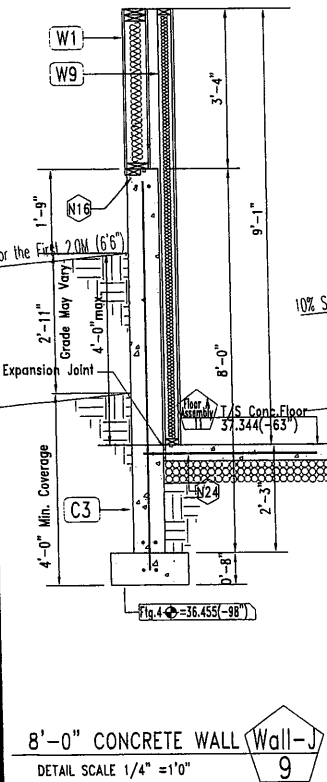
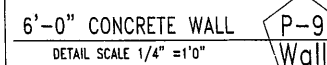
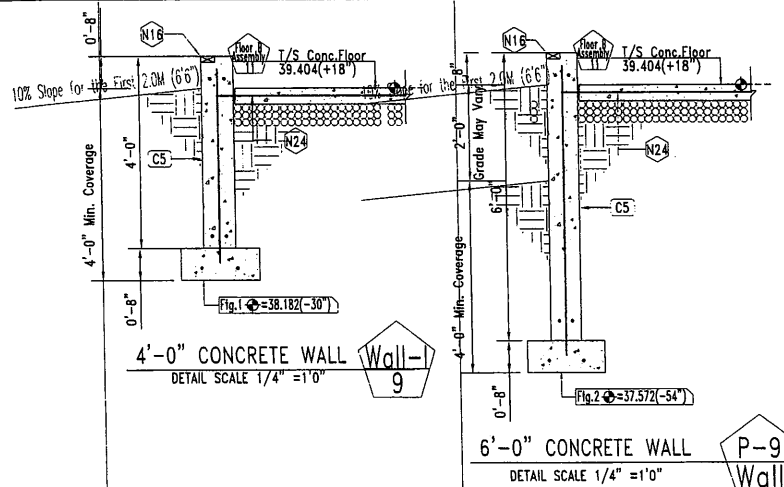
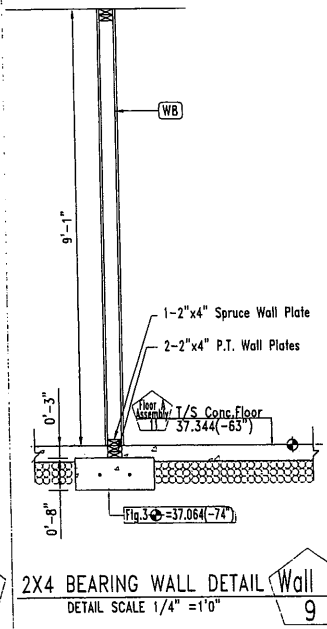
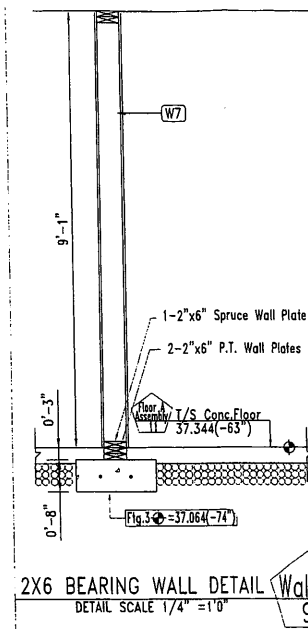
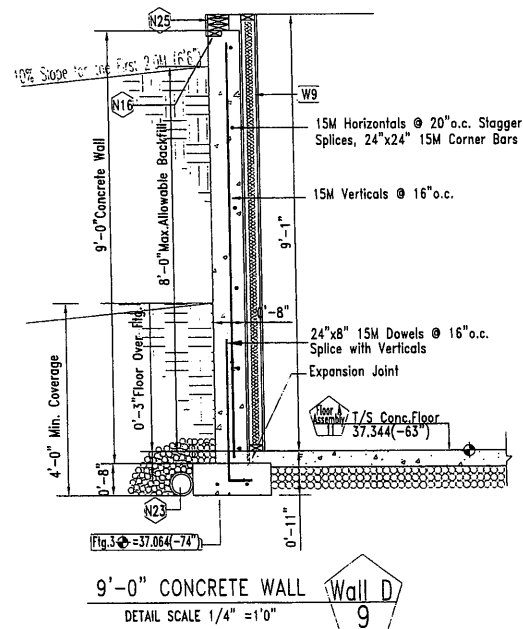
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ELECTRICAL LAYOUTS

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8





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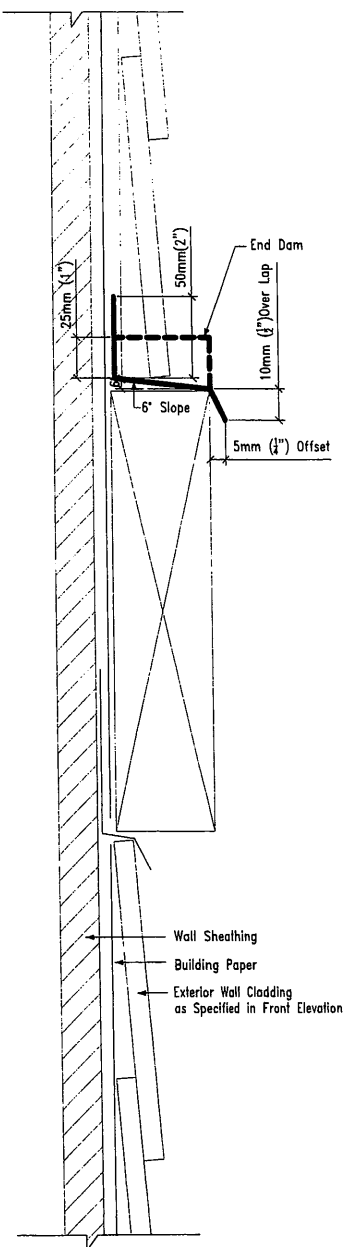
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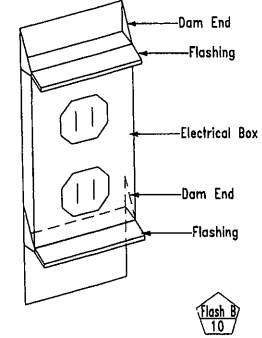
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Finish By:	CB
Check By:	RJM
Sheet Title:	CROSS SECTION WALL DETAILS
Sheet No.	9

REQUIREMENTS FOR FLASHING IN EXTERIOR WALLS

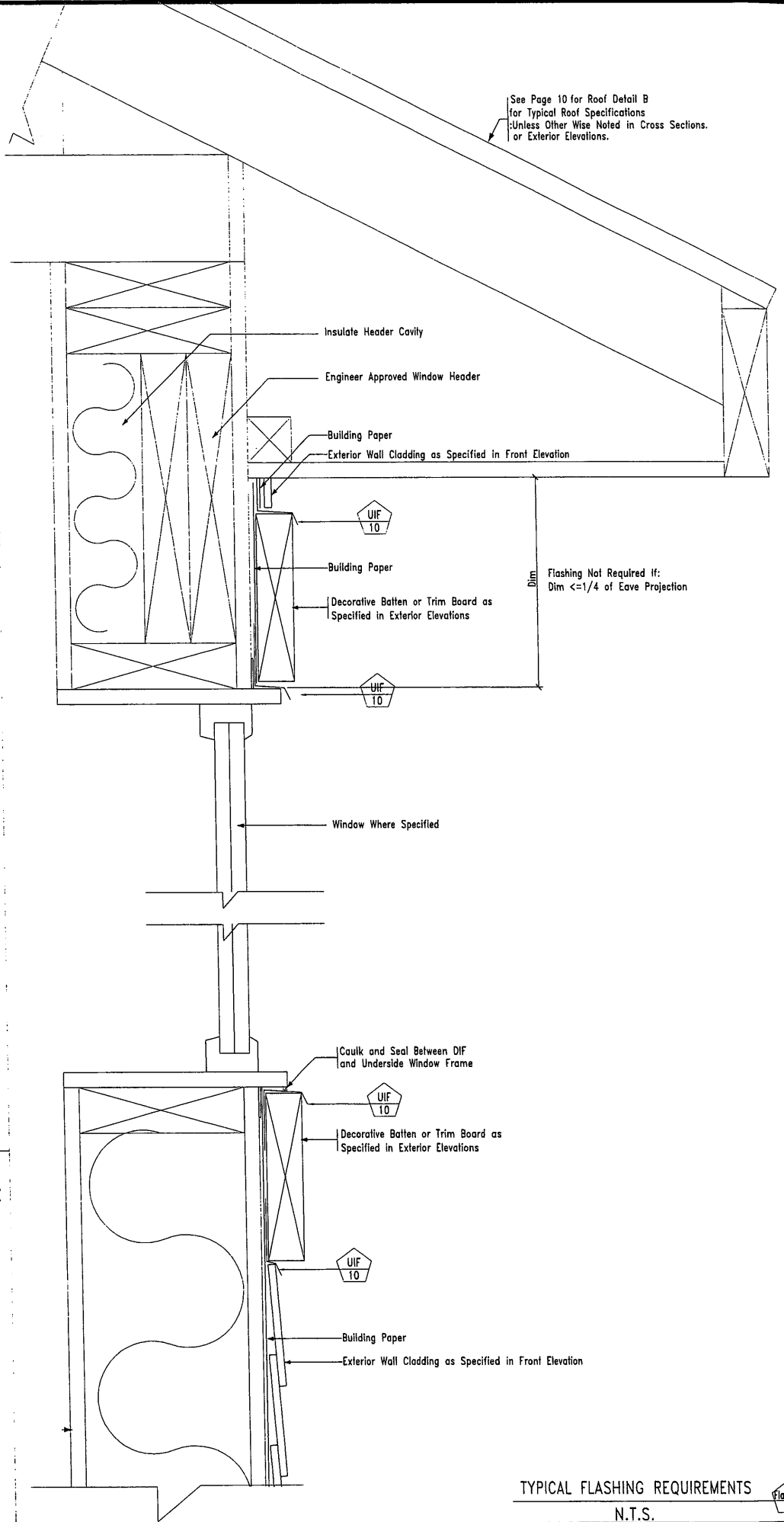
Flashing Must be Installed Above & Below Windows, Doors and any Other Penetration Through the Cladding. Flashing to be Installed at Horizontal Change in Cladding.



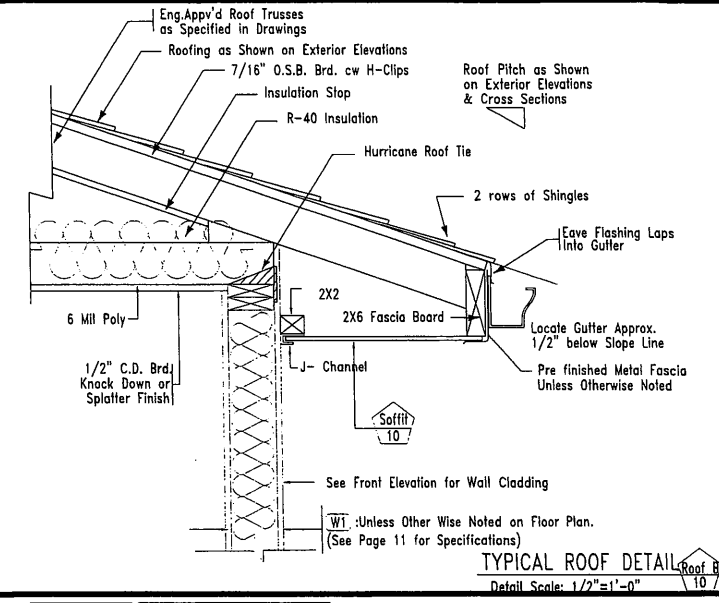
EXAMPLE OF FLASHING WITH A ELECTRICAL BOX



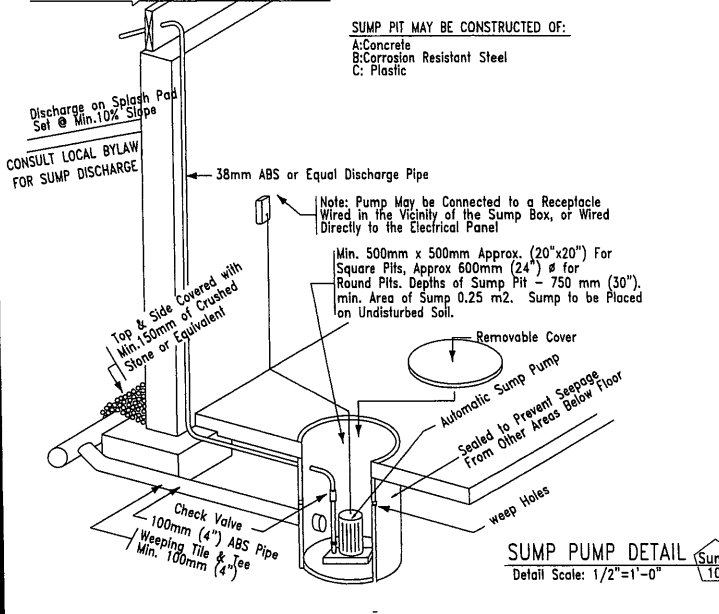
Flashing Must be Installed Above & Below All Wall Penetrations



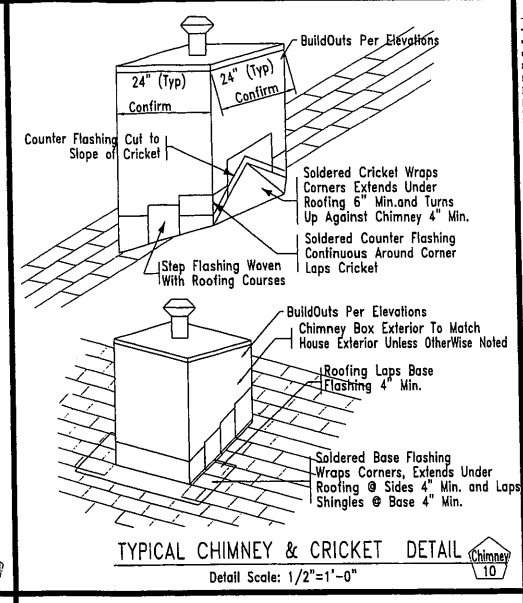
TYPICAL FLASHING REQUIREMENTS  
N.T.S.



TYPICAL ROOF DETAIL  
Detail Scale: 1/2"=1'-0"



SUMP PUMP DETAIL  
Detail Scale: 1/2"=1'-0"



TYPICAL CHIMNEY & CRICKET DETAIL  
Detail Scale: 1/2"=1'-0"

COMBUSTIBLE PROJECTIONS

Where Roof Soffit Projects Closer Than 1.2m (4'-0") From Property Line, Protection of Soffit is Required.

