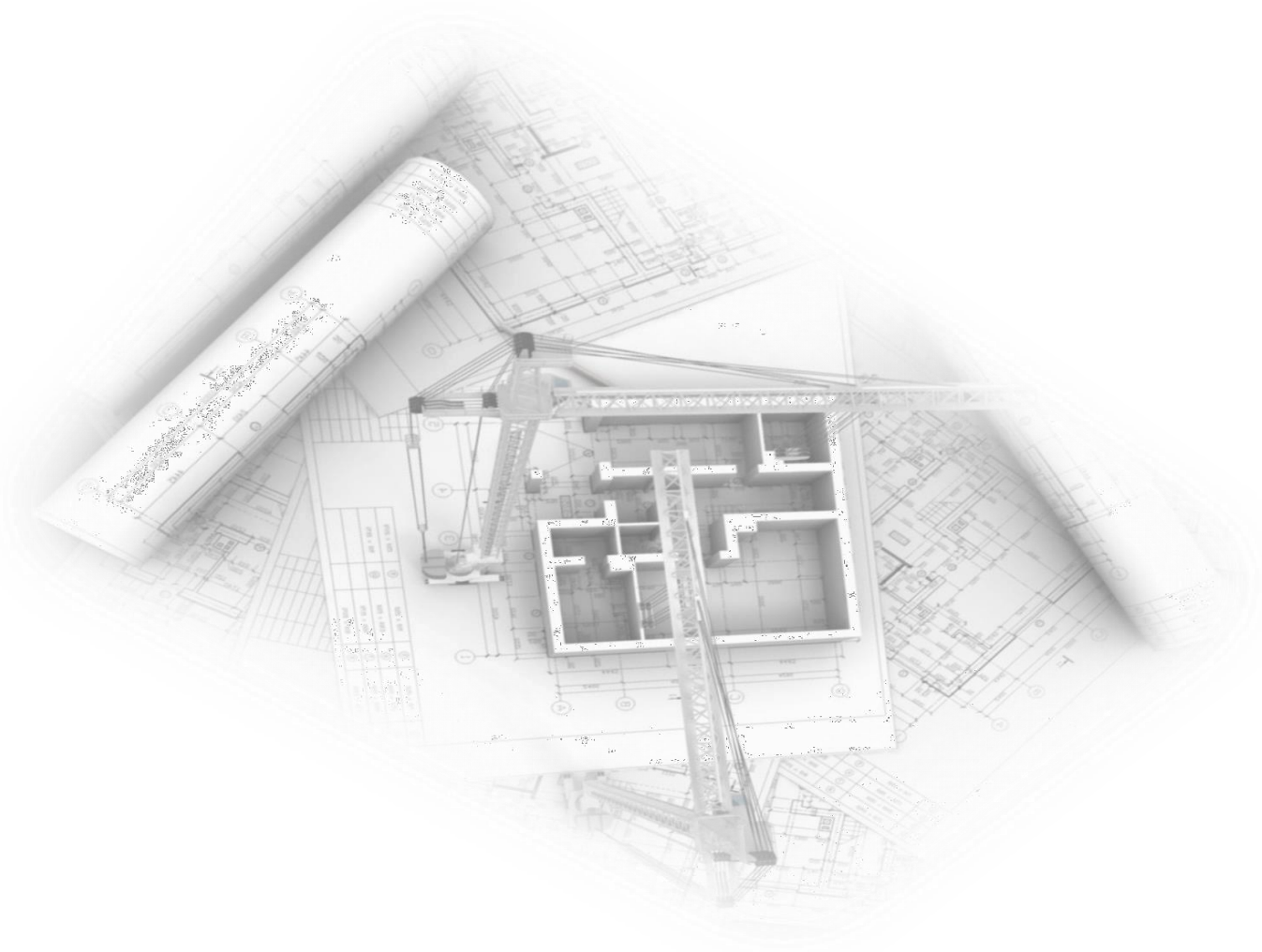
Accessory Building Development Package



Town of Redcliff

Accessory Building

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INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

The following information is required to review and evaluate your Development Permit application in a timely matter.

