

Permit Requirements

If you are you 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, and at the Planning and Development Department.

Applying for a Development Permit

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

A Development Permit deals primarily with a development's impact on surrounding properties and whether or not the Land Use Bylaw is met.

The Development Permit application form can be downloaded from the Town's website or picked up at the Planning and Development Department 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 and in metres); and
- payment of development fees.

Processing Your Permit Application

The Development Officer will review the application using the Land Use Bylaw. Once the application is determined to meet all of the Bylaw requirements, the permit will be issued (normally within 5 business days). You will be notified when the review is complete.

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

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 Officer'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.

Additional Permits

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

Applying for a Building Permit

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

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

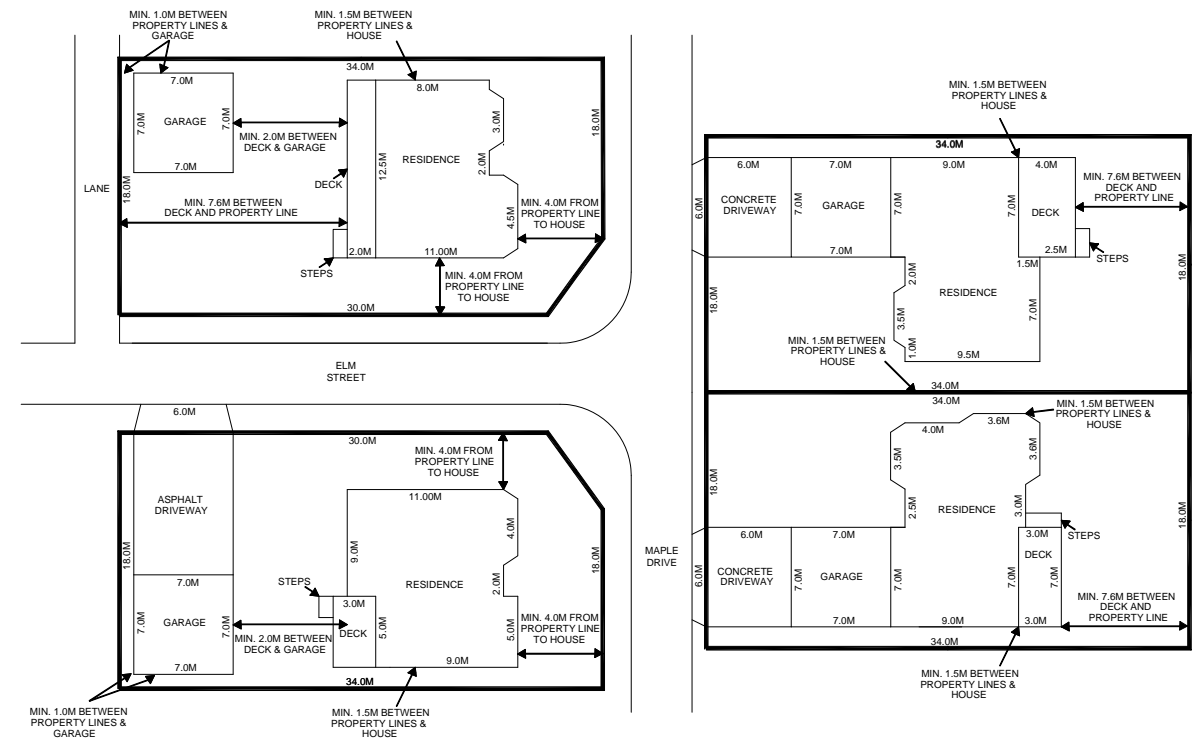
- construction drawings of the proposed structure, and plans review stamped by an Accredited Safety Codes Officer; and

Applying for a Building Permit, cont'd

- payment of all fees associated with your development. (Fees are based on development costs.)

Once the Development Officer receives the stamped plans and plans review from an Accredited Safety Codes Officer, the Building Permit can be issued. Work must begin within 12 months of the issue date for the permit to remain valid.

Sample Plot Plans



Residential 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 includes the following:

1. It is drawn to scale, and the scale is provided.
2. All measurements are provided using the metric system.
3. The civic address is shown.
4. The Lot, Block and Plan Number are shown.
5. Adjoining properties, streets and lanes are identified.
6. All rights of way and utility easements are shown.
7. The Land Use District is identified.
8. Distances are given from the front, side and rear property lines, and from existing developments.
9. Footprints of the proposed development and existing developments on the property (i.e. shed, hard surfacing, dwelling, garage, etc.) are shown.
10. 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.

Frequently Asked Questions

I already started building and I don't 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 4-5 days of all necessary material being received.

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 Codes and have the certification and authority to approve the plans which meets the intent of the quality management plan.

When in doubt, the Planning and Development Department is here to help!

For More Information

Town of Whitecourt Planning and Development Department

5004 52nd Avenue
P.O. Box 509

Whitecourt, AB T7S 1N6

Phone: 780-778-2273

Fax: 780-778-2062

Hours of Operation:

Monday to Friday

8:30AM to 4:30PM

(Closed between 12:00 noon
and 12:30PM)

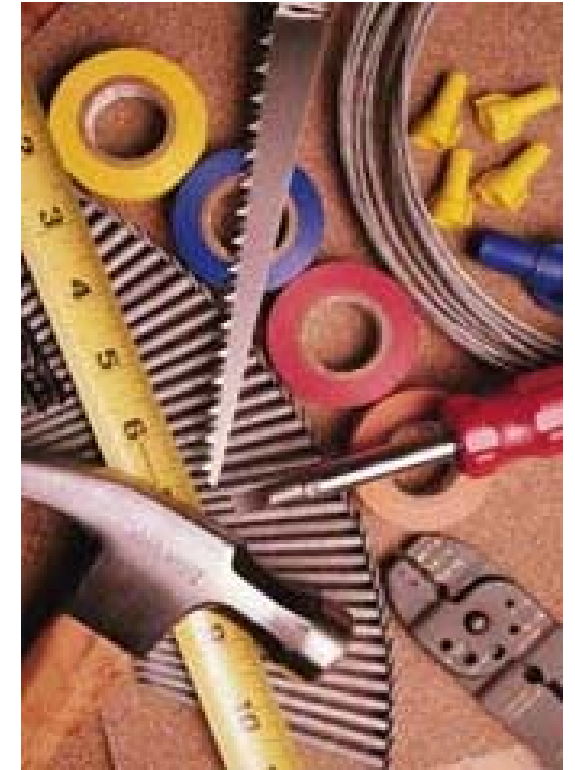
www.whitecourt.ca

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

Keeping you informed.




Whitecourt
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