**SOFFIT ASSEMBLY FOR PROTECTION OF SOFFIT**

No Openings in Soffit

No less .38mm Thick Steel Conforming to CAN/CGSB-93.4

Unvented Aluminium Conforming to CAN/CGSB-93.2-M

Provide 1 Layer of 11mm (3/8") Plywood Conforming to CSA 0151 CANADIAN SOFTWOOD PLYWOOD

Plywood Edges to be Treated with Suitable Paint or Sealer with Not Less than 2mm Gap Between Plywood Panels.

10 MINUTE RULE

10 MINUTE RULE APPLIES WHERE :

- Building is Outside 10 Minute Response Time
- Building Has Limiting Distance Less than 2M (6'-6")
- Building is NOT Sprinklered

HIRF REQUIREMENTS FOR 10 MINUTE RULE

- Must Have Non-Combustible Siding on Exposing Building Face
- Protection of Non-Vented Soffit is Required
- Add 5/8" Type X Drywall Between OSB Wall Sheathing and House Wrap.

GLAZED OPENINGS IN EXPOSING BUILDING FACE

- Glazed Openings to Have Minimum 45Min. Fire Rating
- Glazed Openings Can Not Exceed 50% of Allowable Openings Allowed in the Exposing Building Face Found on Table 9.10.15.4 ABC
- Glazed Openings to be Separated From One Another by at Least 2M or Window Cluster (2 Windows Closer than 2M) is Allowed if the Openings do Not Exceed 50% of Allowable Openings Allowed Found on Table 9.10.15.4 ABC Based on Wall Area 2M Beside And Below Each Window

EXEMPTIONS TO 10 MINUTE FIRE RULE

- All Lots Registered with Land Titles Prior to June 1, 2010
- Building is Inside 10 Minute Response Time
- Building Has Limiting Distance 2M (6'-6") or More
- Building is Sprinklered

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Floor

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DETAILS

Sheet No.  
10







# **Development Permit Application** **Background Information / Review**

**Date:** March 9, 2015

**Applicant:**

Amron Homes

**Civic Address:**

939 Manor Place SE

**Legal Address:**

Lot 20, Block 13, Plan 0913590

**Land Use:**

R-1 Single Family Residential  
District

**Development Officer:**

Brian Stehr

## **Background:**

Amron Homes has submitted a Development Permit Application for a Single Family Dwelling at 939 Manor Place SE.

A review of the site plan indicated that the rear yard setback on the covered deck is 4.38 m and is being forwarded to you for a decision.

I have reviewed the Land Use Bylaw and note the following:

1. The Development Permit Application is for a Single Family Dwelling.
2. Section 101 of the Land Use Bylaw lists a Single Detached Dwelling as a Permitted Use.
3. Land Use Bylaw Section 101.3 states:
  - e) Rear Yard Setback**
    - i. *Single Detached Dwelling, Duplex, Semi-Detached Dwelling: 6.0 m*
4. Land Use Bylaw Section 70 **Projection into Minimum Setbacks** states:
  1. *Those parts of a building which may project over a yard defined by the minimum setback required by the Bylaw are as follows:*
    - c. Rear Yards**
      - a. Eaves, cantilever, balconies, bay or bow windows, porches, decks, patios, balconies, cantilevers, shade projections, chimneys, unenclosed decks and steps may project a maximum of 1.2 m over or onto a required rear yard.
5. Land Use Bylaw Section 11 **Municipal Planning Commission** states:
  7. *The Commission has the authority to vary any condition or requirement of this Bylaw to a maximum variance allowance of 10% with the exception of sizes of accessory buildings.*

Under Section 70 of the Land Use Bylaw an unenclosed deck may project into the minimum rear yard setbacks of 1.2 m or a minimum of 4.8 m setback from the edge of deck to rear property line. Further Section 11.7 grants the Municipal Planning Commission the authority to vary this rear yard setback a further 10%, which would make the minimum rear yard setback from the edge of deck to rear property line 4.32 m, which is less than the 4.38 m as per the Applicant's site plan.

It is the recommendation of the Development Officer that Development Permit Application 15-DP-017 be APPROVED as submitted with the following condition(s):

1. Building Grade Form to be approved by the Manager of Engineering.
2. Developer to provide a satisfactory Foundation Soil Bearing Investigation and Certification and revised plans (if required by geotechnical engineer) prior to construction.




# DEVELOPMENT PERMIT

Application # \_\_\_\_\_

Roll # 0254900

APPLICATION SECTION				
Property Owner:		Mailing Address / PO Box		
<u>6366062 / DOUG TURNER / DOUG BIDE</u>		<u>BAY #1 1611 BROADWAY AVE</u>		
Phone	Fax	City	Prov	Postal Code
<u>403-548-3160</u>	<u>403-548-3500</u>	<u>REDCLIFF</u>	<u>AB</u>	<u>T0J2P0</u>
Applicant / Contractor / Agent: Owner:		Mailing Address / PO Box		
<u>BRUCE VINE</u>		<u>413 STONE PL.</u>		
Phone	Fax	City	Prov	Postal Code
<u>403-548-1642</u>	<u>403-548-3500</u>	<u>REDCLIFF</u>	<u>AB</u>	<u>T0J2P2</u>

PROJECT LOCATION		
Civic (Street) Address of the Property on which the development is to be affected:		
<u>BAY #3-4 511 SOUTH RAILWAY DR. N.E</u>		
Lot(s)	Block	Plan
<u>11-14</u>	<u>80</u>	<u>9310188</u>

PROJECT INFORMATION			
Description of Proposed Development			
<u>CHANGE OF TENANT</u>			
<u>FARM SUPPLY &amp; SERVICE</u>			
<input type="checkbox"/> Home Occupation <input type="checkbox"/> Property Improvements <input type="checkbox"/> Signage <input type="checkbox"/> Temporary changes <input type="checkbox"/> Basement Development <input type="checkbox"/> Demolition <input type="checkbox"/> Other			
Proposed Setbacks	Front	Rear	Estimated Value of Project:
<u>AS PER DRAWING</u>			
Flankage	Left Side		
Parcel Size		Number of Units	
Land Use District			
<u>C-3</u>			
Is the development near slopes of 15% or greater		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Start Date		Estimated Completion Date	
Applicant/Owner Signature		<u>Bh...</u>	
Application Date		<u>APRIL 8 2015</u>	





# DEVELOPMENT PERMIT

Application # \_\_\_\_\_

Roll # \_\_\_\_\_

## IMPORTANT NOTES:

1. In addition to completing this form, and application for a Development Permit shall be accompanied by the following information, where relevant:
  - a. Site plan showing the legal description, existing and proposed buildings, front, rear and side yards. Any provisions for off street loading and/or vehicle parking, site plan to be accurate at a scale to the satisfaction of the Development Officer.
  - b. Floor plans and elevations, preferably on 11" x 17" inch paper.
  - c. A statement of uses and, in the case of development proposed in an industrial area, a statement indicating the manner in which the applicant intends to conform to any performance standards applicable.
2. A Development Permit does not become effective until the time for appeal has expired (14 days) or until such appeal has been determined.
3. If the development authorized by a permit does not commence within 12 months from the date of its issue, the permit ceases to be valid.
4. Failure to complete this form fully and to supply the required information and plans may mean that this application for a permit will not be considered and may cause delays in the processing of the application.
5. This is **not** a **Building Permit**, **Occupancy Permit** or **Business License**. Any approvals granted regarding this application does not excuse the applicant from complying with requirements of Federal, Provincial or other municipal legislation, or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

**PRIVACY:** This information is being collected under the authority of the Town of Redcliff Building and Development Permit Bylaw, Town of Redcliff Land Use Bylaw, the Municipal Government Act and the Freedom of Information and Protection of Privacy Act. This information will be used to process your application and may be used to provide statistical data. This information may also be used for taxation and assessment purposes. This information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the Town of Redcliff F.O.I.P.P. Coordinator at (403) 548-3618.

### PERMIT VALIDATION SECTION (to be completed by the Development Officer)

Approved ☐

Approved with Condition(s) ☐

Refused ☐

Conditions

Note: (see attached Development Permit Report)

Issuing Officers Name:

Issuing Officer's signature

Date of Decision:

Date of Issue:

Date Permit Fee Paid:

Payment Method ☐ Cash ☐ Cheque ☐ Debit

Permit Fees: \$

Receipt #

## **Railway Properties**

511 South Railway Drive SE  
Redcliff, AB T0J 2P0  
Ph: 403-548-3100  
Fax: 403-548-3500

To whom it may concern:

RE: Change of Tenant for Bay #3-4, 511 South Railway Drive SE, Redcliff, AB

The tenant will be storing farm equipment and various seed products. On site operation will moving of equipment and product to load and offload from a trailer. Two trailers used to move equipment will be stored outside. All product will be stored inside the building. Size of farm equipment to be of small to medium size. One full time employee and two summer students. Typically hours of operation will be during the daytime. The tenant (Bayer Crop Services), plants various crops at several rural sites for experimental growth. All the tenants work will be performed in the rural areas.

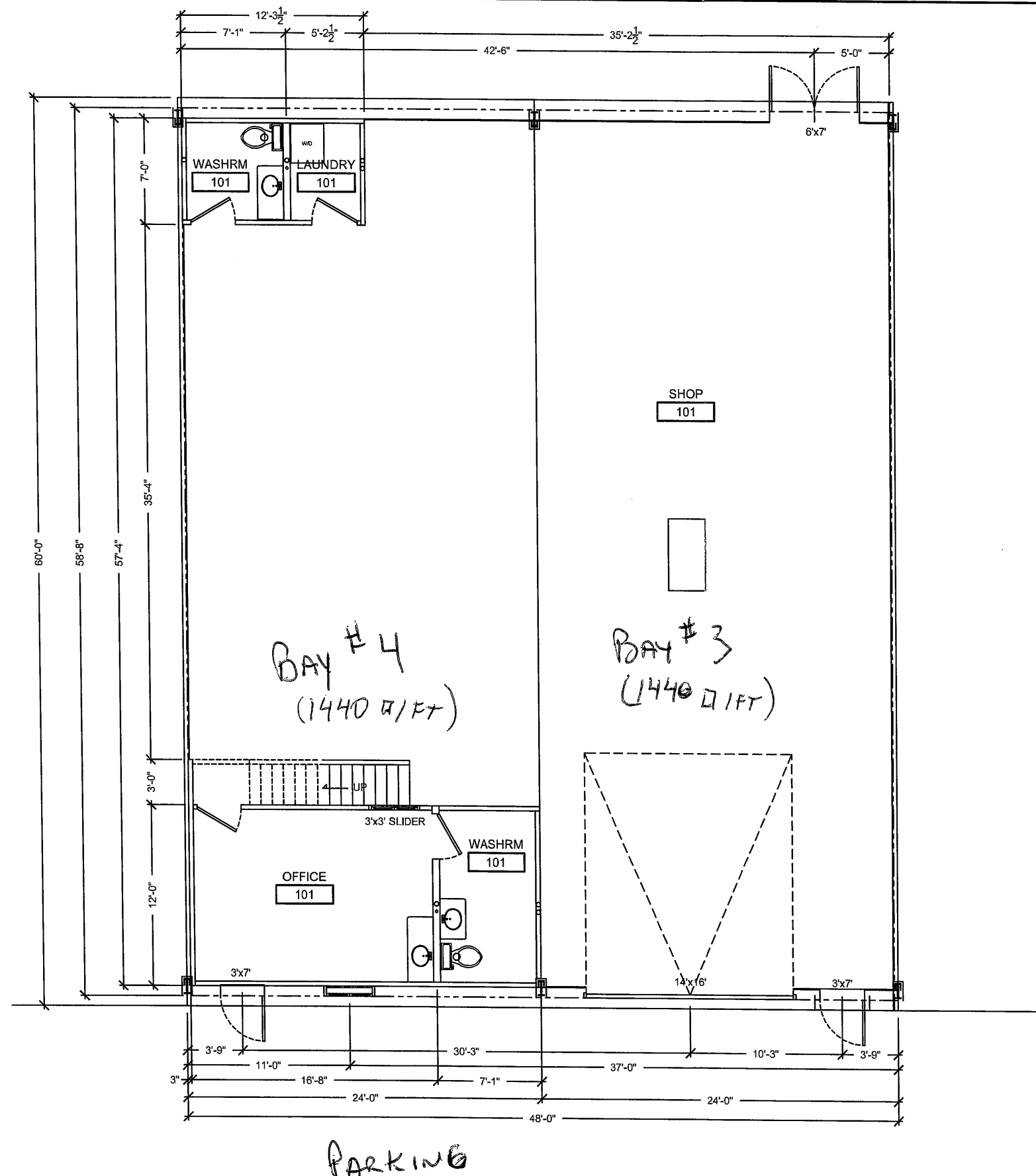
If you have any questions, please call me at (403) 548-1642.

Thank you,

Bruce Vine







NORTH  
↓

1 FLOOR PLAN  
A1.0 Scale: 1/8" = 1'-0"

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STRUCTURES INC.

**GVN**  
STRUCTURES INC.

1611 BROADWAY AVE. EAST  
REDCLIFF, AB CANADA T0J 2P0  
PHONE: 403-548-3100  
FAX: 403-548-3500

REV#	DESCRIPTION	DATE
REV#1	CHANGED FRONT OFFICE DR SWING	01.15.13

PROJECT  
RAILWAY PROPERTY RENO  
511 SOUTH RAILWAY DR.

DRAWING TITLE  
FLOOR PLAN

BY: JMR CHK: DT

SCALE: AS SHOWN

DATE: OCT. 29, 2012

JOB NO. T-097

DWG NO. **A1.0** 1  
REV. 4

PRELIMINARY

49. No one shall leave a two wheeled vehicle on a highway other than at the curb or edge of the highway other than in an upright position.
50. A Bylaw Enforcement Officer may impound any bicycle or motorcycle parked in contravention of this Bylaw and the provisions of the Bylaw relating to the removal and impoundment of vehicles shall apply with the necessary modifications.
51. No person shall ride or park a cycle on any sidewalk except where expressly permitted to do so by this Bylaw. Children's bicycles or tricycles having a wheel diameter of less than fifty (50) centimetres are excepted from this provision.

### **HEAVY TRUCK - DEFINITION**

52. For the purpose of this section;
  - a) **"heavy truck"** means all motor vehicles, with or without load that exceeds any one of the following: a gross vehicle weight in excess of 7500 kilograms, or an overall length, inclusive of any attached trailer, of 7.0 meters, or an overall height of 2.74 meters.
  - b) **"heavy truck route"** means the heavy truck route shown on Schedule "B" of this Bylaw.
  - c) **"highway tractor"** means a motor vehicle commonly referred to as a semi-trailer tractor (pulling unit only) but does not include a semi-trailer.
  - d) **"restricted heavy truck route"** means the restricted heavy truck route shown on Schedule "B" of this Bylaw.
  - e) **"heavy truck area"** means the area outlined in Schedule "C" of this Bylaw designated for the parking of heavy trucks.
  - f) **"restricted heavy truck area"** means the area outlined in Schedule "C" of this Bylaw.
  - g) **"semi-trailer"** means any trailer pulled by a heavy truck and includes a trailer commonly referred to as a "pup" or "pup trailer".
53. A motor vehicle which does not have a registration certificate with a specified gross vehicle weight (GVW) shall be deemed to have a gross vehicle weight (GVW) in excess of 7500 kilograms unless established otherwise. The onus or burden of establishing that the motor vehicle has a gross vehicle weight (GVW) of less than 7500 kilograms in any court proceedings shall be on the person charged with the offence under the Bylaw.