To expedite the application review, all submitted materials must be clear, legible and precise. Accurate and legible drawing are required (rough sketches are not acceptable).

Applicant	Office	Required Items
o	o	Completed Development Permit Application
o	o	Off-Site Levies (if applicable)
o	o	Abandoned gas well map (if proposed building is larger than 35 m^2)
o	o	Site Plans – to be scaled and dimensioned showing: • Municipal Address and legal description (Lot, Block, Plan) • Property lines • Front, rear and side yard setbacks from property lines • North arrow • Easements and utility right-of-way • Lot grades (including building grades at all corners) • Foundation outline of the principal building and outline of eaves and any other projections • Outline and location of any accessory building • Driveway or parking areas (including width and length of all stalls) • Retaining walls (existing and proposed) • Adjacent municipal streets, sidewalks, curbs and proposed curb cuts • Location of existing or proposed water, sanitary sewer, gas and electrical lines
o	o	Blueprints – to be scaled and dimensioned showing: • Exterior of proposed building, including windows doors, projections, decks, etc. • Exterior finishing materials, and roofing materials • Lot grades, building grades, and grade line plotted on each of the building elevations (consistent with the Site Plan) • Elevation of any fence or retaining wall proposed on the site • Layout of all exterior and interior wall and identify rooms (eg kitchen, living room, bedroom, etc.) • Dimensions of buildings (length & width; include cantilevers and other projections.

The Development Authority may require additional material/information necessary to properly evaluate the proposed development.

SECTION SIX

Glossary

6

This section provides definitions for terms used within the Land Use Bylaw.

Please note, definitions pertaining to specific uses are **HIGHLIGHTED** below:

ABUTTING – means immediately contiguous to or physically touching, and when used in respect of a lot, means that the two abutting lots share a property line.

ACCESSORY BUILDING/STRUCTURE – means any building or structure which is separate from the principal building on the parcel on which both are located, and the use of which is subordinate and incidental to that of the principal building. Typical accessory building/structures include, but are not limited to, sheds, carports, portable garages and shelters, tall flagpoles, satellite dishes, etc.

ACCESSORY USE – means a use of land or buildings which is incidental or subordinate to the principal use of the same parcel, building, site or dwelling unit.

ADDITION – means adding onto an existing building, provided that there are no structural changes to the existing building, no removal of the roof structure and no removal of the exterior walls other than that required to provide an opening for access from, and integration of, the existing building to the portion added thereto and there is a common structural connection from the existing building to the addition that includes a foundation, constructed to the minimum standards outlined in the Alberta Building Code, and a roof.

ADJACENT – means contiguous and abutting if not for an easement, right-of-way, street or natural feature.

AGRICULTURAL BUILDING – means a building normally associated with and generally essential to the operation of a farm. Such structures shall include, but are not limited to, machine sheds, storage sheds, granaries, grain bins for the storage of on-farm products, silos, repair shop, etc. Farm is a separate use. This use does not include Cannabis Production and Distribution Facility.

ALCOHOL PRODUCTION – means a use where beer, spirits and/or other alcoholic beverages are manufactured that may include the retail sale of products. Typical development includes breweries, distilleries and meaderies. This use may be combined with another use such as an Establishment (Eating & Drinking).

AMENITY SPACE – means an area within a parcel or building that is provided for the exclusive use of residents for recreational or social purposes. Private Amenity Spaces are provided for the use of the occupants of only one dwelling unit. Common Amenity Spaces are for the use of all residents.

ANIMAL SERVICES (MAJOR) – means a use for livestock outpatient care and treatment, boarding, training, or grooming of large animals and includes retail sales of associated products. This includes such uses as animal hospitals, boarding/breeding kennels for both livestock and domestic pets, impounding and quarantining facilities.

