



OFFICE OF COMMUNITY DEVELOPMENT

Application Requirements – ACCESSORY STRUCTURE

For building an accessory structure on your property [i.e. a garage, shed, addition, deck...etc.] you will need to acquire both a DEVELOPMENT PERMIT and a BUILDING PERMIT. Both of these permits are applied for, processed and administered through my office. You will need to fill out the Development and Building permit application forms, which are included with this notice.

Accompanying these two forms, you will need the following:

- a) A Site plan demonstrating where on the lot you are proposing to build your accessory building. A site plan is an overhead view of your lot, with the existing structures, with your new proposed structure illustrated in relation to everything else, with approx. distance measurements for the new structure to the property lines.
- b) Some basic Building plans, which contain some basic construction details & drawings, including a cross-section of the proposed structure **See Standard Detached Garage Cross Section Detail Sheet attached to this packet.*

NOTE: both of these plans may be hand drawn.

All of the above can be submitted to my office along with payment, the amount of which will be processed at the time your completed application is submitted.

Any further questions, please don't hesitate to contact me.

Kind Regards,

Pam Searcy
Development Assistant
pamsearcy@raymond.ca





OFFICE OF COMMUNITY DEVELOPMENT

DEVELOPMENT APPLICATION

(FORM A)

Application # _____ Land Use District: _____
Received By: _____ Additional Information Attached: Yes No
Date Application Complete: _____ Application Fee: _____ (Non-Refundable)

Applicant will complete the rest of the form:

I/WE hereby make application under the provisions of the LAND USE BYLAW No. 987-11 to develop or use land and/or buildings in accordance with the plans and information submitted, which form a part of this application.

Applicants Name: _____ Phone: _____
Street Address: _____ Box: _____
Registered Owner's Name (if Different): _____ Alt Phone: _____
Registered Owner's Signature (authorizing this application): _____

PROPOSED DEVELOPMENT

Street Address (if different form above): _____
Legal Description: Lot(s) _____ Block _____ Plan _____
Proposed Development: _____

For Accessory Building: Square Footage: _____ Height: _____
Setback: Rear yard _____ Nearest Side yard _____ % of lot occupied: _____
Combined % of lot occupied (all buildings – main & accessories): _____
Total Number of Square Feet (all accessories combined): _____

For Main Building: Height: _____ Percentage of lot occupied: _____
Sq Footage: _____

Note: you may only proceed with that portion of development, which has been accounted for here

Main Floor _____ Upper Floor _____ Basement _____
(If Developed)
Garage _____ Decks _____ Other (specify) _____

I/We hereby certify that the information contained in this application, included any further information contained in attached materials is to the best of my knowledge true. I / We further certify that the owner of the land described above is aware of this application.

Signature of Applicant: _____ Date: _____

Building Permit Application

- * Permit Applicant must supply a copy of their approved Development Permit, Warranty, & Plans
- * NHBPA (New Home Warranty) Mandatory for All New Homes

Park Enterprises Ltd. - Permits & Inspections



#10-491 W.T. Hill Blvd S
Lethbridge, AB Canada
T1J 1Y6
Ph. 403.329.3747
Fx. 403.329.8514
www.parkinspections.com
contact@parkinspections.com

Agency File Number:

Development Permit Number:

Warranty Certificate #:

Date Received:

Owner Information

Name: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____ Fax: _____

Cell: _____ Email: _____

Contractor Information

Name: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____ Fax: _____

Cell: _____ Email: _____ Contact Person: _____

Architect and/or Engineer (if applicable):

Name: _____ Phone: _____

Project Information

Commercial Industrial Residential Multi-Family Institutional Farm Building Other

Type of Work New Addition Renovation Basement Dvlp Secondary Suite Shop Wood Stove

Deck Demolition Manufactured Home RTM Other: _____

On: Pilings Slab Basement

Developed: Yes No Attached Detached

Square Footage: Main Floor: _____ Second Floor: _____ Basement: _____ Garage: _____

Deck: _____ Patio: _____ Veranda: _____ **Description of Work:** _____

Project Value: _____

Project Location

Municipality: _____ **Street or Rural Address:** _____

Lot: _____ Block: _____ Plan: _____ **Legal:** Part of: _____ Section: _____ Twp: _____ Rge: _____ W of: _____

Tax Roll #: _____ **Directions:** _____

Permit Declaration: The permit applicant certifies that this project will be completed in accordance with the Alberta Safety Codes Act & Regulations. Permit may expire if work is not commenced within 90 days from date of issuance or if work is suspended or abandoned for a period of 120 days. Any extra inspections exceeding what is required by the conditions of the permit will incur a fee of \$100 per inspection. If the Permit is cancelled or withdrawn prior to closure, then a fee for any services provided by Park Enterprises Ltd. will be retained or collected.