### **PARKING AND OPERATION OF HEAVY TRUCKS**

54. No person shall operate a heavy truck on a highway other than a heavy truck route or a restricted heavy truck route.
55. No person shall park a heavy truck or semi-trailer on private property or public property except in the area designated as a "heavy truck area" or other public property designated for that purpose by a sign erected pursuant to the Sign Bylaw.



56. Notwithstanding paragraph ,56 heavy trucks or a combination of heavy trucks and semi-trailers may be allowed to park on private property in a restricted heavy truck area provided, however, that:
- a) only one heavy truck may be parked per legal land description or consolidated land description as established from time to time by the tax roll of the Town where the legal land description or consolidated land description consists of an area of 1 acre or less;
  - b) not more than two heavy trucks or combination of heavy trucks and semi-trailers may be parked per legal land description or consolidated land description as established from time to time by the tax roll of the Town where the legal land description or consolidated land description consists of and area more than 1 acre.
57. No person shall park a heavy truck or semi-trailer on any restricted heavy truck route.
58. No person shall operate a heavy truck on a restricted heavy truck route between the times indicated by a sign erected pursuant to the Sign Bylaw.
59. Notwithstanding Sections, 54 and 55 a person shall be exempt from prosecution under the Bylaw if:
- a) the heavy truck was being operated on the most direct route between two points, one point being the nearest heavy truck route or restricted heavy truck route and,
  - b) the other point is a location where,
    - i) goods or merchandise are being delivered or collected for a commercial purpose;
    - ii) heavy trucks are authorized to park;
    - iii) a building is being moved, provided the necessary permits have been issued by the Town;
    - iv) an authorized business premise is located and used for the repair or service of heavy motor vehicles.
  - c) the person is operating a bus or motorhome;
  - d) the person is operating a heavy truck owned by or contracted for service by the Town while actively engaged in providing the service.
60. No person while operating a heavy truck off of the heavy truck route for any of the reasons set forth in Section 59 shall exceed a speed of thirty (30) kilometres per hour.
61. No person shall operate an engine brake within the Town limits.
62. Notwithstanding any other provision of this Bylaw, no person shall operate a heavy truck on any highway when the weight of the vehicle or any combination of vehicles and the load thereon is in excess of the maximum specified weight indicated by a sign erected pursuant to the Sign Bylaw or by public notice that such restriction is in effect.



## **Development Permit Application** **Background Information / Review**

**Date:** March 9, 2015

<b>Applicant:</b>	Bruce Vine
<b>Property Owner:</b>	6366062 Alberta Ltd. / Doug Turner / Doug Bide
<b>Civic Address:</b>	Bay(s) 3&4 511 South Railway Drive NE
<b>Legal Address:</b>	Lot 11-14, Block 80, Plan 9310188
<b>Land Use:</b>	C-3 General Commercial District
<b>Development Officer:</b>	Brian Stehr

### **Background:**

B. Vine has submitted a Development Permit Application for a Change of Use at Bay(s) 3&4 511 South Railway Drive NE. The last use in the building was for an Oil and Gas Well Service Industries. Under Land Use Bylaw 1698/2014 this use is no longer allowed in the C-3 General Commercial District.

In the supporting paperwork, B. Vine has indicated that the proposed use is for a crop service business, with a maximum of 3 employees. There was no indication of any customer traffic. It was indicated in the Letter of Intent that the work will be performed at rural sites. In the Land Use Bylaw, there is no defined use for this type of business. As the Development Officer, I have defined the use as Warehouse – Similar Use. Similar Use is a **Discretionary Use – Commission**, and is being forwarded to you for decision.

B. Vine indicated that the size of farm equipment will range from small to medium size.

The Town of Redcliff Traffic Bylaw 1780/2014 states that no person shall park a heavy truck or semi-trailer on private or public property except in the area designated as a “heavy truck area” or other public property designated for that purpose by a sign erected pursuant to the Sign Bylaw.

Bylaw 1780/2014 defines a “**heavy truck**” as:

- a) *Means all motor vehicles, with or without load that exceeds any one of the following: a gross vehicle weight in excess of 7500 kilograms, or an overall length, inclusive of any attached trailer, of 7.0 meters, or an overall height of 2.74 meters.*



I have reviewed the Land Use Bylaw and note the following:

1. The building is existing, and the grades have already been defined.
2. Land Use Bylaw Section 90.11 **Site Development Requirements** states:
  - k. On-Site lighting shall comply with the regulations established in Section 63 of this Bylaw and be to the satisfaction of the Development Authority.*
  - l. All approved uses shall meet the parking and loading requirements established in Section 68 of this Bylaw.*
3. Section 68 **Parking and Loading Requirements** states:
  - a. The Development Authority shall require all proponents of development to provide off-street parking and loading facilities in accordance with the location and scale of development proposed in accordance with the following tables and unless otherwise stated, shall:*
    - i. Be calculated on the basis of gross floor area less any interior halls, mechanical rooms, stairways and elevators providing for the through movement of pedestrians;*
    - ii. Be calculated on the next higher number where the calculation of the required number of parking stalls or loading spaces results in a fraction number of parking spaces (e.g. in 2.1 parking stalls are calculated, 3 parking stalls are required)*
  - b. Parking requirements for uses not specifically identified shall be determined by the Development Authority having regard to similar uses for which specific parking requirements are set*
  - c. For multiple use sites, parking requirements shall be based on the combined parking required for each individual use.*
4. Section 68.2 **Parking and Loading Requirements** states:
  - a. At least 10% of the required number of parking spaces to a maximum of ten (10) and a minimum of one (1) is required for handicap parking spaces per site*

On the site plan, B. Vine did not indicate the exact number of parking stalls available for the proposed business.

According to the Parking Charts in the Land Use Bylaw a Warehouse is required to have 1 parking stall for every 1 space/65m<sup>2</sup>. The Site Plan indicates that the building is 267.55 m<sup>2</sup> so this would require provision of 5 parking stalls with one of the stall to be barrier free and properly signed.

It is the recommendation of the Development Officer that Development Permit Application 15-DP-0 be APPROVED with the following conditions:

1. A parking plan showing 5 parking stalls with one stall to be barrier free and properly signed approved by the Development Officer prior to the issuance of a Development Permit.
2. Any outdoor storage shall be screened from the view of abutting residential districts.
3. Any exterior signage shall require a separate Development Permit Application.



## Related Fees and Permits

Each of the following applicable permit fees must be paid to apply. The general contractor is required to pre-pay these fees so that the sub-trades can register their permits. This includes:

- Building
- Plumbing and gas
- Heating and ventilation
- Electrical

Please note that any change of the use of space, increase in seating capacity or increase in floor area may also require a development permit.

### TIP

The information we need is everything a contractor(s) requires to complete the entire project.



## What You Need to Apply

You must provide three complete sets of working drawings, indicating:

- Overall building area or key plan, including:
  - Total main floor area of the entire building, showing any firewalls
  - Height of building (number of storeys)
  - Type of construction (concrete, steel, wood, etc.)
  - Building systems (sprinkler, standpipe & hose, fire alarm)
  - Adjacent tenants
  - Previous tenant of the space

Tenant space floor plan, including:

- Total floor area of the tenant space
- Dimensions and drawing scale (metric or imperial)
- All original existing walls and floors (include construction details)
- All new or revised walls and floors (include construction details)
- All new wall, floor and ceiling finishes
- Description of all kitchen equipment (if applicable)
- New or revised doors and windows
- Heating and/or ventilation revisions
- Plumbing fixture or system revisions
- Location of existing sprinkler heads and any proposed changes
- Electrical revisions (fire alarm, exit signs, emergency lighting)
- All other construction details

We also require special information if applicable, including:

- Structural plans with the seal of a registered professional engineer licensed in the Province of Alberta. This may be required for any structural change.
- Is the building a special type occupancy? Special type occupancies such as restaurants or day cares may need to meet other requirements. For example, Alberta Gaming and Liquor Commission, Capital Health Authority, Edmonton Child Care Services, etc.

### TIP

You may have to contact the building owner for a copy of the overall building floor plan.

## How to Apply

**Fax**  
780-496-6034

Our fax can take legal and letter sized paper.

**In Person**

Current Planning Branch  
5th Floor, 10250 - 101 Street NW  
Edmonton, Alberta T5J 3P4  
Office Hours: Monday to Friday,  
8:00 a.m. - 4:30 p.m.  
Payment may be cash, personal cheque  
(payable to the City of Edmonton), Visa,  
MasterCard, American Express or Interac.

**Mail**

**Current Planning Branch**  
5th Floor, 10250 - 101 Street NW  
Edmonton, Alberta T5J 3P4  
Cheques should be made out to City of Edmonton.  
Please allow for extra processing time when  
mailing application

## Processing Your Application

A technical advisor will pre-screen your application for completeness. Incomplete applications will not be accepted. Please refer to the "What You Need to Apply" section in this brochure to ensure your submission is complete.

## Contact

For applications and additional  
general information:

**Phone**

For 24-hour information and access to City  
of Edmonton programs and services: 311

If outside of Edmonton: 780-442-5311

**Web**

[www.edmonton.ca](http://www.edmonton.ca)

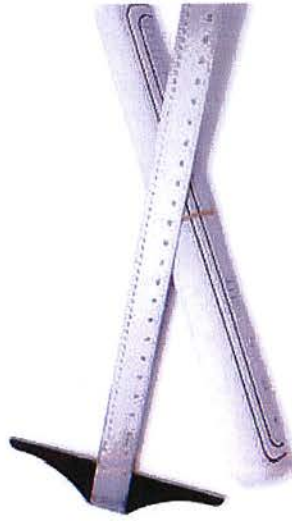
### Note:

This is a general guide. Additional  
information may be required.

When you apply, personal information may be collected under the  
Access to Information Act or the Privacy Act. This information will be  
used to process your application and will be shared with other  
departments of the City of Edmonton. This information will be  
shared with other departments of the City of Edmonton. If you have any  
questions, please contact the office.

April 2012

**start** **current**  
**planning**  
**branch**



**Guide to  
changing your  
commercial  
building's use  
or interior**

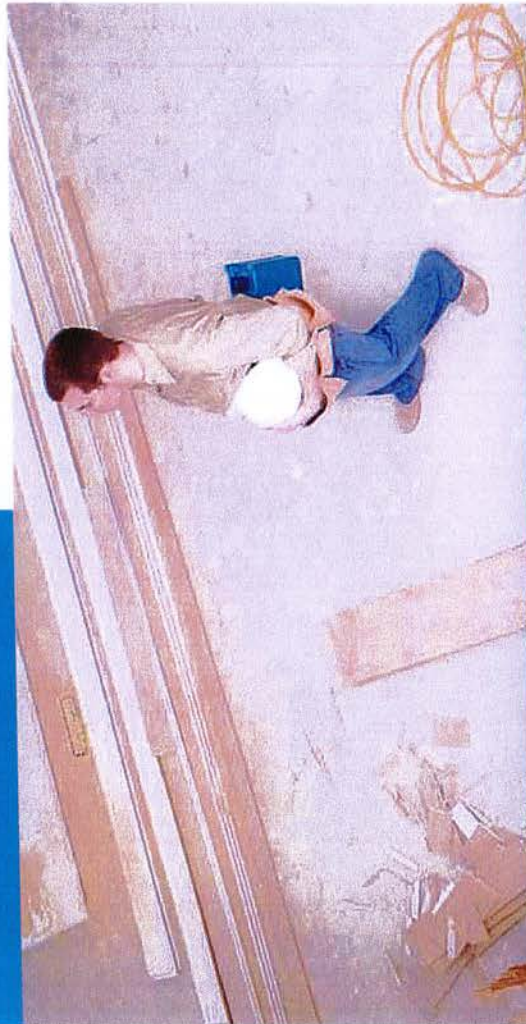
**Edmonton**  
THE CITY OF





## About the Service

If you are changing or modifying how a commercial building is being used in the same zone, you will need a change of use development permit. This helps to manage and keep track of how buildings are being used, helps make sure that everyone has access, and that the building fits in with other nearby properties.



## Why Permits?

Permits are here for your protection. They're the result of years of experience, testing and feedback. Having the proper permits will ensure what is being built is actually safe and that the appearance and use is consistent with the context of your neighbourhood.

## Zoning Verification

Your property's specific zoning may affect your plans.

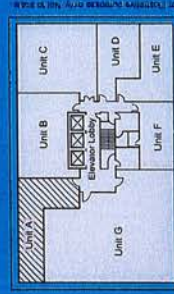
To verify the zoning of a property, visit our office or <http://maps.edmonton.ca>

- Click on 'Zoning' located on the right side of the photo
- Review the disclaimer and accept it by pressing 'Ok'
- Click on 'Locate Title by Address' and enter the property's address
- Click on 'Search' to view its zoning and any overlay information



### Single-tenant

Access to at least one exit door is required for a person coming off the elevator if the rest of the floor area is restricted.