ANIMAL SERVICES (MINOR) – means a use for domestic pet outpatient care and treatment, pet training not exceeding ten animals on the premises at any one time, treatment or grooming of animals and includes retail sales of associated

4.35 ACCESSORY BUILDINGS AND STRUCTURES

a) A structure which is attached to the principal building by a roof, a floor or a foundation is not an accessory building, and it is to be considered part of the principal building.

b) For the purposes of this Bylaw detached garages are considered accessory buildings.

c) Other than an approved Secondary Suite (External), an accessory building shall not be used as a dwelling or contain a dwelling unit.

d) No Accessory Building or Structure shall be located in the front yard.

e) Any Accessory Building or Structure, except a patio, deck or fence, shall be located at least 1.8 m from any principal building.

f) No Accessory Building shall exceed 4.5 m in height.

g) The maximum size of an accessory building(s) in a Residential or Mixed-Use District is 15 % of the site area coverage or 93 m^2, whichever is less.

h) No more than three (3) accessory buildings shall be permitted on a lot. Their total site area coverage may not exceed 15%.

4.36 PRIVATE POOLS

a) Every private pool shall be secured against unauthorized entry by a fenced yard.

b) The Development Authority, in considering an application for a private swimming pool, hot tub or other water feature located within 30.0 m of an escarpment may require the applicant submit a Slope Stability Geotechnical Study.

c) An outdoor swimming pool and hot tub shall:

   i. be located in a side or rear yard only,

   ii. be set back a minimum of 1.5 m from property lines, and

   iii. be secured against entry to meet the requirements of the *Alberta Building Code*.

d) All private swimming pools shall be connected to the Town's water and sanitary sewer system in accordance with provincial requirements. The applicant shall ensure that the adjacent properties are not subjected to any water problems resulting from the malfunctioning of the pool.

4.37 DWELLING UNITS ON A PARCEL

a) No person shall construct or locate, or cause to be constructed or located, more than one dwelling unit on a parcel except when permitted within a District and specified in a Development Permit.

b) The Development Authority may issue a Development Permit for the construction or location of more than one dwelling unit on a parcel of land if the proposed dwelling units will be:

   i. contained in a building that, or in buildings each of which, is designed for or divided into two or more dwelling units,

   ii. located on a parcel of land that is divided into bareland condominium units, or

   iii. a single detached dwelling and a Secondary Suite (Internal) or (External).

4.38 CONDOMINIUM AND BARE LAND CONDOMINIUM PLANS

a) In the event of subdivision by condominium or bare land condominium plan, development shall be treated as a multi-unit complex where development setbacks for the front, rear, and side yards shall be the same as specified in the appropriate Land Use District. Spatial separation between buildings shall also comply with the *Alberta Building Code*.

DEVELOPMENT PERMIT APPLICATION

Application #:_____

APPLICANT INFORMATION					
Applicant			Property Owner (if different)		
Phone			Phone		
Email			Email		
Mailing Address			Mailing Address		
City	Province	Postal Code	City	Province	Postal Code

LOCATION OF DEVELOPMENT			
Civic Address			
Legal Address	Lot	Block	Plan

DESCRIPTION OF DEVELOPMENT

Proposed Development: _____

_____

_____

_____

Proposed Application:

- ☐ New Residential
- ☐ Commercial/Industrial
- ☐ Home Occupation
- ☐ Permit to Stay
- ☐ Addition
- ☐ Change of Use
- ☐ Sign
- ☐ Accessory Building
- ☐ Deck
- ☐ Demolition
- ☐ Other (please specify) _____

Proposed Setbacks:

Front: _____

Left: _____

Back: _____

Right: _____

Land Use District

Value of Development

Estimated Completion Date

DEVELOPMENT PERMIT APPLICATION

1. Failure to fully complete this form and/or supply the required information may result in a delay of the application process.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any made appeal has been heard and a decision rendered.
4. If a decision has not been issued within 40 days of the date the application is deemed refused. An appeal of the refusal may be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or Business License. Any approvals granted regarding this application does not excuse the applicant from complying with Federal, Provincial, or other Municipal requirements.
7. The Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreement affecting the building and/or lands. The Applicant is still responsible to comply with any and all of these conditions.
8. An authorized person designated by the municipality is allowed to enter subject land and buildings for the purpose of an inspection with respect to this application only. The time and date of inspection to be mutually agreed upon by both parties.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

