



Development & Building Permit Application

Secondary Suite

Applicants must complete the checklist(s) below to accompany a development permit application for it to be able to be deemed complete for acceptance and processing by the Town of Stony Plain.
Please check each item included within your package.

CHECKLISTS

BASEMENT SUITE

- Complete and signed application form
- Site plan showing: **(two copies)**
 - Location of suite entrance
 - Location and dimensions of the driveway and parking stalls
- Floor plan showing the following: **(two copies)**
 - Location of suite entrance
 - Room dimensions
 - What each room will be used for
 - Location and size of windows and doors
 - Location of carbon monoxide and smoke detectors
 - Indicate method of heating & ventilation system
- Fire Safety Plan **(2 copies)**
- Landowner consent
(if applicant is not the registered owner)
- Payment of application fees

SUITE ABOVE GARAGE OR IN A SEPARATE ACCESSORY BUILDING

- Complete and signed application form
- Site plan showing:
 - Location of suite entrance
 - Location of all existing buildings on the site
 - Location and dimensions of proposed building(s), showing building footprint (outline of buildings, including decks and balconies)
 - Setbacks to property lines
 - Setbacks to the principal dwelling
 - Location and dimensions of the driveway and parking stalls
- Elevation drawings of the exterior of the building including:
 - All four sides, indicating direction of each side (north, east, south and west)
 - Windows, doors, decks and balconies
 - Total height of building from finished grade to highest peak of the roof
- Floor plan showing:
 - Location of suite entrance
 - Dimensions of each room
 - What each room will be used for
 - Location and size of windows and doors
 - Location of carbon monoxide and smoke detectors
- Fire Safety Plan **(2 copies)**
- Landowner consent
(if applicant is not the registered owner)
- Payment of application fees

Contact us: Town of Stony Plain • 4905 51 Avenue • Stony Plain, Alberta T7Z 1Y1 •
Phone: (780) 963-8598 • Email: planning@stonyplain.com • Website: www.stonyplain.com
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Additional Information

Application Fees

BUILDING PERMIT APPLICATION FEES	
Single family & semi-detached dwellings	
Minimum Building Permit Fee, includes any Miscellaneous Building Permit Item (in ground swimming pool, hot tub, portable pool, deck, wheelchair ramp, minor solar panel installation, HVAC installation, wood stove fireplace, temporary structure like a tent)	\$150.00
New construction & additions	\$6.00/m ²
Basement development & renovations or accessory building (attached or detached)	\$3.00/m ²
Walk-out basement development & secondary suites	\$5.00/m ²
Foundations of footing only	\$3.00/m ²
Re-inspection fee (residential)	\$100.00/hr min
Multi-family dwellings/Commercial/Industrial/Community Services & Institutional	
New construction, additions, renovations or tenant improvements	\$6.00/m ²
Basement & other finished areas (incl. parkades) or accessory buildings	\$3.00/m ²
Minor renovation (such as demising wall) or change of use	\$250.00
Re-inspection fee	\$250.00/hr min.
Miscellaneous building permit fees	
Water / sewer installation report (PW)	\$50.00
DEVELOPMENT PERMIT APPLICATION FEES	
New Construction	
Single detached & semi-detached or row housing use (includes manufactured homes)	\$200.00 /unit
Comprehensively planned, multi-family dwelling or high-density residential use	\$200.00 + \$150.00/unit
Non-residential use (including additions)	\$500.00 + \$1.00/m ²
Miscellaneous	
Other non-residential (decks, accessory building or use, demolition) or change of use	\$200.00
Other residential (decks, additions, accessory buildings, home occupations, renovations, demolitions, etc.)	\$150.00
Boulevard crossing (driveway widening)	\$100.00
Earthworks development permit or external agency applications or referrals	\$500.00
Minor sign (event, portable, fascia, etc.)	\$150.00
Major sign (billboard, freestanding, electronic message board, etc.)	\$200.00
Safety codes consultation	
Safety codes consultation service	\$150.00/hr min.
Building permit revision & extension	50% of BP fee
Penalty for beginning construction without permits	100% of BP fee
Water meter deposit - full amount charged at installation	
Single family residential	Market value
Multi-family residential	Market value
Commercial, Industrial, institutional	Market value
Bylaw applications or amendments	
New or major amendment to a statutory plan (includes municipal development plan, area structure plans or area redevelopment plan)	\$6000.00
Minor amendment to a statutory plan or new or amendment to non-statutory plan (includes land use bylaw amendment, road closure, change to reserve land, etc.)	\$4000.00
Re-submission fee or revision fee	\$1000.00



Compliance Reports	
Residential	\$150.00
Non-residential	\$250.00
Revised certificate (within six months of original compliance)	\$75.00
Rush service (completed within 3 business days)	100% of fee
Development agreements and other agreements	
Major development agreement (generally for subdivision applications)	\$5000.00
Minor development agreement (generally for development permit applications)	\$3000.00
Other agreements (easements, assignments, encroachments, etc.) or amending agreements	\$2000.00
Subdivision and condominiums	
Subdivisions or bare land condominium (includes remnant parcel and common property excludes municipal reserve and public utility lot)	\$1000.00 + \$300.00/lot or unit
Subdivision endorsement extension request (includes remnant parcel and common property excludes municipal reserve and public utility lot)	\$1000.00
Endorsement of subdivision or bare land condominium (includes remnant parcel and common property; excludes municipal reserve and public utility lot)	\$500.00 + \$300.00/lot or unit
Endorsements of traditional condominium (condominium conversions)	\$500.00 + \$40.00/unit
Re-submission/revision fee	\$1000.00
Development security deposits	
Development Security Deposit for a Major Development Permit (commercial industrial, institutional, comprehensively planned or high-density residential developments) or Earthworks	\$10,000.00
Environmental & Parcel assessment information requests	
Environmental records search request	\$200.00/per parcel
District and land use confirmation letter	\$100.00
Land title transactions	
Land Title Request (new caveat postponement or discharge of a caveat)	\$150.00 + Land title fees
Land Title Instrument Search Request (certificate of title, caveat, etc.)	Land title fees
Planning Documents (GST may be applicable)	
Land use bylaw	\$100.00
Municipal planning document (municipal development plan, area structure plan, master plan, etc.)	\$50.00
Street map or land use map	\$20.00
Refunds	
Refund information available upon request	

Frequently Asked Questions:

Why do I need a building permit?

Building permits are required to ensure the health and safety of residents and are regulated under the Safety Codes Act, Permit Regulations and the Alberta Building Code.