### Multi-Tenant Egress Doors

At least two egress (exit) doors are required when:

- Maximum building code floor areas for tenant space are exceeded
- Maximum building code travel distances are exceeded
- More than 60 people occupy one tenant space



## DEVELOPMENT PERMIT AND COMPLIANCE FEES

Effective January 1, 2015

### A. Residential Applications

Application Type	2015 Fee
Accessory Buildings, Swimming Pools, Uncovered Decks	\$105
Hot tubs, Solar Panels (unless part of another development permit application)	\$105
Additions to Single Detached, Duplex, or Semi-Detached Housing – increase in floor area or height	\$385
Exterior Alterations, Additions to Single Detached, Duplex, or Semi-Detached Housing – no increase in floor area or height	\$155
Over-height Fences, Recreational Vehicle Parking	\$161
Secondary Suites, Garage and Garden Suites (outside of the combo permit)	\$260
New Single Detached Housing (outside of the house combo permit application), Duplex, Semi-detached, Residential Sales Centres	\$447
Mobile Home Move On and Additions	\$156
New or Additions to Apartment and Row Housing, and all other housing not listed above, up to four dwelling units	\$770
- Plus, for each additional dwelling unit	\$68
Exterior Alterations to Existing Apartment Units or Row Housing Units	\$333
Home Occupation:	
a) Minor Home Occupation	a) \$114
b) Major Home Occupation	b) \$291
Group Homes, Limited Group Homes	\$312
Residential Move On	\$312

### B. Commercial, Industrial, Institutional, Mixed-Use Applications

Application Type	2015 Fee
For new buildings or additions to existing buildings with a gross Floor Area up to 500 m <sup>2</sup> (5,381.95 sq. ft.)	\$811
- Plus, for each additional 100 m <sup>2</sup> (1,076.39 sq. ft.) of gross floor area or part thereof in commercial portion	\$88
For new mixed-use buildings with a gross Floor Area up to 500 m <sup>2</sup> in commercial portion and up to four dwelling units in residential portion	\$1,581
- Plus, for each additional 100 m <sup>2</sup> (1,076.39 sq. ft.) of gross floor area or part thereof in commercial portion	\$88
- Plus, for each additional dwelling unit in residential portion	\$68



Exterior alterations or renovations to existing buildings	\$333
Outdoor Patio, Temporary Event Tents, Temporary Garden Greenhouse, Garden Centre, Solar Panels	\$333
Sidewalk Café	
- Minor	\$25/5 years
- Major (includes Sidewalk Café Licence)	\$100/5 years
Commercial Move On	\$811

### C. All Land Use Applications

Application Type	2015 Fee
Change of Use:	
a) Permitted Use or Uses in Direct Control Districts	a) \$254
b) Discretionary Use	b) \$316
c) Child Care Services	c) \$379
Demolitions	\$78
Vehicular Parking Lots	\$770
Cell Towers:	
a) Rooftop	a) \$2,423
b) Freestanding	b) \$3,245
Sign Developments:	
a) Temporary Signs:	a)
i. Permit valid for up to 90 days	i. \$85
ii. Permit valid for up to 365 days	ii. \$255
b) Fascia Signs	b) \$85
c) Freestanding, Projecting or Roof Signs	c) \$255
d) Digital Signs	d) \$416
Satellite Signal Receiving Antennae, Amateur Radio Antennae and support structures	\$172

### D. Compliance Certificates / Zoning Confirmation

Application Type	2015 Fee
Single Detached, Semi-Detached or Duplex:	
a) Regular Service	a) \$120
b) Express Service	b) \$239



<b>Others:</b>	
a) Regular Service	a) \$250
b) Express Service	b) \$499
Compliance Certificate Restamp	\$75
Written Confirmation of Zoning (per site)	\$100
Search of Files for Outstanding Orders (per site)	\$100

#### **E. Leave as Built Permit** (structures constructed not in accordance to approved plan)

Application Type	2015 Fee
Accessory building for house	\$100
Single Detached House, Semi-Detached House, Duplex	\$150
Other than above (Multi-Family, Commercial, Industrial, etc.)	\$350

#### **F. Additional Fees**

	2015 Fee
<b>Notification Fee:</b>	
a) Minor residential applications	a) \$40
- Includes: accessory building, uncovered deck, swimming pool, hot tub, additions, exterior alterations, over-height fence, etc.	
b) All other applications	b) \$100
- Includes: secondary suites, new house construction, all commercial and industrial permits, group homes, signs, change of use etc.	
- Excludes: major home occupation	
<b>Developments Existing Without Permits</b>	Double the regular application fee
<b>Minor Amendment to Development Permit Application:</b>	
a) Minor Residential Applications	a) \$100
b) Single Detached House, Semi-Detached House, Duplex	b) \$150
c) Other than above (Multi-Family, Commercial, Industrial, etc.)	c) \$350
<b>Re-circulation Fee (3<sup>rd</sup> and subsequent re-circulation)</b>	50% of original application fee
<b>Pre-application Meeting</b>	\$300

## **G. Fee Policy**

---

Development Permit applications will be accepted ONLY when accompanied with the appropriate fees and complete submission requirements.

Additional fees may be required after the initial application submission, as determined by the Development Officer, and must be paid prior to the decision of the Development Permit application, or release for Building Permit review. See Section "F. Additional Fees".

### **Revisions to an Application:**

1. Any minor amendments to a Development Permit application will be assessed an additional fee, in accordance to Section "F. Additional Fees". The Development Officer shall determine when to impose the additional fee.
2. Any major amendments to a Development Permit application will require a new Development Permit application with full Development Permit application fees. The Development Officer shall determine whether changes to a Development Permit application are considered major.
3. Any Development Permit application under review which requires a 3<sup>rd</sup> circulation to other Departments, as a result of proposed revisions initiated by the applicant, will be subject to an additional fee, in accordance to Section "F. Additional Fees".

### **Application Fee Refunds:**

1. Where circulation has not commenced, \$100.00 or 20% of the development permit fee (whichever is greater) will be retained for administration costs.
2. Where circulation has commenced or if a decision has been made, there will be no refund of the fees paid.

## DEVELOPMENT PERMIT APPLICATION Office use only: POSSE Job #: \_\_\_\_\_

### for Commercial/Industrial/Multi-Dwelling Residential Developments

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. **Only applications that are complete will be accepted. PLEASE NOTE: this application is ONLY for a development permit. If a building permit is also required, you must apply for it separately.**

<b>A General Project Information</b>	
<b>1</b>	<b>Project Municipal Address:</b>
<b>2</b>	<b>Project Legal Description:</b> Plan No. _____ Block _____ Lot(s) _____ or, Quarter _____ Section _____ Twp _____ Range _____
<b>3</b>	<b>Pre Application Meeting:</b> <input type="checkbox"/> Yes, Reference # _____ -001 <input type="checkbox"/> No
<b>4</b>	<b>Type of work being performed: (Check all applicable):</b> <input type="checkbox"/> New Commercial/Industrial Building (must complete Section C7, C8 of this form) <input type="checkbox"/> Addition to Existing Building (must complete Section C7, C9 of this form) <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Other _____ <input type="checkbox"/> Change of Use (must complete applicable portions of Section D of this form) <input type="checkbox"/> New Multi Dwelling Residential - 3 or more dwellings (must complete Section C7, C8, and C10 of this form)

<b>B Applicant/Owner Information</b>			
<b>5</b>	<b>As the applicant I affirm:</b> <input type="checkbox"/> I am the registered owner of the above noted property <input type="checkbox"/> I have entered into a binding agreement to purchase the above noted property with the registered owner(s). <input type="checkbox"/> I have permission of the registered owner(s) of the above noted property to make the attached application for a Development Permit. <input type="checkbox"/> I have permission of the registered owner(s) of the above noted property to make the attached application for a Combination Permit, which includes an application for a Development Permit and Building Permit.		
<b>6</b>	<b>Applicant Information:</b>		POSSE Customer ID #:
	Last Name:	First Name:	Business Name:
	Contact Name (if different from above):		Email:
	Mailing Address		Telephone:
	City:	Prov.:	Cell Ph.:
		Postal Code:	Fax:

<b>C All New Buildings and/or Additions to Existing Buildings</b>	
<b>7</b>	Detail the proposed use of the new building/addition:
<b>8</b>	Total Site Area (sq m.): _____ Total Floor Area ( sq m.), including all floors and mezzanines: _____
<b>Additions to a Commercial/Industrial Building:</b>	
<b>9</b>	Existing Floor Area (sq.m.): _____ Proposed Floor area (sq.m.): _____
<b>Multi-Unit Residential Developments:</b>	
<b>10</b>	Total number of Dwelling Units Proposed: _____ Number of Main Floor Dwelling Units Proposed: _____

<b>D Change of Use within a specific building</b>		
11	Detail what the previous business activity was AND what the previous business name was:	
12	Detail what the proposed business activities will be within the building (e.g. insurance office, steel fabrication plant, jewellery sales):	
13	Detail any proposed business activities that will occur outside of the building (e.g. outdoor storage of pipes, outdoor trucking yard, outdoor display of goods):	
14	Total floor area of business (sq.m.):	Office space (sq.m.): Warehouse space (sq.m.)
<b>Restaurants, Specialty Food Services, Bars and Neighborhood Pubs, Night Clubs:</b>		
15	Public Space floor area (excluding kitchens, office areas)	What will be the maximum seating capacity?
16	Will there be an outdoor patio?	If yes, what is the seating capacity of the outdoor patio? (a floor plan is required on the site plan)
<b>Vehicle Oriented Uses (such as new and used Automotive Vehicle Sales):</b>		
17	Vehicle Oriented Uses, including Automotive Vehicle Sales involving the placement of sales trailers on site is considered a new Commercial development and not a change of use, and therefore shall meet the drawing and information requirements of the Commercial/Industrial checklist.	

<b>E Applicant Declaration:</b>	
I confirm by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete;	
Date: _____	Signature: _____

<b>Office Use Only</b>	
Development Permit Project No. _____ Building Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
This project is: <input type="checkbox"/> New Commercial/Industrial <input type="checkbox"/> New Multi Dwelling Residential <input type="checkbox"/> Addition (all) <input type="checkbox"/> Leave as Built <input type="checkbox"/> Exterior Alterations <input type="checkbox"/> Revision to approved DP <input type="checkbox"/> Interior Alterations <input type="checkbox"/> Demolition Only	
Development Permit Description (MUST IDENTIFY ZONING BYLAW USE CLASS): _____ _____	
Zoning: _____ <input type="checkbox"/> Discretionary Use <input type="checkbox"/> Permitted Use Statutory Plan Overlay: _____	
Development fees to be charged? <input type="checkbox"/> Yes : \$ _____ <input type="checkbox"/> No (reason): _____	
Reviewed by: _____ Date (mm/dd/yr): _____	

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre at 780-442-5054.



## Development Permit Information and Drawing Requirements

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A separate **Checklist form**, which identifies the drawings and detailed information required for your proposed development, **must be completed**:

- **Commercial/Industrial Checklist** for new buildings and additions, exterior alterations;
- **Multi-Unit Residential Checklist** for 3 or more dwellings, additions, exterior alterations or
- **Change of Use Checklist**.

**\*\*\*To minimize delays in processing your application, the following must be completed and returned to our office:**

- ***The Development Permit Application form***
- ***The appropriate Checklist***
- ***"The Abandoned Wells Confirmation Form – Proposed Development" with a printout of the map that was used to confirm the absence/presence of abandoned well(s).***

To link to the City's website for the Commercial Development and Building Application Form and Checklists, go to: [www.edmonton.ca/currentplanningforms](http://www.edmonton.ca/currentplanningforms)

Additional drawings or information may be required as considered necessary in accordance with the Edmonton Zoning Bylaw and by the Development Officer.

Applications may be subject to additional on and off site fees associated to the proposed development such as Lot Grading fee, Sanitary Sewer Trunk Charge, Transportation infrastructure fees.

Should you have any questions regarding development application requirements, please contact a representative at our **Customer Information Centre** at **311** or if **outside Edmonton 780-442-5311**.

**\*This is NOT a Building Permit application.**  
**A separate application must be made if a building permit is required.**

## Abandoned Wells Confirmation Form – Proposed Development

**\*\*Note\*\*** This form must be **1)** signed by the applicant at the time of Development Permit application, and  
**2)** submitted with a printout of the map(s) that was used to confirm the absence/presence of abandoned well(s)

<b>Municipal Address:</b>			
<b>Legal Description:</b>	<b>Plan:</b>	<b>Block:</b>	<b>Lot:</b>

If abandoned wells are **absent** within the site of proposed development:

I, \_\_\_\_\_, have reviewed information provided by the Energy Resources Conservation Board ("ERCB") as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the **absence** of any abandoned wells within the site of proposed development.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name if signing for a company

\_\_\_\_\_  
Date

If an abandoned well(s) is **present** within the site of proposed development:

I, \_\_\_\_\_, have reviewed information provided by the Energy Resources Conservation Board ("ERCB") as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the licensee(s) responsible for all abandoned wells within the site of proposed development has been contacted in order to have the *Abandoned Well Locating and Testing Protocol* completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s):

ERCB Well License #	Licensee name	Licensed Surface Location (e.g., 04-20-052-23 W4M)	Contact personnel name	Phone number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name If signing for a company

\_\_\_\_\_  
Date

Office Use Only:

<b>POSSE #:</b>		<b>LDA:</b>	
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## **Why do I need to disclose information about abandoned wells on my parcel?**

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### **New Requirements**

Effective November 1, 2012 the Subdivision and Development Regulation (Alberta Regulation 160/2012) has changed. The changes relate to the Subdivision and Development requirements around abandoned well sites. The new provisions require some changes to our business practices. In addition to our current application submission requirements, all new Development Permit and Subdivision Applications must include the following:

#### **Development Permit Application**

An application for a development permit for a **new building that will be larger than 47 square meters, or an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters**, must include:

- Information provided by the Energy Resources Conservation Board (ERCB) identifying the location or confirming the absence of any abandoned wells within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.
- This information can be obtained by either contacting the Energy Resources Customer Care Centre at 1-855-297-8311 (toll free) or using the GeoDiscover Alberta Map at: [www.geodiscoveralberta.ca](http://www.geodiscoveralberta.ca) to confirm whether an abandoned well is located on your property.
  - If you **do not have an abandoned well site on your property**, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and provide a copy of the map that was used to confirm the absence of abandoned wells on your property. This information must be included with your development application.
  - If you **do have an abandoned well on your property**, you must first meet the requirements as set out in ERCB’s Directive 079 before you can apply for a permit. Once ERCB’s Directive 079 requirements have been met, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and include a copy of the map used to confirm well location(s) with your development application.

The information is not required if it was submitted to the same development authority within the last year.

The following links provide further information on the added provisions.

Information Bulletin, Alberta Municipal Affairs -

[http://www.municipalaffairs.alberta.ca/documents/msb/Information\\_Bulletin\\_05\\_12.pdf](http://www.municipalaffairs.alberta.ca/documents/msb/Information_Bulletin_05_12.pdf)

ERCB Directive-

<http://www.ercb.ca/directives/Directive079.pdf>

## CHANGE OF USE CHECKLIST

### INFORMATION REQUIRED FOR CHANGE OF USE DEVELOPMENT PERMIT

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. **Only applications that are complete will be accepted.**

Plans submitted should be to a professional drafting standard (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner.

OFFICE	APPLICANT SUBMISSION REQUIREMENTS	
<input type="checkbox"/>	<input type="checkbox"/>	1. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	2. SITE PLANS (3 Sets) – To scale and dimensioned (min. scale 1:500) showing:
<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Address and Legal Description (Lot, Block, Plan Number)
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of all Buildings, and specific location of the Bay within the subject building that the Use will occupy.
<input type="checkbox"/>	<input type="checkbox"/>	Parking Layout (dimensioned) and Parking Analysis (Sec. 54 of the Zoning Bylaw)
<input type="checkbox"/>	<input type="checkbox"/>	Loading Spaces (location and dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Vehicular Accesses (location and dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all streets and lanes abutting the subject site
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all Uses and their floor areas within all buildings on site
<input type="checkbox"/>	<input type="checkbox"/>	3. FLOOR PLANS (3 Sets) – To scale and dimensioned (min. scale 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	Layout of interior and exterior walls and identification of all proposed/existing room uses on all floors, including mezzanine (ie. storage, retail space, office, seating areas)
<input type="checkbox"/>	<input type="checkbox"/>	All doors, stairs and window locations
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of building and floor area
<input type="checkbox"/>	<input type="checkbox"/>	Public Space - Area which is open to the public. (ie. Restaurants, Indoor Participant Recreation Areas)
<input type="checkbox"/>	<input type="checkbox"/>	Number of Seats or Occupants if required (ie. Religious Assembly, Commercial School)

**Applicant's signature** is confirmation that all required information has been provided and is correct.

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PLEASE PRINT NAME

\_\_\_\_\_  
 PHONE

OFFICE USE ONLY:

\_\_\_\_\_  
 CHECKLIST REVIEW BY

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PLEASE PRINT NAME

\_\_\_\_\_  
 PROJECT NO:

## **What is a Development Permit for a “Change of Use”?**

Each Zone in the City of Edmonton Zoning Bylaw 12800 allows a variety of development. A Development Permit for a “Change of Use” is required if the existing Use of a building (or a portion) is changed to an alternate Use under the same Zone in the Zoning Bylaw. This process is in place to manage and document Uses within a Zone and ensure that all Uses have sufficient parking and that development is compatible with adjacent land uses.

