

DEVELOPER CHECKLIST

Development Permit Application :

Aligns proposed development with the Land Use District in accordance with the Land Use Bylaw #400

- Completed Development Permit application form

Consent

- Applicant signature (s)
- Written permission or signature of all owners listed on Land Title

Site Plan

- North arrow
- Lot size and dimensions
- Lot coverage
- Location of streets and lanes
- Size and location of existing and future buildings
- Distance between main building and any accessory buildings
- Closest distance between proposed structure and property lines
- Presence of right of ways
- Location of off street parking

Other (If Required by the Developing Authority)

- Grading/Drainage Plan signed by applicant
- Bearing Certificate (if required)
- Parking Plan (including bicycles for multi-residential and non residential projects)
- Landscaping plan, quote and deposit
- Hard surfacing plan, quote and deposit
- Development Permit Deposit

Building Permit Application :

Ensures Compliance with the Alberta Building Code 2006

- Completed Building Permit application form

Consent

- Applicant signature (s)
- Written permission or signature of all owners listed on Land Title
- New Home Buyer Protection Public Registry Number and Certificate (if applicable)

4 Sets of Building Plans (Compliant with HIRF)

- National Energy Code data sheet
- Number of floors and square footage for each floor being developed
- Building height
- Foundation plan showing dimensions and structural components
- Dimensioned room layouts indicating all uses
- Location and size of walls, doorways & windows
- Cross Section showing all building components
- Building elevations showing all sides
- Architectural control stamp (If Required)
- Exterior finishing materials
- Finished ground level

Other

- New Home Buyer Protection Act Registration Number
- Roof Truss and floor joist layout
- Sub-Contractor Sheet
- Heating/Ventilation

Residential: Submit heating/ventilation letter

Commercial/Industrial: Design heating for specific use; ventilation must conform to ASHRAE 62