NAME (please print):_____

SIGNATURE:_____

DATE:_____

<table>
<tr><td colspan="2">FOR OFFICE USE ONLY
Received by:</td><td colspan="2">Date:</td></tr>
<tr><td colspan="2">☐ Permitted Use
☐ Discretionary Use – Development Officer
☐ Discretionary Use - MPC</td><td colspan="2">Designated Use:</td></tr>
<tr><td>Receipt #</td><td>Fee:</td><td colspan="2">Date Issued:</td></tr>
<tr><td colspan="4">☐ Current Certificate of Title</td></tr>
<tr><td colspan="4">Notes:_____
_____
_____</td></tr>
</table>

Personal information collected on this form is collected in accordance with Section 4(c) of the Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection of information, please contact the Town of Redcliff's Information Coordinator at 403.548.3618 or contact via email at redcliff@redcliff.ca

Site Plan

Applicant Name:	Permit #:

The Development Authority may require additional material/information necessary to properly evaluate the proposed development.

DEVELOPMENT FEES

The following fees are as per Fees, Rates and Charges Bylaw and are subject to change without notice. The entire Bylaw can be found on the Town of Redcliff's website at www.redcliff.ca.

1. Fees shown are base fees and do not include extra fees for MPC meetings, special MPC meetings, Land Title surcharge, etc. These other fees will be added to the base fee as required.

2. Development fees are based on delivery of the decision within 40 days. This may be shortened to 15 days by paying double fees including a doubling of MPC fees.

Residential R-GEN Single Dwelling Unit – 1 unit	$110.00
R-GEN/ R-ATT Single Family Lot – Auxiliary Unit (Basement Suite, Backyard Garden Suite, etc.) in addition to the base fee for Single Family Lot – 1 unit)	$55.00
R-GEN / R-ATT Single Family Lot – 2 Units (Duplex/Semi-Detached)	$250.00
R-MED Multi-Family Dwelling (on multi-family lots zoned R-MED): Base Plus	$110.00
Per unit fee	$55.00
Accessory Buildings with an Existing Primary Building – 10 m^2 – 35 m^2	$70.00
Accessory Buildings with an Existing Primary Building Greater than 35 m^2	$110.00
Additions Not Creating a New Unit	$110.00
Home Occupation (Home-Based Business Type 2)	$75.00
Demolition (if not part of a Development Permit)	$65.00
Decks	$75.00
Others as determined by Development Authority	$150.00
MPC & SDAB Special MPC – additional fee above application and regular MPC fee	$300.00
Variance Fee	$250.00
Construction Damage Deposit Residential	$2000.00
Commercial/Industrial/Institutional/Horticultural	$5000.00

Note: A construction damage deposit may be taken for development permits issued for principal buildings, accessory buildings, additions, excavations and/or demolition permits.

Work started before permit issuance is subject to double permit fees.

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Non-Residential	
Change of Use, Existing Building – Permitted	$55.00
Change of Use, Existing Building – Discretionary	$110.00
New Build Commercial/Industrial/Horticultural/Institutional Buildings	
Base	$220.00
Per m^2 fee	$0.25
Accessory Buildings/Additions (less than 100 m^2)	$110.00
Demolition (if not part of a Development Permit)	
Base	$65.00
Per m^2 fee	$0.05
MPC & SDAB	
Special MPC – additional fee above application and regular MPC fee	$300.00
Variance Fee	$250.00
Construction Damage Deposit	
Residential	$2000.00
Commercial/Industrial/Institutional/Horticultural	$5000.00

Note: A construction damage deposit may be taken for development permits issued for principal buildings, accessory buildings, additions, excavations and/or demolition permits.

Work started before permit issuance is subject to double permit fees.

TOWN OF REDCLIFF

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Phone 403-548-3618
Fax 403-548-6623
Email redcliff@.redcliff.ca
www.redcliff.ca

Construction Damage Deposit

Site Inspection

Whenever a development is undertaken it may be necessary to take security to ensure the repair of any Town infrastructure that is damaged during construction / demolition.