An example of this is in the CB2 – General Business Zone, there are a variety of Land Uses that can exist including General Retail Stores, Personal Service Shops, Health Services etc. A Development Permit for a “Change of Use” would be required if an existing Use within a building was to change from one Use to another. If a Personal Service Shop was being changed to a General Retail Store then a “Change of Use” Development Permit would be required. A “Change of Use” would not be required if one type of General Retail Store was proposed in place of another type of General Retail Store (ie. clothing store to shoe store).

To determine whether a “Change of Use” Development Permit is required the following steps should be followed:

- 1) Determine the Zone that the proposed “Change of Use” is in.
- 2) Look under the appropriate Zone information in the Zoning Bylaw to see the listing of Permitted and Discretionary Uses allowed. If your proposed Use falls into one of the Uses within these Use categories, you can apply for a “Change of Use” Development Permit. If you are not sure of the definition of a listed Use in the Zone, check the definitions in Section 7 – Use Class Definitions of the Zoning Bylaw. If your proposed Use is not listed under that Zone, then you will have to look for another property located in a Zone that allows the Use.
- 3) If you determine that you need a “Change of Use” Development Permit, refer to checklist (See “Change of Use” checklist) for all necessary information required to apply.

Applicants should be aware that operating a business prior to approval of necessary permits may result in refusal of the development permit due to concerns regarding incompatible Uses.



### Where to apply:

#### In person:

The City of Calgary  
Planning Services Counter  
Third Floor, Calgary Municipal Building  
800 Macleod Tr. S.E.  
Calgary, Alberta T2P 2M5

Monday to Friday, 8 a.m. to 4:30 p.m.

### For more information:

**By phone:**  
403-268-5311

**Online:**  
calgary.ca/pd



THE CITY OF  
**CALGARY**

These brochures have no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect. The City of Calgary accepts no responsibility to persons relying solely on this information.

Brochures are updated periodically. Contact the Customer Service Centre to determine if you have the most recent edition.

### Types of Land Use Approval Permits

- Building Permit
- Tenancy Change
- Change of Use DP Permitted – Type 1
- Change of Use DP Permitted – Type 2
- Change of Use DP Discretionary

In the Land Use Bylaw, when a Use is not listed in a District, a Change of Use DP for that proposed Use cannot be approved by the Development Authority. Each application is considered on an individual basis. Approval is not guaranteed.

### I am setting up a business in a Commercial or Industrial Space, what do I need to do?

Any business that operates within the city limits is required to be registered with the City of Calgary Business Licensing Department. All businesses require either an Identification Number or a business license.

You can update or apply by:

**Phone:**  
403-268-5311

**Online:**  
calgary.ca/BusinessRegistration

**In Person:**  
Planning Services Counter,  
Third Floor, Calgary Municipal Building,  
800 Macleod Tr. SE, Calgary

### How do I find out what Land Use or Zoning my address is in?

Visit the 'My Property' page on [www.calgary.ca](http://www.calgary.ca). By visiting this site, you can determine the Land Use (zoning) of your address and view all building and development permits issued for your property within the last 3 years.

### What is a Direct Control District and How do I know which Land Use Approval Application to use?

A Direct Control District is an amendment to the Land Use Bylaw, specifically written for a certain parcel (or parcels) of land. Each Direct Control document contains guidelines that control the development of the site. For assistance in determining which type of Land Use Approval Application you will need to submit, please speak with a Planning Services Technician by calling 403-268-5311.

### Mezzanines and Second Floors

All new mezzanines and any **addition** to the size of an existing mezzanine require a Development Permit.

If a mezzanine is existing and no changes are being made, a review by the Planning and Development Department will still be done at the time of application to ensure that approval exists. If approval does not exist, a Development Permit and Building Permit will be required.

If a Development Permit is required please see the document 'Mezzanine CARL' for a full list of the requirements to make this application.

### How does Parking affect my Land Use Approval?

Some Uses or Business Types have different parking requirements. The type of Land Use Approval application you will be required to submit is directly influenced by whether parking will be increased, decreased or remain the same. A Planning Services Technician can assist you in determining the correct application for your Land Use Approval. Please call 403-268-5311.

## Commercial

# Commercial business

## Land Use Approval

calgary.ca/pd | call 3-1-1



THE CITY OF  
**CALGARY**

PLANNING, DEVELOPMENT & SERVICES



### What is Land Use Approval?

Any business operating from a commercial location must obtain Land Use Approval from the City of Calgary's Planning and Development Department.

Land Use Approval is required when an applicant:

- Is starting a new business
- Is taking over an existing business
- Is moving an existing business to a new location
- Is increasing the occupancy size or increasing the intensity of the existing business use

If the proposed business requires a business license, it will not be issued until Land Use and all other required approvals are in place.

A business that does not require a licence still requires Land Use Approval - and a Business Identification Number still needs to be created.

The purpose of the Use Approval process is to ensure that the activities of the proposed business operate in accordance with the rules of the applicable Land Use Bylaw.

**NOTE:** A change from one use to another may require a Building Permit to ensure the space meets the Alberta Building Code for the new Use, even when no construction is proposed.

### What information do I need for my Permit?

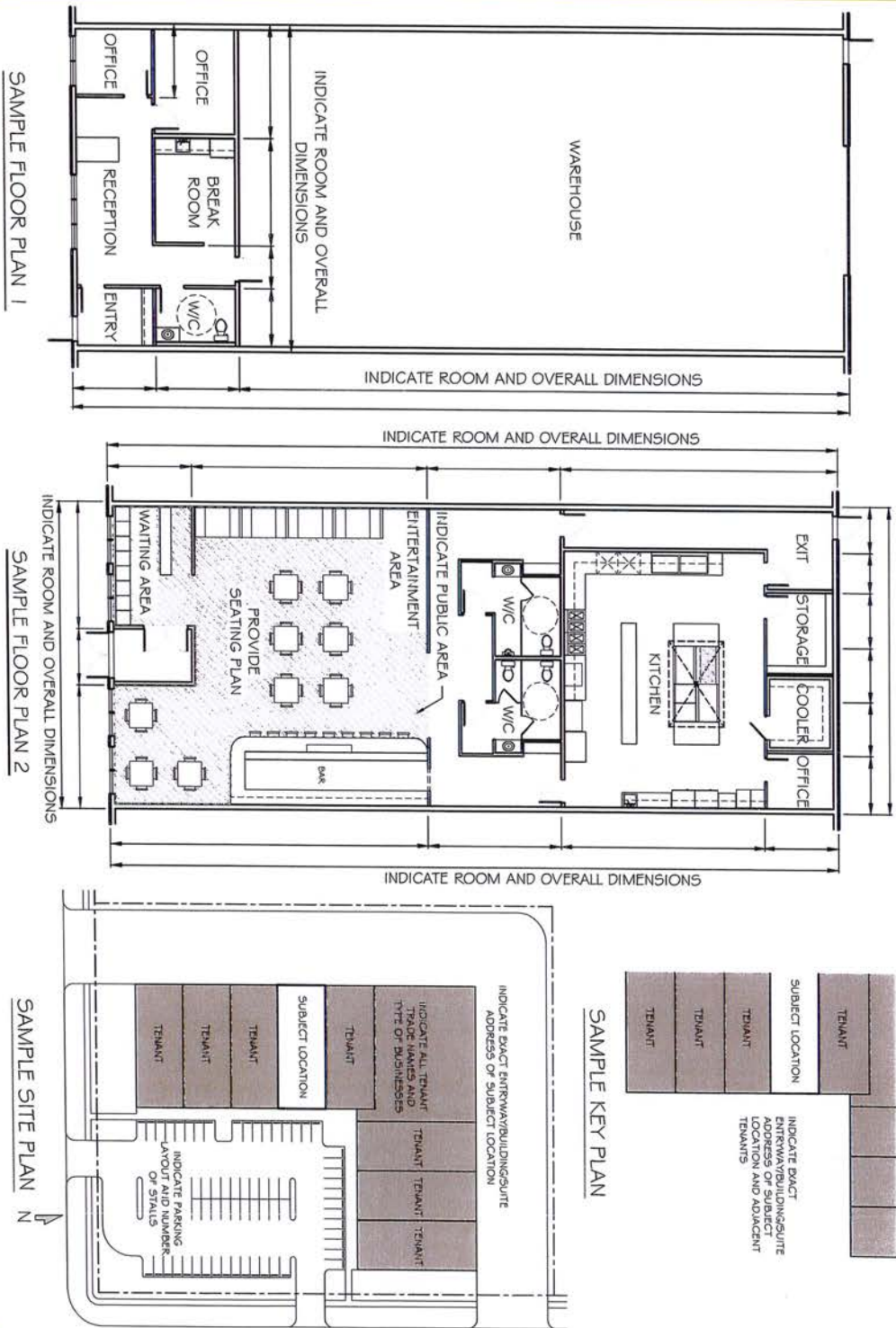
There are five different permit categories. The type of permit required for a business is determined by multiple factors including, but not limited to, past tenant history and your proposed business operation.

You may be required to provide plan drawings or other documentation for your Land Use Approval.

A Planning Services Technician can assist you in determining which application will be required.

Please call 403-268-5311.

### Land Use Drawing Examples



(52) "**development**" means:

- (a) an excavation or stockpile and the creation of either of them;
- (b) a **building** or an addition to or replacement or repair of a **building**, and the construction or placing of any of them on, in, over or under land;
- (c) a change of **use** of land or a **building** or an act done in relation to land or a **building** that results in or is likely to result in a change in the **use** of the land or **building**; or
- (d) a change in the intensity of **use** of land or a **building** or an act done in relation to land or a **building** that results in or is likely to result in a change in the intensity of **use** of the land or **building**.

(53) "**Development Authority**" means a person or body appointed as a **Development Authority** as contemplated by and in accordance with the *Municipal Government Act*.

(54) "**development completion permit**" means a permit issued by a **Development Authority** confirming that the requirements of a **development permit** have been satisfactorily completed.

(55) "**development permit**" means a document authorizing a **development**, issued by a **Development Authority** pursuant to this Bylaw or any previous Bylaw governing land use within the **City**, and includes the plans and conditions of approval.

(55.1) "**digital display**" means a device intended to display **copy** using electronic screens, projection, television, computer video monitors, liquid crystal displays (LCD), light emitting diode (LED) displays, or any other similar electronic, computer generated or digital technology.

30P2011

(56) "**dilapidated vehicle**" means a vehicle that is:

- (a) incapable of being safely operated;
- (b) partially or fully dismantled; or
- (c) substantially damaged.

(57) "**discretionary use**" means a **use** of land or a **building** that is listed as such **use** in a land use district or a Direct Control District Bylaw.

(57.1) "**district energy**" means infrastructure consisting of insulated pipes, pumps, metering systems and thermal production facilities capable of transferring heat energy through a controlled conductive medium carried between multiple sites for uses including, but not limited to, space heating, chilled water, domestic hot water heating and industrial processes. A **district energy** system may be designed to serve any group of **buildings** by means of one or a combination of thermal or energy heat plants and pipe systems.

26P2010, 33P2013

31P2009

**Administrative Cancellation of an Application**

- 41.1** (1) In the case of an inactive or non-responsive application the **General Manager** may, in his or her sole and unfettered discretion, cancel a **development permit** application subsequent to acceptance, where he determines that the information provided is not adequate for the **Development Authority** to properly evaluate the application.
- (2) The **General Manager** must provide written notice of the cancellation of the **development permit** application including reasons for the decision to the applicant.
- (3) The fees associated with a **development permit** application cancelled by the **General Manager** may be refunded.

**Term of a Development Permit**

- 42** A **development permit** remains in effect until:
- (a) the date of its expiry if the **development permit** was issued for a limited time;
  - (b) it is suspended or cancelled; or
  - (c) it lapses upon the failure of the applicant to commence **development** as required under this Division.

**Suspension or Cancellation of a Development Permit**

71P2008

- 43** (1) The **Development Authority** may suspend or cancel a **development permit** following its approval or issuance if:
- (a) the application contains a misrepresentation;
  - (b) facts have not been disclosed which should have been at the time of consideration of the application for the **development permit**;
  - (c) the **development permit** was issued in error;
  - (d) the requirements or conditions of the **development permit** have not been complied with; or
  - (e) the applicant requests, by way of written notice to the **Development Authority**, the cancellation of the **development permit**, provided that commencement of the **use, development** or construction has not occurred.
- (2) If the **Development Authority** suspends or cancels a **development permit**, the **Development Authority** must provide written notice of the suspension or cancellation to the applicant.
- (3) Upon receipt of the written notice of suspension or cancellation, the applicant must cease all **development** and activities to which the **development permit** relates.



**Commencement of Development**

- 44 (1) Where a **development permit** is for a change of **use**, a change of intensity of **use** or both, **development** must commence within one year of the date of approval of the **development permit**. 31P2009
- (2) For the purpose of subsection (1), **development** commences when the applicant begins occupying the **parcel** and operating the **use** which was approved by the **development permit**.
- (3) Where a **development permit** is for construction, or for construction combined with a change of **use**, a change in intensity of **use** or both, **development** must commence within: 31P2009
- (a) three years of the date of approval of the **development permit** on **parcels** designated M-H1, M-H2, M-H3, C-O, I-B, S-CI, S-CRI, CC-MH, CC-MHX, CC-X, CC-COR, CC-ER, CC-ERR, CC-EMU, CC-EIR, CC-EPR, CC-ET and CR20-C20/R20 Districts; 51P2008, 26P2010, 33P2013
  - (b) three years of the date of approval of the **development permit**, on **parcels** designated DC Direct Control, unless otherwise directed by **Council**; and
  - (c) two years of the date of approval of the **development permit** on **parcels** designated as any other District.
- (4) For the purpose of subsection (3), **development** commences when the applicant has altered the **parcel** in furtherance of the construction.
- (5) Without restricting the generality of the foregoing:
- (a) excavation in anticipation of construction is an alteration of a **parcel**; and
  - (b) fencing a site, posting signage, obtaining permits and minor interior demolition are not alterations of the **parcel**.
- (6) *deleted* 31P2009
- (7) For the purpose of this section, the term "date of approval of the **development permit**" means:
- (a) the date upon which the **Development Authority** approves the **development permit** application;
  - (b) in the case of an appeal to the Subdivision and Development Appeal Board, the date upon which the Subdivision and Development Appeal Board renders a written decision approving the **development permit** application; or
  - (c) In the case of an appeal or leave to appeal to the Court of Appeal, the date the judgement roll or decision of the court is filed with the Court of Appeal allowing the **development** to proceed pursuant to an approved **development permit**. 41P2009



31P2009

- (8) The **General Manager** may grant a request to extend the date before which **development** must commence as specified in this Land Use Bylaw or any previous Bylaw governing land use within the **City** provided:
- (a) the **development permit** is not for a change of **use**, a change of intensity of **use** or both;
  - (b) no more than two extensions are granted for any **development permit**;
  - (c) the length of any extension is one year;
  - (d) the request is made in writing on a form approved by the **General Manager** and must be submitted with the fee as prescribed by resolution of **Council**; and
  - (e) the request is granted prior to the **development permit** lapsing.
- (9) When **development** has not commenced in accordance with this section the **development permit** lapses.

