

FEE SCHEDULE

PLANNING & DEVELOPMENT
KEEPING YOU INFORMED.



MUNICIPAL PLANNING COMMISSION (MPC) FEES

The Municipal Planning Commission (MPC) makes decisions on development applications for discretionary uses and variances outside of the Development Officer's authority.

MPC Application Fees:

Prior to development	\$368.00	Post development	\$736.00
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Variance Application (greater than 20%) - This may include excess site coverage, rear, front and side yard setbacks (ex. over-width driveways).

Discretionary Use Application - Uses which are discretionary in a district require approval from MPC (home occupations, day cares, secondary suites, etc.)

MPC Special Meeting Surcharge - If you require a Special Meeting of the MPC to be scheduled, a surcharge of \$368.00 plus the regular Variance or Discretionary Use MPC Application Fee (as listed above) will be charged.

Subdivision & Development Appeal Board - Appeal Fee (refunded if appellant wins) \$310.00

ENCROACHMENT AGREEMENTS

Encroachments into Town property may include retaining walls, fences, buildings, etc. A \$368.00 application fee will be charged for an encroachment agreement, in addition to other costs which may include the preparation and registration of the agreement by the applicant's lawyer.

AMENDMENT REQUESTS

- If an individual wishes to amend a bylaw or propose a new bylaw, an application fee of \$1,445.00 will be charged.
- If the application requested involves amending more than one bylaw, the application is \$1,748.00.

DIRECT CONTROL APPLICATION

- Regular Permit Fees would apply unless a Bylaw is being amended.

FILE REVIEW FEES (per lot)

- Single Family Residential \$35.00 flat fee
- Non-Residential/Multi-Family \$85.00/hour (1 hour minimum charge)
- Environmental File Review \$25.00 plus \$85.00/hour (1 hour minimum charge)

SUBDIVISION DEVELOPMENT

- \$930.00 + \$103.00/lot
- Endorsement of the Subdivision \$40.00/lot (not including Public Utility Lots)

OFF-SITE LEVIES

Off-Site Levies fund the expansion of major roads, and water/sewer treatment facilities. Off-Site Levies are one-time fees typically paid at the time of initial construction.

- Single Family Dwelling Units \$4,765.00/unit (single family, manufactured home, duplex, triplex, fourplex)
- Multi-Family Dwelling Units \$2,075.00/unit (developments with 5 or more units, including row housing)
- Non-Residential \$55,534.00/hectare

MAP PRINTING/PHOTOCOPY

2'x3' Black & White	\$15.00/page	2'x3' Colour	\$25.00/page
3'x5' Black & White	\$20.00/page	3'x5' Colour	\$30.00/page
Map scanning/Use of Plotter	\$ 5.00/page		

FREQUENTLY ASKED QUESTIONS

If I pay the application fees for my application to go before the Municipal Planning Commission (MPC), will it be approved?

Payment of fees does not guarantee that the application will be approved. The MPC carefully reviews each application and takes into account specific considerations when making decisions. These considerations involve whether or not the applicant may be caused undue hardship to bring the property or structure into compliance with the current Land Use Bylaw, and considers unique circumstances about the property to warrant a variance of the Bylaw requirements.

What if I already opened a business or started my project?

If you have started your project, or opened, before a permit has been issued, permit fees will be doubled, and doesn't guarantee approval.

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PERMIT APPLICATION FEES

Fees must be paid prior to the Town of Whitecourt processing a Development or Building Permit. The fees below are based on pre-development permit applications. If work has started, or a business has opened, before a permit is issued, fees will be doubled.

DEVELOPMENT PERMIT FEES

- Residential Permitted use without construction \$49.00
- Residential Permitted use with construction \$49.00 plus \$1.70/m² of building foot print (to max. \$1,650.00)
- Non-Residential Permitted use without construction \$128.00
- Non-Residential Permitted Use with construction \$128.00 plus \$1.70/m² of building foot print (to max. \$1,650.00)
- Administrative Variance (within 20%) \$190.00 (includes base permit fee)

BUILDING PERMITS - Residential/Dwelling Units

New Construction - Main Level	\$0.67/square foot
New Construction - Upper/Lower Level	\$0.46/square foot
Additions/Renovations/Basement Development	\$0.42/square foot (minimum of \$205.00)
Solid Fuel Burning Appliance	\$155.00
(Wood stove or fireplaces if not included in new construction, hot tub/pool and rooftop solar panels)	
Demolition	\$155.00
Geothermal Heating	\$280.00
Accessory Buildings (shops, garages, sheds)	\$0.36/square foot (minimum of \$155.00)
Covered Deck/Veranda	\$0.36/square foot (minimum of \$155.00)
Uncovered Deck	\$155.00

BUILDING PERMITS - Manufactured and Modular Homes

Manufactured Home Setup	\$260.00
Basement Development (if on full basement)	\$0.42/square foot (minimum \$205.00)
Ready to Move	\$390.00
Basement Development (if on full basement)	\$0.42/square foot (minimum of \$205.00)

BUILDING PERMITS - Commercial/Industrial/Institutional

First \$1,000,000 construction value	\$6.90 per \$1,000.00 construction value (min. fee \$430.00)
Over \$1,000,000 construction value	\$6,900.00 + \$5.40 per \$1,000.00 (min. fee \$430.00)
Demolitions	\$230.00

OTHER BUILDING PERMIT FEES/CHARGES

Re-Inspection Fee	\$155.00
Permit Extensions - max. 1 year	\$155.00
Variances (charged at min. 2 hours, not subject to SCC Levy)	\$128.00/hour

CANCELLATIONS/REFUNDS

Refunds for cancelled Building Permits will be provided as follows:

- Original Building Permit fee less \$50.00 if a drawing review has not yet been completed.
- 75% of original building permit fee if a drawing review has been completed.

Permit Fees, to a maximum of \$500.00 surcharge per permit + Safety Code Council levy, shall be doubled should any work or construction begin prior to obtaining the required Permit(s).

Note: Add applicable Safety Code Council levy to each Building Permit Fee

- Building Permit Fee 4%
- Minimum Levy \$4.50
- Maximum Levy \$560.00

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