- Damage sustained to Town property may be deducted from the Construction Damage Deposit.
- Any damage not covered by the damage deposit may be applied to the property taxes.
- Refund of remaining damage deposit shall be made upon approval of the Development Officer or their designate.

Applicant / Developer:_____

Mailing Address:_____

_____

_____

Phone: _____Email: _____

LOCATION:

Address:_____

Lot: _____Block: _____Plan:_____

FOR OFFICE USE ONLY	Pre-Construction	Initials	Post Construction	Initials
Curbstops				
Sidewalks				
Other				
S – Satisfactory	D – Damaged	☐ Pictures attached		
☐ Residential ☐ Commercial/Industrial	Construction Deposit Amount: $_____ Receipt: _____			

Whether you are landscaping, building a new fence, deck, garage, or simply planting a garden, disturbing the ground on your property can cause damage to a buried utility. Some utilities are buried mere centimeters below the surface.

The result of a contact with a buried line can range from loss of an essential service for you or your neighbours to serious injury or fatalities. The financial costs of repairing any damage you cause to a buried utility will be borne by you, the excavator.

Step 1: Submit your locate request online or by phone

To request that buried utilities on your property be located and marked, Submit a request online anytime at www.clickbeforeyoudig.com or call 1-800-242-3447 (Monday – Friday, between 8:00am and 4:30pm). Plan ahead and place your request at least three full working days before you start your project.

Step 2: Wait for the locate to be completed

Once you have submitted your request, the utility owners are responsible for contacting you. There are three ways your request can be resolved:

1. The utility owner may contact you and let you know that there are no buried utilities located in your dig space. They are obligated to provide this information in writing as well.
2. The utility owner may mark the buried lines on your property. In this case, they will provide you with documentation explaining the markings and how to proceed.
3. The utility owner may contact you to schedule a time to meet at the dig location. For example, if your dig location is located behind a locked fence, you will need to arrange to meet the locator on site.

Step 3: Identify any customer-owned utility lines

Customer-owned lines, such as water and sewer service lines, sprinkler systems, and any lines connecting buildings on a property, are not registered with Utility Safety Partners. The utility owners do not know the location of these lines, so it is your responsibility to identify them.

Contact a private locator to mark any customer-owned utilities in your dig area.

Step 4: Dig with care

Locate markings identify the approximate location of buried utilities and do not identify the depth of the line. If you're digging within one metre on either side of the markings (or five metres from high pressure pipelines), carefully expose the line with hand tools to determine its exact location and depth. If you have questions about digging close to a utility, contact the utility owner.

Find additional resources and information at https://utilitysafety.ca/learning-centre/resources/

Government of Alberta ■

Municipal Affairs

Information Bulletin

Number: 05/12 Date: Sept. 20, 2012

Advisory Land Use Planning Notes on New Regulatory Requirements for Surface Development in Proximity to Abandoned Wells

Introduction

An amended Subdivision and Development Regulation (Alberta Regulation 160/2012) comes into force November 1, 2012. New provisions were added to ensure abandoned wells are accommodated during future subdivision and development. These planning notes provide important information to municipal officials, planners, development officers, developers and landowners on the new provisions for abandoned oil and gas wells and how to accommodate them within areas where development, subdivision, or construction may occur. These mandatory provisions must be complied with when preparing municipal subdivision and development plans, other statutory plans, and/or land use bylaws. Municipal subdivision or development authorities evaluating development permit and subdivision applications must ensure these provisions are applied prior to issuing approvals.

The Issue

The location of oil and gas wells that are being drilled or are actively producing is evident, both from the surface and through a notation on the land title. Abandonment of an oil or gas well occurs by rendering the well incapable of flow and placing a cap over the casing approximately one meter below the surface. Energy Resources Conservation Board (ERCB) *Directive 020: Well Abandonment* sets out minimum well abandonment requirements to be met by the licensee of the well to ensure the integrity of the well and protect public safety and the environment.