31P2009

#### Commencement of Construction

- 45 The approval of a **development permit** application and the release of a **development permit** does not authorize construction to either commence or continue except in conjunction with all other required permits.

#### Reapplication for a Development Permit

5P2013

- 46 Where a **development permit application** has been refused, the **Development Authority** must not accept an application for the same or similar **development** within six months of the date of decision except where the proposed **development** is for a **permitted use** that conforms to all of the applicable requirements and rules of this Bylaw.

#### Development Completion Permit

- 47 (1) When a **development permit** is required, a **development completion permit** must be issued before the **development** can be occupied or a **use** commenced.
- (2) The **General Manager** must determine which **developments** and **uses** do not require a **Development Completion Permit**, which may be amended from time to time.
- (3) The **Development Authority** must advise an applicant for a **development permit** if the proposed **development** or **use** requires a **Development Completion Permit**.
- (4) An application for a **Development Completion Permit** must be made on a form approved by the **General Manager** and must be accompanied by two copies of a surveyor's certificate.

13P2008

- (3) The **Development Authority** must consider a proposed **development** as a **discretionary use** in accordance with the requirements of Part 2, Division 5 if the **development permit** application is for:

71P2008

- (a) multiple **uses** including at least one **discretionary use** that is not a **sign**; or
- (b) a **permitted use** which shares a **use area** with a **discretionary use**.

#### Commencement of Development for a Development Permit Authorizing Multiple Uses

- 132 Where a **development permit** application for multiple **uses** is approved, the provisions respecting commencement of **development** referenced in section 44 apply to all **uses** approved by the **development permit**.

#### Rules for All Uses

- 133 (1) In addition to all of the **setback area** rules required by this Bylaw, the **Development Authority** must ensure that all the setback requirements contained within the *Subdivision and Development Regulation* are satisfied.
- (2) Unless otherwise specified in a District, the minimum number of required **motor vehicle parking stalls**, **visitor parking stalls**, **bicycle parking stalls – class 1** and **bicycle parking stalls – class 2** is the requirement specified in each **use** definition in this Part.
- (3) A change of **use** must satisfy the minimum **motor vehicle parking stall** requirement in effect for that **use** as of the date of the change of **use**.
- 12P2012 (4) A change of **use** is not required to provide any **bicycle parking stalls** or **loading stalls** where it occurs in a **building** that was legally constructed or approved.
- (5) A **building** may be constructed using **modular construction** methods but a **Manufactured Home** does not qualify as **modular construction**.

#### Uses Not Listed But Allowed in All Districts

- 134 (1) The following **uses** are **permitted uses** in all Districts, regardless of whether they are listed in the District:
- (a) **Motion Picture Filming Location**;
- (b) **Public Transit System**;
- (b.1) **Special Function – Class 1**; and
- (c) **Utilities – Linear**.

1P2009

4P2012

1P2009



## Development Permit Complete Application Requirement List (CARL)

Last Modified 2014 February 15

### Change of Use – Permitted Type 1 Changes inside a Building: In any Land Use District

LUD	_____
PST	_____

The following **Development Permit Complete Application Requirement List** outlines all of the information necessary to evaluate and provide a timely decision on your application.

**Only applications that are complete will be accepted.** Applications and materials submitted must be clear, legible and precise. Plans submitted should be to a professional drafting standard. We are currently unable to accept digital applications. Thank you for your co-operation.

#### All plans submitted must:

- ☐ **contain a title block with information such as:**
  - ☐ address and legal description (plan; block; lot)
  - ☐ uses, project name, applicant name and contact information
- ☐ **be sorted into sets:**
  - ☐ sets should be folded to a size no larger than 8-½" x 14" (21.5 x 35.5 cm)
  - ☐ each set must be stapled or taped together
  - ☐ sets may be accordion-pleated, provided they can be hole punched in the top left-hand corner
- ☐ **paper size:**
  - ☐ all plans submitted must be on the same sized paper
  - ☐ drawings are clear and legible
  - ☐ drawings must be contained on each page (one plan should not span two pages)
- ☐ **be clear of any previous approval stamps and/or notations:**

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2 Section 26(3) of the Land Use Bylaw 1P2007).

*All terms of reference are based on the defined terms in the Land Use Bylaw 1P2007.*

#### Processing Times and Deemed Refusals

Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. [Time extension agreements](#) must be initiated by the Applicant.

To exercise the "deemed refusal" option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.



completed by applicant	office use only	
<input type="radio"/>	<input type="radio"/>	<b>Eligibility</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Use the Permitted – Type 1 CARL if:</b>
<input type="checkbox"/>	<input type="checkbox"/>	the parking requirement is the same or lower than the previous use;
<input type="checkbox"/>	<input type="checkbox"/>	all Land Use Bylaw 1P2007 rules are met; and
<input type="checkbox"/>	<input type="checkbox"/>	no relaxations are required.
<p><b>Note:</b> If parking is higher and all Land Use Bylaw rules appear to be met, use the <u><a href="#">Permitted – Type 2 CARL</a></u>. If a relaxation is required, use the <u><a href="#">Discretionary CARL</a></u>.</p>		
<b>Required Items</b>		
<input type="radio"/>	<input type="radio"/>	1. <b>Development Permit fee</b> (See <u><a href="#">Fee Schedule</a></u> )
<input type="radio"/>	<input type="radio"/>	2. Completed <b>Use Questionnaire</b> (attached)
<input type="radio"/>	<input type="radio"/>	3. <b>Four (4) copies of the Key Plan</b> showing the exact location of tenant space within the building and tenant unit number.
<input type="radio"/>	<input type="radio"/>	4. <b>Four (4) copies of Floor Plans</b> (minimum 1:100 or imperial scale, minimum 3/16"=1') showing:
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimensions of all rooms
<input type="checkbox"/>	<input type="checkbox"/>	purpose of all rooms/spaces (e.g., show room, kitchen, bathroom, internal stairways, mechanical room)
<input type="checkbox"/>	<input type="checkbox"/>	location of all walls, partitions, doorways, windows, and other openings
<input type="checkbox"/>	<input type="checkbox"/>	if a <b>restaurant and/or drinking establishment</b> , include seating plan that clearly indicates the area (both indoor and outdoor) in which the public will have access for the consumption of food and/or beverages
<input type="radio"/>	<input type="radio"/>	5. If the applicant chooses to submit their Building Permit in tandem with this application, a <b>Complete Commercial Building Permit Application</b> is required (see the appropriate Building Permit CARL for application requirements).
<input type="radio"/>	<input type="radio"/>	6. <b>Does this application include any of the following uses?</b> If the following uses are applicable, complete and attach the relevant Use-related CARL. If required, ask for assistance at the time of application.
		<input type="checkbox"/> <u><a href="#">Agriculture and Animal</a></u>
		<input type="checkbox"/> <u><a href="#">Automotive</a></u>
		<input type="checkbox"/> <u><a href="#">Commercial</a></u>
		<input type="checkbox"/> <u><a href="#">Eating and Drinking</a></u>
		<input type="checkbox"/> <u><a href="#">Industrial</a></u>
		<input type="checkbox"/> <u><a href="#">Residential Care and Health</a></u> (includes Child Care and Instructional Facility)



**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.

**Applicant's Signature**

**Date**

(Confirming that all required information has been provided and is correct)

**Screened by**

**Date**

Planning Services Technician

**Checklists are updated periodically. Please ensure you have the most recent edition.**

For Further Information:

**Phone:** 403-268-5311

**Web:** [calgary.ca](http://calgary.ca)

**In Person:**

3rd floor, Calgary Municipal Building

800 Macleod Trail SE, Calgary, Alberta

**8:00 a.m. to 4:30 p.m. Monday – Friday**

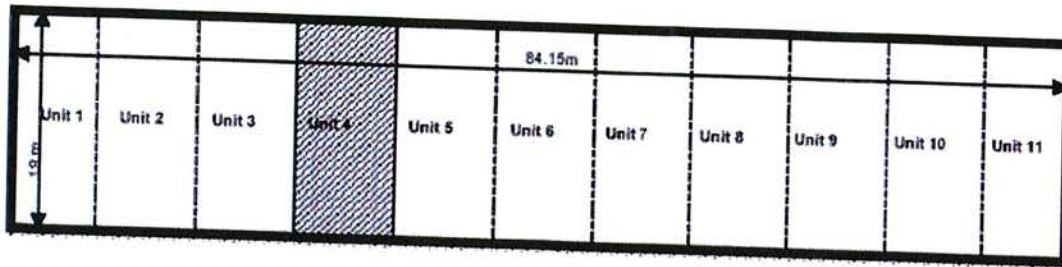
**Mail:**

The City of Calgary

Planning, Development & Assessment (#8108)

800 Macleod Trail SE, Calgary, Alberta T2P 2M5

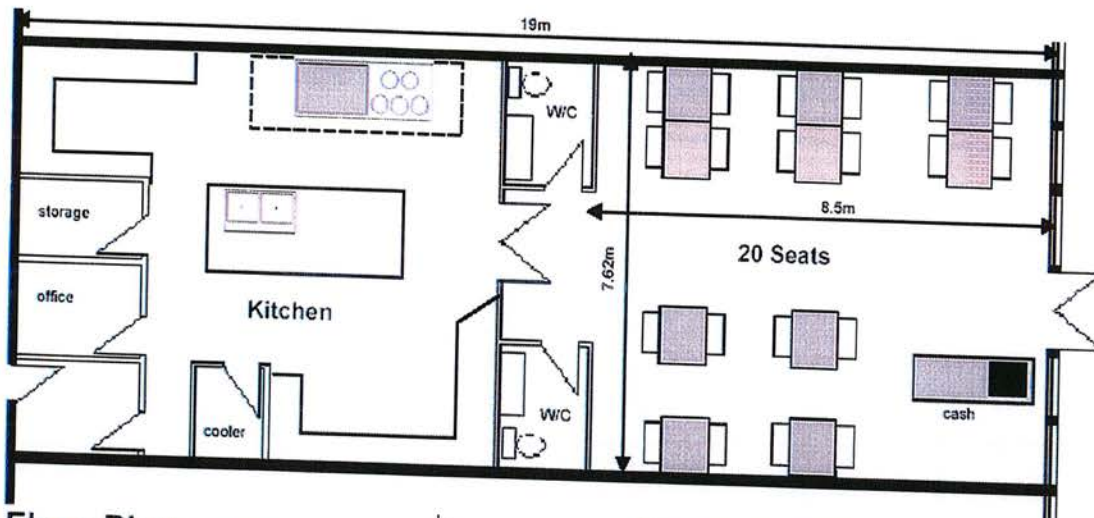




**Key Plan**



Civic Address: Unit 4, 1200 Nowhere Street SW  
Legal Address: Lot 56, Block 12, Plan 55611



**Floor Plan** SCALE 1:100

This Sample Floor Plan is a Restaurant



**SAMPLE**





## Use Questionnaire

Last modified 2014 February 15

The Government of Alberta, Alberta Health Services and The City of Calgary require certain safety codes and bylaw compliance for different types of businesses. The questions below will help us to determine if your business meets these requirements. Thank you for your cooperation.

Applicant's name (your name)		
Mailing address (your approval will be mailed to this address)		Postal code
Email address	Contact number (    )	Alternate contact number (    )

Business name	Move in date YYYY    MM    DD
Business address (including unit number) <b>Note: If the EXACT business address is unknown, contact Planning Data Services for Building Address Confirmation – phone 403-268-8127.</b>	
What was the previous name and type of business to occupy this location? (This information will determine the type of application required. Your landlord should be able to assist you with this information.)	

<b>Detail the business activities to take place at the above business address</b> (e.g., operate an office for computer consulting, manufacture and sell plastic items)		
<b>Detail any business activities that are to take place outside the building at the above business address</b>		
<b>Total business floor area</b>  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>	<b>Office space area</b>  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> N/A	<b>Warehouse / work area</b>  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> N/A

Will you be sharing this space with another business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
To prepare this location for your business, will you be doing any construction or modifying the space in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be adding or modifying a mezzanine / second floor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any combustible, flammable, or explosive materials stored, used or produced at this business location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the business activities or uses occurring at this location produce any dust, liquids or gases? <b>For example, any business that manufactures; refinishes furniture; repairs vehicles; welds; or, involves the cooking or preparation of food.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be adding or changing any equipment or appliances?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Use Questionnaire

For Industrial businesses:		
Will there be any outdoor storage? If yes, indicate the storage area on the site plan.	If yes, is the outdoor storage screened?	Showroom area (must be clearly indicated and dimensioned on the floor plan)
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>

For Eating & Drinking businesses:	
Will there be an outdoor café? It must be shown on the floor plan and the site plan.	If yes, what is the seating capacity of the outdoor café?
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Restaurant public floor area (not including hallways or washrooms)	Entertainment / dance floor area (must be clearly indicated and dimensioned on the floor plan)
<input type="checkbox"/> N/A <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>	<input type="checkbox"/> N/A <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>
What is the indoor seating capacity?	Will minors be prohibited at any time?
	<input type="checkbox"/> Yes <input type="checkbox"/> No

For Auto-related businesses:		
What is the total number of parking stalls on the site?	What is the maximum number of vehicles capable of being serviced at any given time?	How many parking stalls will be used for displaying or storing vehicles? Highlight them on the site plan.

**FOIP DISCLAIMER:** The personal information on this form is being collected under the authority of The Freedom of Information and Protection of Privacy (FOIP) Act, Section 33(c). It will be used to provide operating programs, account services and to process payments received for said services. It may also be used to conduct ongoing evaluations of services received from Planning, Development & Assessment. Please send inquiries by mail to the FOIP Program Administrator, Planning, Development & Assessment, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.

I / We hereby certify that the information in this application is true and correct. I / We hereby agree to comply with the applicable regulations that govern its approval.

Applicant's Signature	Company Name	Date
		YYYY MM DD

Internal use only	
Previous use(s)	
Proposed use(s)	
Plans Examiner	BP required? <input type="checkbox"/> Yes <input type="checkbox"/> No



## Development Permit Complete Application Requirement List (CARL)

Last Modified 2014 November 15

### Change of Use – Permitted Type 2 Changes inside a Building: In any Land Use District

LUD	_____
PST	_____

The following **Development Permit Complete Application Requirement List** outlines all of the information necessary to evaluate and provide a timely decision on your application.

**Only applications that are complete will be accepted.** Applications and materials submitted must be clear, legible and precise. Plans submitted should be to a professional drafting standard. We are currently unable to accept digital applications. Thank you for your co-operation.

#### All plans submitted must:

- ☐ **contain a title block with information such as:**
  - ☐ address and legal description (plan; block; lot)
  - ☐ uses, project name, applicant name and contact information
- ☐ **be sorted into sets:**
  - ☐ sets should be folded to a size no larger than 8-½" x 14" (21.5 x 35.5 cm)
  - ☐ each set must be stapled or taped together
  - ☐ sets may be accordion-pleated, provided they can be hole punched in the top left-hand corner
- ☐ **paper size:**
  - ☐ all plans submitted must be on the same sized paper
  - ☐ drawings are clear and legible
  - ☐ drawings must be contained on each page (one plan should not span two pages)
- ☐ **be clear of any previous approval stamps and/or notations:**

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2 Section 26(3) of the Land Use Bylaw 1P2007).