APPLICANT IS:
Contractor Homeowner

Permit Applicant Signature
Homeowner Declaration: By signing this permit I hereby certify that I own or will own and occupy this dwelling

Permit Validation: (Office Use Only)

Project Value: Building Class:

Issuing Officer:

Designation #: Issue Date:

Issuing Officer's Signature:

Fees (Office Use Only)

Permit:

Travel:

Admin:

SCC:

*SCC Levy is 4% of the Permit fee with a min of \$4.50 & max of \$560

Total:

Payment

Visa M/C Debit

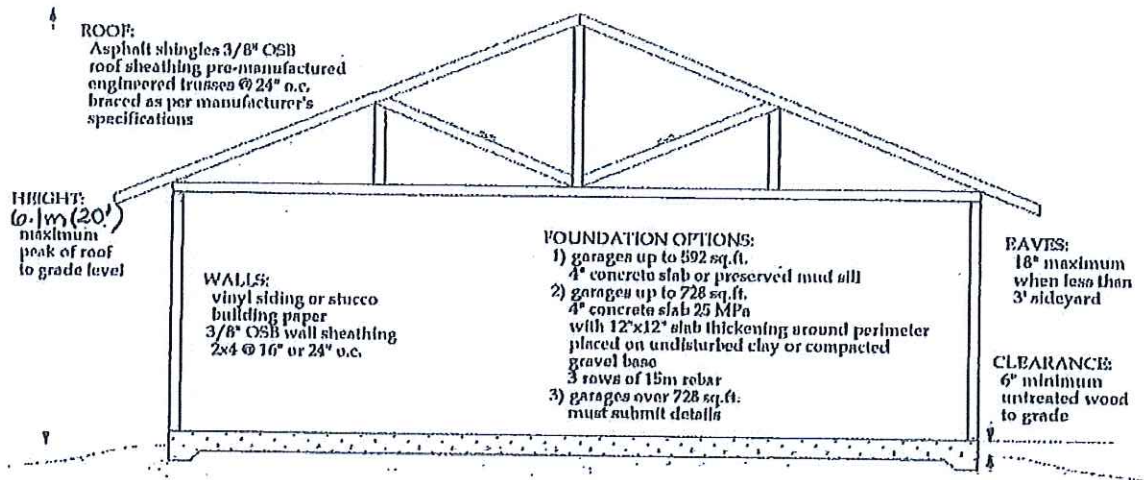
Cash Chq # _____

Card #: _____

Expiration Date: _____

Standard Detached Garage Cross Section Detail Sheet

Permit No. _____



Please check off garage construction details as listed below.

Roofing Material

- Asphalt Shingles
- Cedar, Pine Shakes/Shingles
- Metal Roofing
- Other Specify _____

Roof Sheathing

- Min. 3/8" OSB or plywood

NOTE: OSB or plywood less than 1/2" requires H clips and ridge blocking

- 1/2" OSB or plywood
- Other Specify _____

Roof Framing

- Pre-manufactured Engineered Truss
- Stick Built Rafters (provide details)

Exterior Finish

- Vinyl Siding
- Stucco
- Metal Siding
- Other Specify _____

Interior Development

NOTE: A separate permit is required for each of these items (if applicable)

- Electrical
- Gas
- Heating
- Plumbing
- Other (specify) _____

Wall Sheathing

- 3/8" OSB
- 3/8" plywood
- 1/2" plywood
- 1/2" OSB
- Other Specify _____

Wall Framing

- 2x4 @ 16" o.c.
- 2x4 @ 24" o.c.
- * Max wall height 9.8 ft. (3.0 m)
- 2x6 @ 16"/24" o.c.
- Insulated walls & ceiling

Garage Door Beam

- Length _____
Depth _____ # of Plys _____
- Built Up Engineered

Garage Door Size _____

Direction of Trusses

- Trusses parallel to overhead door opening
- Trusses perpendicular to overhead door opening

Please Note:

Windows cannot be placed in a wall that is closer than 4 feet to neighbour's property.

If the roof framing members transfer roof loading to the overhead garage door beam please specify the size of the garage door beam.

Large opening size (doors over 10 feet wide) garage door beams without roof loading must be minimum size 2 - 2 x 12 c/w a minimum of 3" bearing.

Maximum size of detached garage on a slab thickening foundation is 728 sq.ft. with truss span not exceeding 28 feet. Oversized garage will require review and approval by a Safety Codes Officer.

Walls to be secured to slab with anchor bolts at 8' on center maximum.

Cannot build over an underground gas line.

Date _____

Applicant's Signature _____

Civic Address _____