After surface reclamation is complete and a certificate is issued by Alberta Environment and Sustainable Resource Development, the well site lease notation may be removed from the title. At this point, there is nothing visible on the surface or on the title to indicate the presence of an abandoned well.

Abandoned wells rarely require maintenance but adequate access to the site needs to be maintained should a leak occur. The abandoned well bore is not visible on the surface and therefore may represent a risk to excavation and construction equipment and safety of the equipment operator if abandoned wells are not properly located.

The risk to the public from an abandoned well is very low. *ERCB Directive 079: Subsurface Development in Proximity to Abandoned Wells* sets out a minimum setback distance from the well that must be maintained between abandoned wells and development as well as requirements for accurately locating the abandoned well and verifying its integrity prior to development. The amended Subdivision and Development Regulation requires municipalities

Local Government Services Division Municipal Services Branch
Phone: 780-427-2225. Fax: 780-420-1016.E-mail:lgsmail@gov.ab.ca
17TH FLOOR COMMERCE PLACE, 10155-102 STREET,EDMONTON,ALBERTA T5J 4L4. INTERNET:www.municipalaffairs.alberta.ca

to confirm if abandoned wells are present as part of a subdivision or development permit application review. Where an abandoned well has been identified in the review, the municipality shall ensure that ERCB setback requirements are applied to allow for both well site access and prevention of accidental contact of a well bore with construction equipment.

In summary, it is the responsibility of the developer or landowner (proponent) of the proposed subdivision and/or development to take measures to identify any abandoned wells within that property and to apply the required setback as set out in the ERCB directive. It is the responsibility of the municipality, as part of the subdivision and development application process, to ensure that the proponent of the subdivision or development has taken these measures and has applied the required setback. These efforts will ensure that abandoned wells are appropriately identified and suitable setbacks are incorporated in planning, development and construction decisions. The information that follows in this bulletin further explains these processes.

Obtaining Abandoned Well Site Records

The developer or landowner (proponent) of the proposed subdivision and/or development must obtain abandoned well information from the ERCB. This information can be obtained from the ERCB's Abandoned Well Viewer available on the ERCB website at www.ercb.ca. The viewer will provide a map identifying all abandoned well surface locations in the selected area and a listing of additional details, including the licensee of record, surface location, latitude and longitude, and fluid type of each well. If it appears that a potential conflict between abandoned well locations and proposed surface development may exist, the proponent must contact the licensee of record for any additional information that may be required or to physically locate the well. If the proponent is unable to contact the licensee of record using the information provided, the ERCB may be able to assist with additional contact information. To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have Internet access, contact the ERCB Customer Contact Centre by telephone at 1-855-297-8311 or by e-mail at Inquiries@ercb.ca or contact Information Services by mail at ERCB, Suite 1000, 250 - 5 Street SW, Calgary AB T2P 0R4.

The ERCB has been administering the abandonment of oil and gas wells since January 1945. The ERCB may not be aware of all wells drilled and abandoned before 1945, and records for a small number of wells abandoned before this time may not be complete because the data was not available. ERCB records may only provide general information on how these wells were abandoned. In such cases, the licensee of record should be contacted by the proponent for detailed information and verification of well data. If the licensee of record no longer exists, the proponent may contact the ERCB for assistance.

Setbacks from Abandoned Well Sites

ERCB Directive 079: Subsurface Development in Proximity to Abandoned Wells (www.ercb.ca) sets out detailed requirements for accommodating abandoned wells during subdivision and development. The Directive specifies that development on top of an abandoned well will not be permitted and a minimum setback of a five metre radius around the well must be maintained. The proponent is strongly encouraged to also consider providing an access route to the well wide enough to allow vehicle entry to the site. The licensee of the well is responsible for determining if

the well was abandoned to an acceptable standard and if there are any existing well integrity issues that require repair prior to surface development taking place.