*All terms of reference are based on the defined terms in the Land Use Bylaw 1P2007.*

#### Processing Times and Deemed Refusals

Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. [Time extension agreements](#) must be initiated by the Applicant.

To exercise the "deemed refusal" option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.



completed by applicant	office use only	Eligibility
<input type="radio"/>	<input type="radio"/>	<b>Use the Permitted – Type 2 CARL if:</b>
<input type="checkbox"/>	<input type="checkbox"/>	the parking requirement is higher than the previous use;
<input type="checkbox"/>	<input type="checkbox"/>	all Land Use Bylaw 1P2007 rules appear to be met.
<p><b>Note:</b> If the parking requirement is the same or lower than the previous use and no relaxations are required, use the <a href="#">Permitted – Type 1 CARL</a>. If a relaxation is required, use the <a href="#">Discretionary CARL</a>.</p>		

Required Items		
<input type="radio"/>	<input type="radio"/>	1. <b>Development Permit fee</b> (See <a href="#">Fee Schedule</a> )
<input type="radio"/>	<input type="radio"/>	2. <b>Completed Use Questionnaire</b> (attached)
<input type="radio"/>	<input type="radio"/>	3. <b>Six (6) copies of Site Plans</b> (1:100 metric scale recommended) showing:
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	property lines
<input type="checkbox"/>	<input type="checkbox"/>	adjacent City streets (label street names)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Outline and dimensions of all buildings on the parcel. Indicate:</b>
<input type="checkbox"/>	<input type="checkbox"/>	tenant location(s) within the building
<input type="checkbox"/>	<input type="checkbox"/>	location of all windows, doors, overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	<b>Label all existing tenants on the site (within buildings and outside). Indicate the total area of each (ft<sup>2</sup> or m<sup>2</sup>).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Parking areas, drive aisles and circulation roads</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Motor vehicle parking stalls:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label as Commercial, Dwelling, Live/Work or Visitor
<input type="checkbox"/>	<input type="checkbox"/>	<b>Location and dimensions of loading stalls</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Location of bicycle parking stalls – class 1 (secure) and class 2 (un-secure)</b> (only required to be indicated for buildings approved after June 1, 2008)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Details of Signage:</b> Refer to appropriate complete application requirement list for signage, available on <a href="http://calgary.ca">calgary.ca</a> .
<input type="radio"/>	<input type="radio"/>	4. <b>Six (6) copies of Floor Plans</b> (minimum 1:100 or imperial scale, minimum 3/16"=1') showing:
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimensions of all rooms



<input type="checkbox"/>	<input type="checkbox"/>	purpose of all rooms/spaces (e.g., show room, kitchen, bathroom, internal stairways, mechanical room)
<input type="checkbox"/>	<input type="checkbox"/>	location of all walls, partitions, doorways, windows, and other openings
<input type="checkbox"/>	<input type="checkbox"/>	if a <b>restaurant and/or drinking establishment</b> , include seating plan that clearly indicates the area (both indoor and outdoor) in which the public will have access for the consumption of food and/or beverages
<input type="radio"/>	<input type="radio"/>	<b>5. Does this application include any of the following uses?</b> If the following uses are applicable, complete and attach the relevant Use-related CARL. If required, ask for assistance at the time of application.
		<input type="checkbox"/> <a href="#">Agriculture and Animal</a> <input type="checkbox"/> <a href="#">Automotive</a> <input type="checkbox"/> <a href="#">Commercial</a> <input type="checkbox"/> <a href="#">Eating and Drinking</a> <input type="checkbox"/> <a href="#">Industrial</a> <input type="checkbox"/> <a href="#">Residential Care and Health</a> (includes Child Care and Instructional Facility)

For further information regarding parking relaxations for existing buildings in commercial districts, please refer to the City of Calgary's [Planning Policy for Parking Relaxations](#).

**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.

**Applicant's Signature**

**Date**

(Confirming that all required information has been provided and is correct)

**Screened by**

**Date**

Planning Services Technician

**Date**

Senior Planning Technician

**Checklists are updated periodically. Please ensure you have the most recent edition.**

For Further Information:

**Phone:** 403-268-5311

**Web:** [calgary.ca](http://calgary.ca)

**In Person:**

3rd floor, Calgary Municipal Building

800 Macleod Trail SE, Calgary, Alberta

**8:00 a.m. to 4:30 p.m. Monday – Friday**

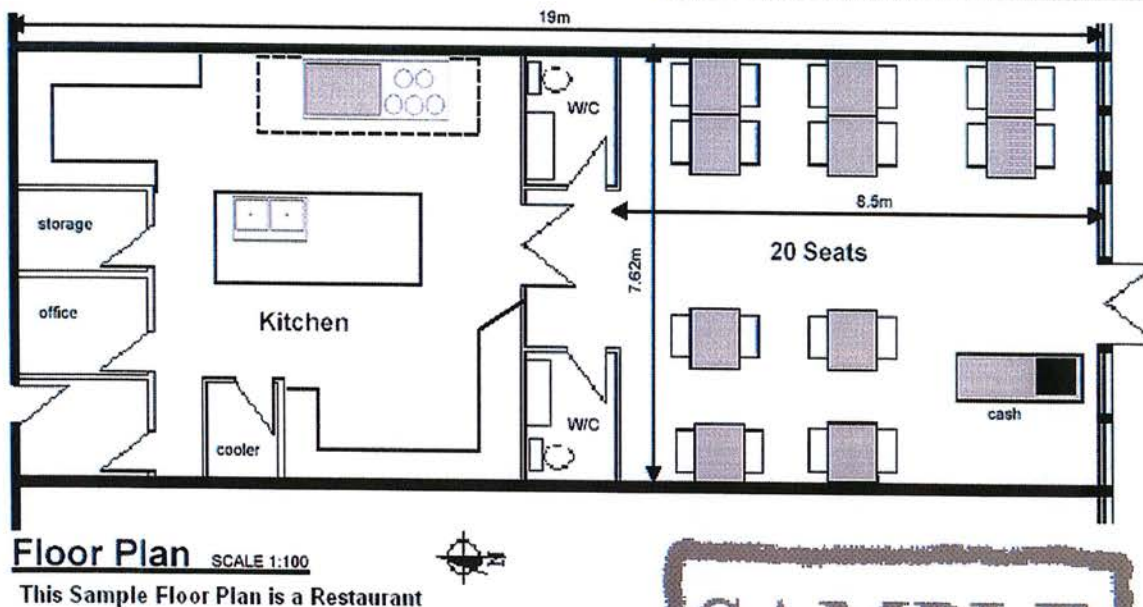
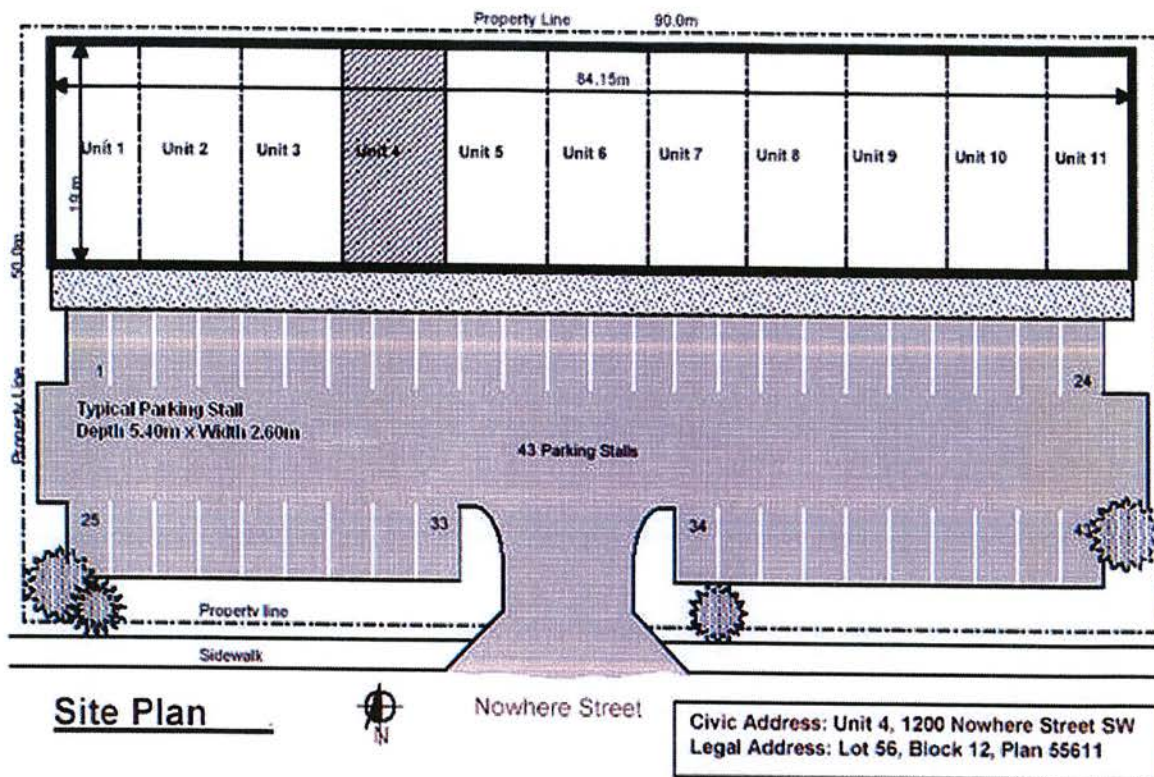
**Mail:**

The City of Calgary

Planning, Development & Assessment (#8108)

800 Macleod Trail SE, Calgary, Alberta T2P 2M5





**SAMPLE**





## Use Questionnaire

Last modified 2014 February 15

The Government of Alberta, Alberta Health Services and The City of Calgary require certain safety codes and bylaw compliance for different types of businesses. The questions below will help us to determine if your business meets these requirements. Thank you for your cooperation.

Applicant's name (your name)		
Mailing address (your approval will be mailed to this address)		Postal code
Email address	Contact number (     )	Alternate contact number (     )

Business name	Move in date YYYY    MM    DD
Business address (including unit number) <b>Note: If the EXACT business address is unknown, contact Planning Data Services for Building Address Confirmation – phone 403-268-8127.</b>	
What was the previous name and type of business to occupy this location? (This information will determine the type of application required. Your landlord should be able to assist you with this information.)	

<b>Detail the business activities to take place at the above business address</b> (e.g., operate an office for computer consulting, manufacture and sell plastic items)		
<b>Detail any business activities that are to take place outside the building at the above business address</b>		
<b>Total business floor area</b>  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>	<b>Office space area</b>  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> N/A	<b>Warehouse / work area</b>  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> N/A

Will you be sharing this space with another business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
To prepare this location for your business, will you be doing any construction or modifying the space in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be adding or modifying a mezzanine / second floor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any combustible, flammable, or explosive materials stored, used or produced at this business location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the business activities or uses occurring at this location produce any dust, liquids or gases? <b>For example, any business that manufactures; refinishes furniture; repairs vehicles; welds; or, involves the cooking or preparation of food.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be adding or changing any equipment or appliances?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Use Questionnaire

<b>For Industrial businesses:</b>		
Will there be any outdoor storage? If yes, indicate the storage area on the site plan.	If yes, is the outdoor storage screened?	Showroom area (must be clearly indicated and dimensioned on the floor plan)
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>

<b>For Eating &amp; Drinking businesses:</b>		
Will there be an outdoor café? It must be shown on the floor plan and the site plan.	If yes, what is the seating capacity of the outdoor café?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Restaurant public floor area (not including hallways or washrooms)	<input type="checkbox"/> N/A <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>	Entertainment / dance floor area (must be clearly indicated and dimensioned on the floor plan)
		<input type="checkbox"/> N/A <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>
What is the indoor seating capacity?	Will minors be prohibited at any time?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>For Auto-related businesses:</b>		
What is the total number of parking stalls on the site?	What is the maximum number of vehicles capable of being serviced at any given time?	How many parking stalls will be used for displaying or storing vehicles? Highlight them on the site plan.

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I / We hereby certify that the information in this application is true and correct. I / We hereby agree to comply with the applicable regulations that govern its approval.

Applicant's Signature	Company Name	Date
		YYYY MM DD

<b>Internal use only</b>	
Previous use(s)	
Proposed use(s)	
Plans Examiner	BP required? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Development Permit Complete Application Requirement List (CARL)

Last Modified 2014 November 15

### Change of Use – Discretionary or Permitted with Relaxation Changes inside a Building: In any Land Use District

LUD	_____
PST	_____

The following **Development Permit Complete Application Requirement List** outlines all of the information necessary to evaluate and provide a timely decision on your application.

**Only applications that are complete will be accepted.** Applications and materials submitted must be clear, legible and precise. Plans submitted should be to a professional drafting standard. We are currently unable to accept digital applications. Thank you for your co-operation.

#### All plans submitted must:

- ☐ **contain a title block with information such as:**
  - ☐ address and legal description (plan; block; lot)
  - ☐ uses, project name, applicant name and contact information
- ☐ **be sorted into sets:**
  - ☐ sets should be folded to a size no larger than 8-½" x 14" (21.5 x 35.5 cm)
  - ☐ each set must be stapled or taped together
  - ☐ sets may be accordion-pleated, provided they can be hole punched in the top left-hand corner
- ☐ **paper size:**
  - ☐ all plans submitted must be on the same sized paper
  - ☐ drawings are clear and legible
  - ☐ drawings must be contained on each page (one plan should not span two pages)
- ☐ **be clear of any previous approval stamps and/or notations:**

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2 Section 26(3) of the Land Use Bylaw 1P2007).

*All terms of reference are based on the defined terms in the Land Use Bylaw 1P2007.*

#### Processing Times and Deemed Refusals

Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. [Time extension agreements](#) must be initiated by the Applicant.

