

APPLYING FOR PERMITS

PLANNING & DEVELOPMENT
KEEPING YOU INFORMED.



PERMIT REQUIREMENTS

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

Check the information sheets available on our website specific to the project you have planned for details.

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.

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

APPLYING FOR A DEVELOPMENT PERMIT

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.

PROCESSING YOUR PERMIT APPLICATION

The Development Officer will review the development permit 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 proposed development does not meet the Town's requirements, the Development Officer 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 appropriate appeal body (Subdivision and Development Appeal Board or the Land & Property Rights Board). The Development Officer would be happy to help you with your appeal application and guide you through the process.

FREQUENTLY ASKED QUESTIONS

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.

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 a requirement of the Provincial Safety Codes Act which the Town of Whitecourt abides by. Safety Codes Officers represent the National Building Code - Alberta Edition and have the certification and authority to approve the plans which meet the intent of the Town's Quality Management Plan.

How will I know if I have to pay an OSL?

The Town of Whitecourt rarely registers caveats for OSLs. If you want to know if an OSL will be required for your property, please contact Planning and Development.

ADDITIONAL PERMITS

Electrical, plumbing and gas permits can be obtained from the Alberta Safety Codes Authority (ASCA). A complete list of accredited companies is available on our website at www.whitecourt.ca.

UTILITY SAFETY PARTNERS

Click before you dig www.utilitysafety.ca.

Submit a locate request to ensure you don't come in contact with a dangerous underground utility.

APPLYING FOR PERMITS

PLANNING & DEVELOPMENT
KEEPING YOU INFORMED.



APPLYING FOR A BUILDING PERMIT

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;
- new home warranty certification where required;
- builders licence, where required.

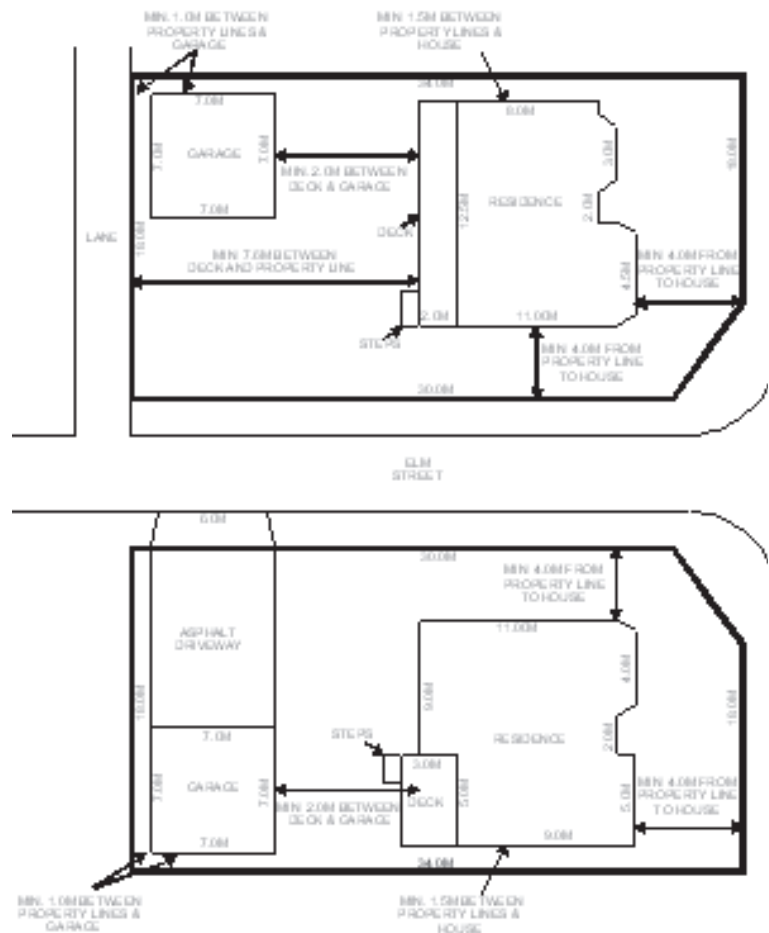
Once the Development Officer receives all required information the building permit can be issued. Work must begin within 12 months of the issue date for the permit to remain valid.

PLOT PLANS

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 easements 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 (i.e.. 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.

TOWN OF WHITECOURT - PLANNING & DEVELOPMENT DEPARTMENT

5004 52 Avenue, Box 509, Whitecourt Alberta T7S 1N6

Phone: 780.778.2273 Fax: 780.778.2062 Email: planning@whitecourt.ca

www.whitecourt.ca

Monday to Friday 8:30 a.m. to 4:30 p.m. (Closed between 12:00 noon and 12:30 p.m.)