Applications for Subdivision and Development Permits

Subdivision Application

Application Process

- New subdivision applications, except for lot line adjustments, must include documentation from the ERCB identifying the presence or absence of abandoned wells. Documentation can be obtained from the ERCB using the online Web Viewer.
- If an abandoned gas or oil well is identified on the land that is the subject of the subdivision application, the applicant must include a map that shows the actual well location, as identified in the field, and the setback established in ERCB Directive 079 in relation to existing or proposed building sites.
- If an abandoned gas or oil well(s) is identified on land that is the subject of the subdivision application, the Subdivision Approving Authority must refer a copy of the subdivision application to the Licensee(s) of Record. The referral must include the applicant's contact information.
- The information is not required if it was submitted to the same subdivision authority within the last year.

Decision Process

- Effective November 1, 2012, the Subdivision Authority may not approve subdivision applications unless the lots comply with the setback directed by ERCB Directive 079.

Development Permit

Application Process

- New development permits for buildings larger than 47 sq. m. (500 sq. ft.) and for additions to buildings that will as a result of the addition become larger than 47 sq. m., must include documentation from the ERCB with the application identifying the presence or absence of abandoned wells. Documentation can be obtained from the ERCB using its online Web Viewer. The information is not required if it was submitted to the same development authority within the last year.

Decision Process

- The Development Authority may not approve a development permit for an application received after the coming into force of the amended regulation for buildings larger than 47 sq. m. and for additions to buildings that as a result of the addition becomes larger than 47sq. m., unless the development complies with the setback directed by ERCB Directive 079.

- Buildings that existed prior to the coming into force of the amended regulation, that are destroyed to 75 per cent of value, if rebuilt must comply with the setback directed by ERCB Directive 079.

- If an application is made to alter or add on to a building larger than 47 sq. m. and for an addition to a building that as a result of the addition becomes larger than 47 sq. m. that existed prior to November 1, 2012, which does not comply with the setback directed by ERCB Directive 079, the Development Approving Authority may approve the application with the acceptance of a lesser setback distance if the Well Licensee of Record, through consultation with the applicant, is recommending support for a lesser distance, and provided it does not further encroach on the abandoned well.

What applications need to comply with new setbacks?

- Subdivision applications received on or after November 1, 2012.
- Development permits for buildings greater than 47 sq. m. and additions that result in the building being larger than 47 sq. m. received on or after November 1, 2012.

What is exempt from setbacks?

- Any developments for a building that is smaller than 47 sq. m.
- Subdivision lot line adjustments.

Further Information

For more information, please contact:

Energy Resources Conservation Board 250, 5th Street S.W. Calgary, Alberta T2P 0R4 Telephone: 403-297-8311 Facsimile: 403-297-7040 Email: Inquiries@ercb.ca	Alberta Municipal Affairs Municipal Services Branch Planning Unit 1ylh Floor, 10155 102 Street Edmonton, Alberta T5J 4L4 Telephone: 780-427-2225 Facsimile: 780-420-1016 Email: lgsmail@gov.ab.ca
Alberta Environment and Sustainable Resource Development Policy Division 10th Floor Oxbridge Place 9820 106 Street Edmonton, Alberta T5K 2J6 Telephone: 780-427-5883 Facsimile: 780-422-4192 Email: land.management@gov.ab.ca	For information on reclamation certificates on private land: www.esar.alberta.ca

TOWN OF REDCLIFF

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Redcliff, Alberta T0J 2P0
Phone 403-548-3618
Fax 403-548-6623
Email redcliff@.redcliff.ca
www.redcliff.ca

Land Owner Consent

☐ Development Permit
☐ Building Permit

As the owner of the property described below, I consent to _____ to apply for a Development/ Building Permit for this property, and acknowledge that he/she has a legitimate interest in the property for the purposes of this application.

Civic Address:			
Legal Description:	Lot	Block	Plan

I acknowledge that I am the owner of the above described property(s).

Property Owner:

Name (please print):_____

Signature:_____Date:_____

Building Permit Requirements

A Building Permit is an important part of the process, as it will ensure that your project is inspected and that it meets or exceeds the standards as prescribed by the Alberta Building Code, and any other relevant documents.

