

When making an application for a Development or Building Permit, a plot plan is required. A plot plan shows the footprint of a proposed development in relation to existing developments and property lines.

The property owner, a draftsman, or a surveyor can complete a plot plan, provided that:

- It is drawn to scale, and the scale is provided.
- All measurements use the metric system.
- The civic address is shown.
- The Lot, Block and Plan Number are shown.
- Adjoining properties, streets and lanes are identified.
- All rights of way and utility easement are shown.
- The land use district is identified.
- Distances are given from the front, side and rear property lines, and from existing developments.
- Footprints of the proposed development and existing developments on the property (ie. shed, hard surfacing, dwelling, garage, etc.) are shown.
- Proposed landscaping, cantilevers, decks, steps, fences, retaining walls and onsite parking stalls (driveways) are shown.

Adjacent fixtures such as utility poles, pedestals, hydrants, and/or culverts must be shown.

For more information see the Real Property Report requirements for the Town of Whitecourt

I already started building and I do not have permits. What should I do?

Stop right away. Visit the Planning and Development Department and apply for Development and Building Permits. Wait until both permits are issued before continuing construction.

Remember to get your building permit before starting construction.

How long does it take to get Development and Building permits?

Permits are usually issued within 10-15 days of all necessary material being received by the Development Officer.

Why do I have to get an accredited Safety Codes Officer to approve my plans when they have been stamped by a professional engineer?

This is part of the Quality Management Plan which the Town of Whitecourt abides by. Safety Codes Officers represent the Alberta Building Code and have the certification and authority to approve the plans which meet the intent of the Quality Management Plan.

Town of Whitecourt Planning and Development Department

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Phone: 780.778.2273

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Email: planning@whitecourt.ca

Hours of Operation

Monday to Friday

8:30 a.m. to 4:30 p.m.

Closed between

12 noon and 12:30 p.m.

www.whitecourt.ca

Alberta 1 Call

Call before you dig

1.800.242.3447

Alberta 1 Call will assist you in locating electric, oil, gas and communication lines.

APPLYING FOR PERMITS



PLANNING & DEVELOPMENT
KEEPING YOU INFORMED.

RESIDENTIAL PLOT
PLANS

FREQUENTLY ASKED
QUESTIONS

FOR MORE
INFORMATION



If you are planning on building a garage, deck, shed, or fence, developing your basement or adding to your home, you may need Development and Building Permits.

Check the brochures specific to the project you have planned for details. Brochures are available on the Town's website, www.whitecourt.ca or at the Town Office.

PERMIT REQUIREMENTS

Once you have determined that you need a Development Permit, the Development Officer will assist you in the permit application process.

A Development Permit deals primarily with a development's impact on surrounding properties and meeting the requirements of the Land Use Bylaw.

The Development Permit application form can be downloaded from the Town's website or picked up at the Town Office. You will be required to complete the form and provide the following:

- a plot plan;
- a set of drawings showing the structure you are developing in detail (to scale in metres); and
- payment of development fees.

PERMIT REQUIREMENTS

The Development Officer will review the application. Once the application is determined to meet all the Land Use Bylaw requirements, the permit will be issued, normally within 10-15 days. You will be notified when the review is complete.

If the application is approved, you will need to visit the Planning and Development Department to sign acceptance of the permit and to acknowledge any conditions before final approval.

If the proposed development does not meet the Town's requirements, the Development Office will identify solutions available to you.

If your Development Permit Application is not approved, or you do not agree with some of the conditions, you can appeal the Development Authority's decision to the Subdivision and Development Appeal Board. The Development Officer will be happy to help you with your appeal application and guide you through the process.

PROCESSING YOUR PERMIT APPLICATION

Electrical, plumbing and gas fitting permits can be obtained from an Accredited Safety Codes Officer. Visit the Town's website for a complete list of accredited companies.

ADDITIONAL PERMITS

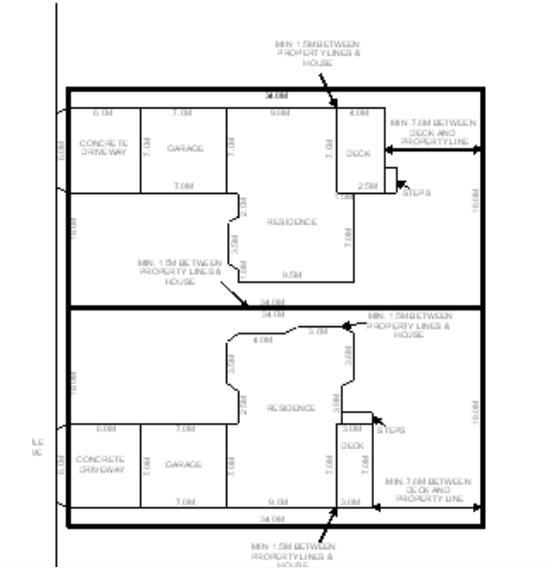
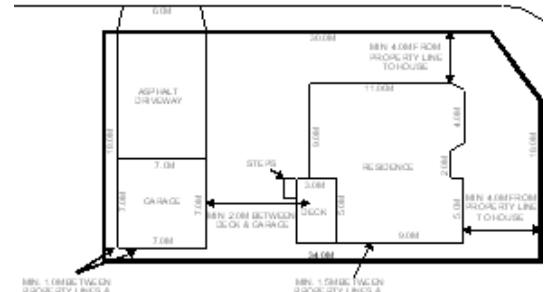
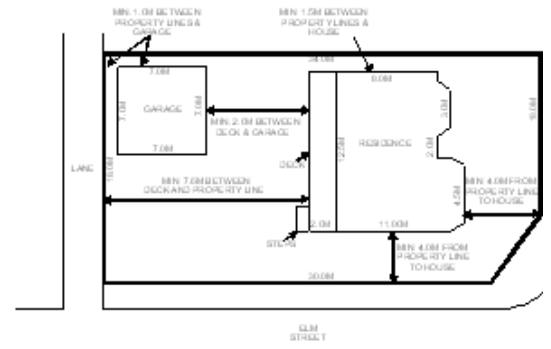
Building Permits deal with structural stability of buildings and the health and safety of the buildings occupants.

Once the Development Permit has been approved, the Building Permit can be issued, as long as the following documents have been provided:

- construction drawings of the proposed structure, and plans review stamped by an Accredited Safety Codes Officer;
- payment of all fees associated with your development (Fees are based on development costs.);
- Abandoned well certification for buildings over 40m²;
- New home warranty certification where required.

Once the Development Officer receives all required information the building permit can be issued. Work must begin within 12 months of the issue date for the permit to remain valid.

APPLYING FOR A BUILDING PERMIT



SAMPLE LOT PLANS