



**MUNICIPAL DISTRICT  
BONNYVILLE NO. 87**

## **PLANNING & DEVELOPMENT**

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



### **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**

**Tel: 780.826.3171  
Fax: 780.826.4524**

### **Building and Development**

**Lisa Vandenberg** - Ext. 9250  
**Development Officer I**  
E: [lvandenberg@md.bonnyville.ab.ca](mailto:lvandenberg@md.bonnyville.ab.ca)

**Kristy Poirier** - Ext. 9259  
**Development Officer I**  
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### **Electrical, Gas, Plumbing & Sewer**

**Tamara Kunimoto** - Ext. 9254  
**Planning & Development Clerk**  
E: [planning@md.bonnyville.ab.ca](mailto:planning@md.bonnyville.ab.ca)

**Kim Verheul** - Ext. 9257  
**Planning & Development Clerk**  
E: [planning@md.bonnyville.ab.ca](mailto:planning@md.bonnyville.ab.ca)

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.

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

Non-Residential Projects that have begun prior to securing permits will be subject to fines starting at \$1000 (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 the building and applicable service permits to ensure permits were issued, inspected, and any deficiencies corrected. The development permit is also reviewed to ensure all the conditions are met. Once all the permits are deemed complete and conditions have been met, the M.D. will issue an Occupancy Permit.

### **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 building 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](http://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.

**Step 2:** Submit your completed application in person or via email with the required documents and payment. If submitting by email, payment can be made over the phone with MasterCard or Visa.

## 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](http://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)