

RURAL ADDRESS

If this is the first development on your property, you may apply for your rural address sign. Application forms are available on the M.D. website or at the Planning Department.

DEPARTMENT CONTACTS

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Building and Development

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Our Municipal Assessors will be out to do inspections for property assessment/tax purposes. **This notice serves as the property owner's notice of inspection.**

NOTE

This brochure is a guideline and is for information purposes only. It does not cover all rules and regulations for Development and Building Permits. Please contact the Planning & Development Department directly with any questions-prior to starting your project

THE IMPORTANCE OF PERMITS

The M.D. of Bonnyville has a cross reference system in place to facilitate the permitting process.

Projects that have begun prior to securing permits will be subject to fines starting at \$1500 (Development Permit) and \$250 (Building Permit) respectively.

Please note that once a building permit has been approved, it is valid for the submitted blueprint only. Any proposed alterations to the approved blueprint leading up to or during construction must be approved prior to being undertaken. **Failure to do so will result in the voiding of your building permit.**

THE APPROVAL PROCESS

Once you have submitted your complete application package, the Planning and Development Department will review your submission and ensure that all required documentation has been provided. The proposed development will be reviewed to ensure it is compliant with the M.D.'s current Land Use Bylaw and Alberta Safety Codes. Once your application has been deemed complete and no further information is required, you will receive an acceptance letter.

This letter is to let you know that your application has been accepted and will now undergo further processing.

OCCUPANCY PERMITS

An occupancy review will be generated upon final building inspection. The M.D. will review applicable permits to ensure they were issued, inspected, and any deficiencies corrected. Once the permits are complete, the M.D. will issue an Occupancy Permit.



PLANNING & DEVELOPMENT

Contractor & Home Owner's Guide to Understanding the Permit Process



SIMPLIFYING THE PERMIT PROCESS

Whether you are a weekend handyman adding a deck to your home or a seasoned contractor tackling a major development, a solid understanding of the M.D.'s permitting process is a must. This guide is designed to assist you in the permitting process and provide a better understanding of how these processes work.

THE DEVELOPMENT PERMIT

All properties within the M.D. have specific land use zoning as per the Land Use Bylaw. The development permit determines whether the proposed development or building is a permitted or discretionary use, or whether it will conform to the land use zoning. The development permit will detail all conditions that are to be met. Lots smaller than 1.5 acres will require the involvement of an Alberta Land Surveyor.

THE BUILDING PERMIT

Building Permits ensure that your structure meets the standards of the Alberta Building Code. If your project includes the relocation or construction of a building, you are required to apply for a Building Permit. A Building Permit is a working document that includes a Plans Review. The Plans Review will note the stages of your construction that require inspection. Inspections are required throughout your construction to ensure the development conforms to the Alberta Building Code.

RENTAL or LEASE PROPERTIES

When looking to develop on rented or leased property you will require an Authorization Form signed by all registered landowners. The Authorization form will accompany your Development application form in order to proceed.

GETTING STARTED

Step 1: The Development and Building (if necessary) Application forms can be downloaded from the M.D.'s web site at www.md.bonnyville.ab.ca or you can visit the M.D. of Bonnyville Administration Office at 4905 – 50 Avenue, in Bonnyville to pick up an application package. The Planning Department is open Monday through Friday from 8:30 a.m. to 4:30 p.m. - closing for lunch from 12:00 until 1:00 p.m.

Step 2: Submit your completed application in person or via email with the required documents and payment.

DEVELOPMENT PERMIT APPLICATION CHECKLIST

1. Completed application & payment
2. Authorization Form to be completed if registered owners do not sign as the applicant (**Authorization required from ALL registered owners**)
3. Abandoned Well Map from AER website www.aer.ca
4. A site plan showing the following:
 - North Arrow
 - Location of existing and/or proposed buildings, including garages, carports & accessory buildings
 - Setbacks (distances from all property lines & any existing buildings)
 - Location of property point of access
 - Existing utility right-of-way and easements (if known)
 - Location of any on-site water & sewer services (if applicable)
5. Any other pertinent information or tests required by the M.D. of Bonnyville

BUILDING PERMIT APPLICATION CHECKLIST

1. Completed application & payment
2. **Verification of New Home Warranty or Owner Builder Authorization** for new residential construction
3. A set of engineered truss plans (both roof & floor) for ON-SITE built homes
4. A set of working blueprints (kept for our records) to include:
 - Floor plans scaled to no less than 1:100
 - Cross sections, elevations and other details to determine the structure meets Alberta Building Code standards
 - Location of all fixed equipment (mechanical room layout)
 - Dimensions & Purpose of ALL rooms
 - Locations of all walls, partitions, doors, windows & other openings

***Removal** of ANY building from your property requires a Building Permit. The fee for building removal is \$50.00 + Safety Codes fee of \$4.50.

READY TO MOVE HOMES (RTM)

Along with the permit applications, site plan and blueprints, you are required to include the Canadian Safety Association (CSA) number & the Alberta Labour Standards number. The company you have purchased from shall provide this information to you.

MOBILE or MODULAR HOMES

Developments consisting of mobile and/or modular homes also require permits from the M.D. of Bonnyville.

For these development projects please include the following:

- Year, Make, Model
- Floor plan
- Serial Number
- Canadian Safety Association (CSA) # and Alberta Municipal Affairs Number
- Foundation information:
 - Blocks (Materials used, height of blocking, and location of each)
 - Piles (engineered drawings required)

PERMIT FEES

(Subject to change)

Development Permit Fee

Residential Development - \$125
Commercial/Industrial Development - \$250
Discretionary Development —additional \$50

Building Permit Fee

Residential – New Construction \$0.40/sq ft (min \$300)

RTM — \$0.30/sq ft (min \$300)

Mobile Home – \$150

Garage/Shed/Shop/Accessory Building

- Under 250 sq ft—\$75
- 250—624 sq ft—\$150
- 625+ sq ft—\$0.30/sq ft

Basement Development/Addition/Renovation

- \$0.25/sq ft (min \$125)

Deck — \$75

Removal/Demolition— \$50

Commercial/Industrial – \$5.50 for every \$1,000 of building value up to \$1 million & \$4.50 for every \$1,000 thereafter (min \$275)

Safety Codes Fee

4% of the BUILDING PERMIT cost (\$4.50 minimum to a maximum of \$560)