To exercise the "deemed refusal" option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.





completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. A copy of the current <b>Certificate(s) of Title</b>
<input type="radio"/>	<input type="radio"/>	2. <b>A Letter of Authorization*</b> from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.  *You can use this <a href="#">sample letter of authorization template</a> or you can provide your own letter but it must contain all information indicated on the sample letter
<input type="radio"/>	<input type="radio"/>	3. <b>Colour Photographs</b> (minimum of two different views, label and identify each photograph) showing:
<input type="checkbox"/>	<input type="checkbox"/>	exterior of building
<input type="checkbox"/>	<input type="checkbox"/>	unique features and aspects of significance to development of the parcel
<input type="radio"/>	<input type="radio"/>	4. <b>Development Permit fee</b> (See <a href="#">Fee Schedule</a> )
<input type="radio"/>	<input type="radio"/>	5. Completed <b>Use Questionnaire</b> (attached)
<input type="radio"/>	<input type="radio"/>	6. <b>Ten (10) copies of Site Plans</b> (1:100 metric scale recommended) showing:
<input type="checkbox"/>	<input type="checkbox"/>	north arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	property lines
<input type="checkbox"/>	<input type="checkbox"/>	adjacent City streets (label street names)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Outline and dimensions of all buildings on the parcel. Indicate:</b>
<input type="checkbox"/>	<input type="checkbox"/>	tenant location(s) within the building
<input type="checkbox"/>	<input type="checkbox"/>	location of all windows, doors, overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	<b>Label all existing tenants on the site (within buildings and outside if applicable). Indicate the total area of each (ft<sup>2</sup> or m<sup>2</sup>).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Parking areas, drive aisles and circulation roads</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Motor vehicle parking stalls:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label as Commercial, Dwelling, Live/Work or Visitor
<input type="checkbox"/>	<input type="checkbox"/>	<b>Location and dimensions of loading stalls</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Location of bicycle parking stalls – class 1 (secure) and class 2 (un-secure)</b> (only required to be indicated for buildings approved after June 1, 2008)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Details of Signage:</b> Refer to appropriate complete application requirement list for signage, available on <a href="#">calgary.ca</a> .
<input type="radio"/>	<input type="radio"/>	7. <b>Ten (10) copies of Floor Plans</b> (minimum 1:100 or imperial scale, minimum 3/16"=1') showing:
<input type="checkbox"/>	<input type="checkbox"/>	municipal address (ie, street address) and legal address (ie, plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	all elements of plan labelled as <b>existing</b> or <b>proposed</b>



<input type="checkbox"/>	<input type="checkbox"/>	dimensions of all rooms
<input type="checkbox"/>	<input type="checkbox"/>	purpose of all rooms/spaces (e.g., showroom, kitchen, bathroom, internal stairways, mechanical room)
<input type="checkbox"/>	<input type="checkbox"/>	location of all walls, partitions, doorways, windows, and other openings
<input type="checkbox"/>	<input type="checkbox"/>	if a <b>restaurant and/or drinking establishment</b> , include seating plan that clearly indicates the area (both indoor and outdoor) in which the public will have access for the consumption of food and/or beverages
<input type="radio"/>	<input type="radio"/>	<b>8. Does this application include any of the following uses?</b> If the following uses are applicable, complete and attach the relevant Use-related CARL. If required, ask for assistance at the time of application.
		<input type="checkbox"/> <u><b>Agriculture and Animal</b></u> <input type="checkbox"/> <u><b>Automotive</b></u> <input type="checkbox"/> <u><b>Commercial</b></u> <input type="checkbox"/> <u><b>Eating and Drinking</b></u> <input type="checkbox"/> <u><b>Industrial</b></u> <input type="checkbox"/> <u><b>Residential Care and Health</b></u> (includes Child Care and Instructional Facility)

For further information regarding parking relaxations for existing buildings in commercial districts, please refer to the City of Calgary's [Planning Policy for Parking Relaxations](#).

**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.

**Applicant's Signature**

**Date**

(Confirming that all required information has been provided and is correct)

**Screened by**

**Date**

Planning Services Technician

**Date**

Senior Planning Technician

**Checklists are updated periodically. Please ensure you have the most recent edition.**

For Further Information:

**Phone:** 403-268-5311

**Web:** [calgary.ca](http://calgary.ca)

**In Person:**

3rd floor, Calgary Municipal Building

800 Macleod Trail SE, Calgary, Alberta

8:00 a.m. to 4:30 p.m. Monday – Friday

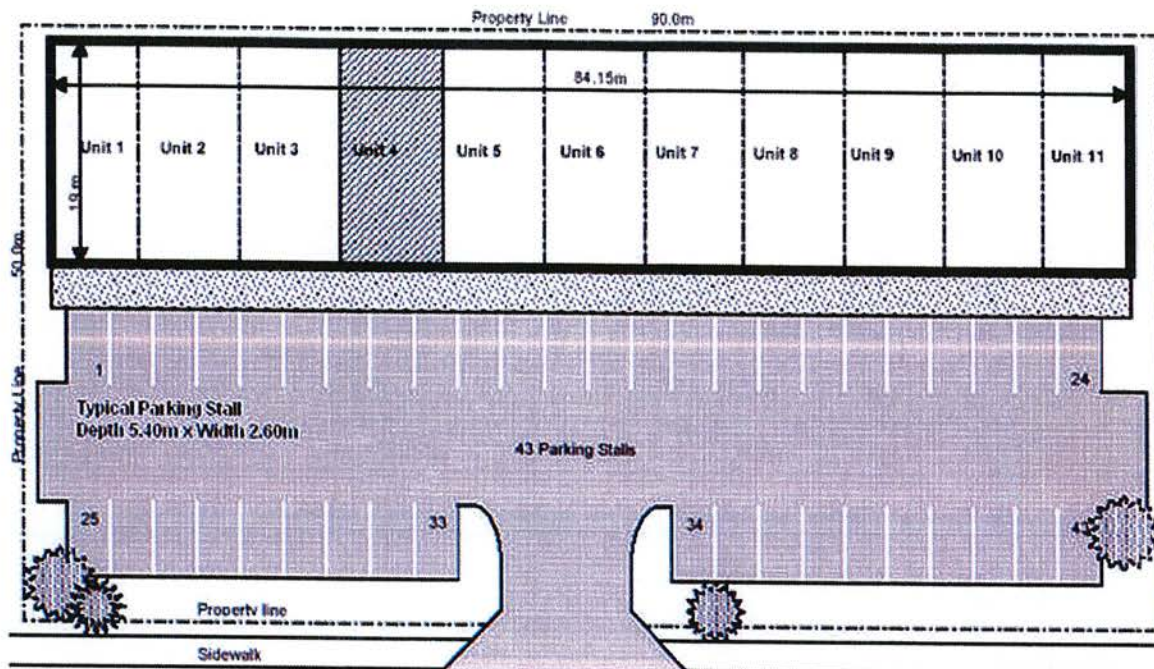
**Mail:**

The City of Calgary

Planning, Development & Assessment (#8108)

800 Macleod Trail SE, Calgary, Alberta T2P 2M5



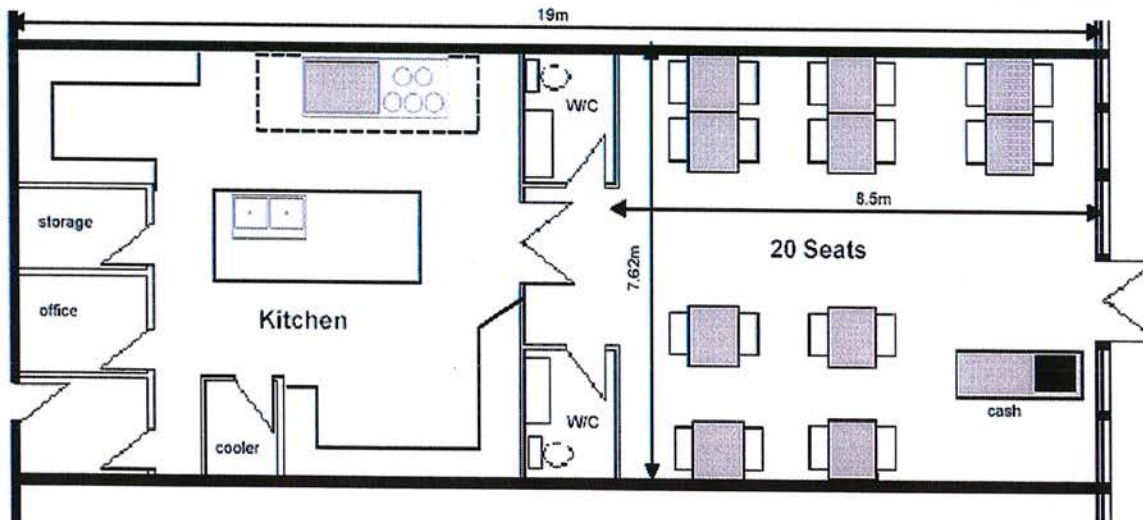


**Site Plan**



Nowhere Street

Civic Address: Unit 4, 1200 Nowhere Street SW  
Legal Address: Lot 56, Block 12, Plan 55611



**Floor Plan**

SCALE 1:100

This Sample Floor Plan is a Restaurant



**SAMPLE**





The Government of Alberta, Alberta Health Services and The City of Calgary require certain safety codes and bylaw compliance for different types of businesses. The questions below will help us to determine if your business meets these requirements. Thank you for your cooperation.

Applicant's name (your name)		
Mailing address (your approval will be mailed to this address)		Postal code
Email address	Contact number (     )	Alternate contact number (     )

Business name	Move in date YYYY     MM     DD
Business address (including unit number) <b>Note: If the EXACT business address is unknown, contact Planning Data Services for Building Address Confirmation – phone 403-268-8127.</b>	
What was the previous name and type of business to occupy this location? (This information will determine the type of application required. Your landlord should be able to assist you with this information.)	

<b>Detail the business activities to take place at the above business address</b> (e.g., operate an office for computer consulting, manufacture and sell plastic items)		
<b>Detail any business activities that are to take place outside the building at the above business address</b>		
<b>Total business floor area</b>  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>	<b>Office space area</b>  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> N/A	<b>Warehouse / work area</b>  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> N/A

Will you be sharing this space with another business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
To prepare this location for your business, will you be doing any construction or modifying the space in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be adding or modifying a mezzanine / second floor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any combustible, flammable, or explosive materials stored, used or produced at this business location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the business activities or uses occurring at this location produce any dust, liquids or gases? <b>For example, any business that manufactures; refinishes furniture; repairs vehicles; welds; or, involves the cooking or preparation of food.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be adding or changing any equipment or appliances?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Use Questionnaire

### For Industrial businesses:

Will there be any outdoor storage? If yes, indicate the storage area on the site plan.  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is the outdoor storage screened?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Showroom area (must be clearly indicated and dimensioned on the floor plan)  <input type="checkbox"/> N/A  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>
--	--	---

### For Eating & Drinking businesses:

Will there be an outdoor café? It must be shown on the floor plan and the site plan.  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is the seating capacity of the outdoor café?
Restaurant public floor area (not including hallways or washrooms)  <input type="checkbox"/> N/A  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>	Entertainment / dance floor area (must be clearly indicated and dimensioned on the floor plan)  <input type="checkbox"/> N/A  <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>
What is the indoor seating capacity?	Will minors be prohibited at any time?  <input type="checkbox"/> Yes <input type="checkbox"/> No

### For Auto-related businesses:

What is the total number of parking stalls on the site?	What is the maximum number of vehicles capable of being serviced at any given time?	How many parking stalls will be used for displaying or storing vehicles? Highlight them on the site plan.
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**FOIP DISCLAIMER:** The personal information on this form is being collected under the authority of The Freedom of Information and Protection of Privacy (FOIP) Act, Section 33(c). It will be used to provide operating programs, account services and to process payments received for said services. It may also be used to conduct ongoing evaluations of services received from Planning, Development & Assessment. Please send inquiries by mail to the FOIP Program Administrator, Planning, Development & Assessment, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.

I / We hereby certify that the information in this application is true and correct. I / We hereby agree to comply with the applicable regulations that govern its approval.

Applicant's Signature	Company Name	Date YYYY MM DD
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### Internal use only

Previous use(s)	
Proposed use(s)	
Plans Examiner	BP required? <input type="checkbox"/> Yes <input type="checkbox"/> No





## 2015 Planning Applications Fee Schedule

RF 001 (R2014-10)

### Development Permits

<i>Residential</i>		<i>Base Fee</i>	<i>Grades Fee</i>	<i>DCP Fee</i>	<i>Ad Fee</i>	<i>Total Fee</i>
Additions	to Manufactured Home - 10 m <sup>2</sup> and under	\$186	--	--	--	\$186
	to Manufactured Home - over 10 m <sup>2</sup>	\$301	--	\$158	--	\$459
	to Single, Semi-detached & Duplex Dwellings in the Developed Area - 10 m <sup>2</sup> and under	\$372	--	--	\$31	\$403
	to Single, Semi-detached & Duplex Dwellings in the Developed Area - over 10 m <sup>2</sup>	\$601	\$457	\$158	\$31	varies
New	Accessory suites	\$0	--	--	--	\$0
	Contextual dwellings in the Developed Area	\$380	\$457	\$238	--	\$1,075
	Home Occupation - Class 2	\$435	--	--	\$31	\$466
	Manufactured Home	\$573	--	\$238	--	\$811
	Multi-residential development, townhouses, rowhouses - discretionary use or relaxations required	\$810 + \$49 per unit	--	\$238	\$31	varies*
	Multi-residential development, townhouses, rowhouses - permitted use	\$810 + \$49 per unit	--	\$238	--	varies*
	Single Detached, Semi-detached & Duplex Dwellings in the Developed Area	\$1,146	\$457	\$238	\$31	\$1,872
Relaxations	Proposed structures that do not meet all rules of Land Use Bylaw 1P2007	\$368	--	\$158	\$31	\$557
	Existing structures that do not meet all rules of Land Use Bylaw 1P2007	\$368	--	--	\$31	\$399
Renovations	Multi-residential development, townhouses, rowhouses - permitted use	\$668	--	\$158	--	\$826
	Multi-residential development, townhouses, rowhouses - discretionary use or relaxations required	\$668	--	\$158	\$31	\$857

### Commercial / Industrial / Mixed Use

		<i>Base Fee</i>	<i>DCP Fee</i>	<i>Ad Fee</i>	<i>Total Fee</i>
Additions / New	Commercial buildings	\$0.77 / sq. m. of GFA (\$1764 min.)	\$238	\$31	varies*
	Mixed use buildings	\$0.77 / sq. m. of commercial GFA (\$1764 min.) + \$810 + \$49 per dwelling unit	\$238	\$31	varies*
Change of Use	Permitted use (no relaxations, no changes to site plan)		\$190	--	\$190
	Discretionary use or relaxations required (no changes to site plan)		\$601	\$31	\$632*
General	Excavating, stripping & grading	\$1,135	--	\$31	\$1,166
	Outdoor cafes	\$601	\$238	\$31	\$870
	Retaining walls (commercial / industrial sites and those that span multiple parcels)	\$948	\$158	\$31	\$1,137
	Special function / event	\$368	\$238	\$31	\$637
	Surface parking lots	\$1,135	\$238	\$31	\$1,404
	Temporary structures (including portable classrooms)	\$948	--	\$31	\$979
Renovations	Change(s) to site plan (i.e. landscaping, parking, access)	\$1,582	\$158	\$31	\$1,771*
	Exterior renovations	\$601	\$158	\$31	\$790
	Mezzanine / interior second floor addition - permitted use (no relaxations)	\$601	\$158	--	\$759
	Mezzanine / interior second floor addition - discretionary use or relaxations required	\$601	\$158	\$31	\$790
Signs	Permitted use (no relaxations)	\$97	--	--	\$97
	Discretionary use or relaxations required	\$648	\$158	\$31	\$837

### Additional Fees

	<i>Base Fee</i>	<i>DCP Fee</i>	<i>Ad Fee</i>	<i>Total Fee</i>
Calgary Planning Commission (CPC) fee	\$632	--	--	\$632
Planning approval for Business Licence applications	\$39	--	--	\$39
Revised Plans application	50% of the applicable current base fee (max. \$791)	--	--	varies
Reactivation fee	50% of the applicable current base fee (max. \$1,455)	--	--	varies
Recirculation fee	\$1,164	--	--	\$1,164