The following is required is required to accompany the building permit application:

- Site Plan which shows the following:
    - Legal description of the property
    - Civic address of the property
    - Identification of all roads abutting the property
    - Building footprint with setbacks from property line
    - Identification of all utility right-of-ways and easements within and abutting the property
    - Location and dimensions of existing buildings including front, rear, and side yard setbacks
    - North arrow, scale, and date of drawing
    - Location of utilities
    - Site Grading (if applicable)

- Building Plans which show the following:
    - Top view of your project
    - Front and side elevations of your project
    - Window and door locations
    - What material will be used for construction
    - Details of how the project will be built
    - Scale, date of drawing, legal and civic address

Please note that these are the minimum requirements, and the Town may require more information/ documents to be able to process your application.

Town of Redcliff
PO Box 40
Redcliff, Alberta, T0J 2P0
PH: (403) 548-3618
redcliff@redcliff.ca
www.redcliff.ca

The Inspections Group Inc
2825 18 Avenue N
Lethbridge, Alberta, T1H 6T5
PH: (587) 787-4143 TF: 1 (888) 852-3558
Fax: (587) 787-4142
south@inspectionsgroup.com
www.inspectionsgroup.com

[Label Space]

Please **submit all permit applications to redcliff@redcliff.ca** for review and processing.

BUILDING PERMIT APPLICATION FORM

Development Permit Number: _____ **Estimated Project Completion Date:** _____

New Home Warranty Number (if applicable): _____ **Project Value** (labour and material): $_____

Applicant Type: ☐ **Owner** ☐ **Contractor** **Work:** ☐ has not started ☐ is in progress ☐ is complete

OWNER / APPLICANT: _____ Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____ Fax: _____

Cell: _____ Email: _____

CONTRACTOR: _____ Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____ Fax: _____

Cell: _____ Email: _____

PROJECT LOCATION:

Municipality: _____

Street Address: _____

Legal Land Description: LSD: _____ Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____

Lot: _____ Block: _____ Plan: _____ Tax Roll Number: _____

Directions: _____

BUILDING TYPE:

- ☐ Single Family Residential
- ☐ Multi-Family Residential
  _____ (number of dwellings units)
- ☐ Commercial
- ☐ Industrial
- ☐ Institutional
- ☐ Other (specify)

_____

_____

TYPE OF WORK:

- ☐ New Construction
- ☐ Relocation
- ☐ Addition
- ☐ Renovation
- ☐ Demolition
- ☐ Change of Occupancy
- ☐ Other (specify)
- ☐ Basement Development
- ☐ Secondary Suite
- ☐ Wood-Burning Appliance
- ☐ Deck
- ☐ Accessory Building
- ☐ Swimming Pool, Hot Tub
- ☐ Roof-Mounted Solar

_____

_____

BUILDING AREA: ☐ m² ☐ ft²

Main Floor	_____
Second Floor	_____
Third Floor	_____
Basement Developed	☐ Yes ☐ No
If YES, Basement	_____
Garage	_____
Deck	_____
Porch, Veranda	_____
Other (specify)	_____

DESCRIPTION OF WORK: _____

_____

_____

Permit Applicant's Name (print) **Permit Applicant's Signature** **Homeowner's Signature (homeowner permit only)**

I hereby declare that I am the owner of the premises where the work will be conducted and/or currently reside or intend to reside on the property. I assume responsibility for ensuring compliance with the applicable Act and Regulations.

OFFICE USE ONLY

PAYMENT TYPE:

Permit Fee: $_____

+ Admin Fee: $_____

+ SCC Levy*: $_____

= Total Cost: $_____ **Receipt #:** _____

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

APPLICATION DETAILS:

Application Date: _____

Permit Number: _____

The personal information provided as part of this application is collected under the authority of the Safety Codes Act, the Municipal Government Act, and in accordance with the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA). This information is required and will be used for issuing permits, verifying and monitoring compliance with safety codes, and for property assessment purposes. The name of the permit holder and the nature of the permit may be made available to the public upon request. If you have any questions about the collection or use of your personal information, please contact the Town of Redcliff.