



Single Detached Dwelling and Manufactured Home Development Permit Information Package



Residential Development Permit Information Package, Checklists & Application Form

General Information on Rebuilding

If after seeing “Frequently Asked Questions: Do You Need a Development Permit?”, and you have determined you need a Development Permit, this part of the document provides all necessary information to those involved in rebuilding homes affected by the 2020 Flood in the Regional Municipality of Wood Buffalo. To rebuild, home owners or their authorized representatives would need to apply for a development permit and a building permit;

- A development permit can be approved and issued once a complete application is submitted and reviewed against the Land Use Bylaw regulations. To apply for a development permit, visit the Planning and Development Department, located at 309 Powder Drive or use RMWB’s E-Permitting tool at <https://www.rmwb.ca/Municipal-Services/E-Permitting.htm>. See the Development Permit Application Form and Checklist for a *Single Detached Dwelling* and *Manufactured Home*.
- A building permit application can only be submitted and reviewed after a development permit is approved and issued. All supporting documentation must be submitted with the application. This will ensure an expedited turn-around time. All new homes must have “New Home Warranty” and Home Builders must be registered with the Alberta New Home Warranty Builder registry (announced on June 29, 2016). For more information, please visit Government of Alberta’s home warranty website: www.homewarranty.alberta.ca.

Before applying for these permits, residents are strongly encouraged to review the Land Use Bylaw (LUB) to ensure that the plans for the new home complies with the LUB. If the proposed development is different than the existing development before the 2020 Flood, further review is required. Changing the building typology (e.g. from semi-detached to single detached) may limit the development opportunities of neighboring properties. If there are questions with regards to specific designs, it is recommended to meet with a planner at the Planning and Development Department.

Important Considerations When Applying for A Development Permit

Zoning

The Land Use Bylaw divides areas into various land use zones or districts. Each district permits certain uses and specifies site provisions like lot coverage, height, setbacks etc. To understand the zoning of a property, please contact Planning and Development at 780-799-8695 or visit them at 309 Powder Drive.

Zoning information can be obtained from the Municipal Viewer at: view.rmwb.ca/. The Land Use Bylaw is also available online at https://www.rmwb.ca/Municipal-Government/municipal_departments/Emergency-Services---Law-Enforcement/rcmp/Bylaw-Services/MunicipalBylaws/LandUse.htm.

Design Considerations

The Land Use Bylaw specifies uses, siting and massing, but the building design is a personal choice. Some considerations affecting design are:

- Restrictive covenant and caveats on the land title may specify the design or building materials. These are registered documents on title and can be requested from Land Titles or any registry office. These can also be downloaded from the Alberta Land Titles Spatial Information System.
- The building type determines the design. For example, a single detached house, a manufactured home or a ready- to-move prefabricated house have different design aspects.
- Several documents have been prepared to provide guidance for re-building, including:
 - FireSmart Guidelines
 - Flood Mitigation Development Options
 - Home Design Options & Community Design
 - FAQ - Rebuilding

Permit Application Submission Requirements

Development permit checklists included in this package provides a list of required documents for the permit application. All documents listed must be submitted to consider an application complete. See the Development Permit Application Form and Checklist for a *Single Detached Dwelling* and *Manufactured Home* (include hyperlinks).

- FireSmart guidelines: please consult the “Reference Guide for New Development” for a brief summary on FireSmart and suggestions for making your property fire-resistant.
- Grading: site plans should include the grading and comply with the subdivision design. A new site plan is not required if:
 - New development must have positive drainage refer to the Application Checklist for submission requirements in the Site Plan. A final as build grading and RPR will be required prior to occupancy.
- Site Plans: Planning and Development will accept existing or hand drawn site plans for single family development applications. The existing site plan will be accepted only if:
 - The proposed development is the same as existed before the wildfire (like for like).
 - The site plan on file has all the required information: design grades, proposed building areas, site coverage and proposed elevations (bottom of footing, top of foundation, finish floor, finish garage, finish grade back and front.)

Refer to “How to Draw a Site Plan” on the RMWB website [here](#). If the proposed development is not the same as before the 2020 Flood a new site plan will be required to include lot grades and all existing features. (e.g. retaining walls)

- Other: Additional Land Use requirements may be applicable for neighborhoods affected by the 2020 Flood such as slope stability.

Redevelopment Process Overview

Step 1: Acquiring a Development Permit

Submit an application for a development permit with the Planning and Development Department. The approved development permit is required before proceeding with a building permit application.

Online permit applications can be submitted anytime. Please ensure all required documents are submitted with the permit. Checklists must be completed and returned as a part of the application.

Incomplete applications or applications without complete information can delay the processing of required permits. If there are questions about requirement of a permit or about an application please contact the Planning and Development Department or email current.planning@rmwb.ca. Planning staff will be available at the Timberlea office to assist with application documents.

Step 2: Acquiring a Building Permit

A building permit must be approved before construction begins and a development permit must be approved in order to apply.. To apply for a Building Permit, visit the Planning and Development Department, located at 309 Powder Drive or use RMWB's E-Permitting tool at <https://www.rmwb.ca/Municipal-Services/E-Permitting.htm>. Remember to use the available checklists and supplementary information in the Safety Codes Document Library when completing the application for permits (<https://www.rmwb.ca/Municipal-Services/SafetyCodes.htm>).

Step 3: Start building the project

Safety codes inspections are mandatory during construction. These must be requested by the permit holder or an authorized representative at certain intervals during construction. A minimum of two business days should be expected to schedule the inspection. Under the Safety Codes Act, a permit holder is required to schedule these mandatory inspections.

There are various stages and types of inspections that have to be completed by specific safety codes officers. To learn more about inspection scheduling, and to better understand the necessary steps to safely and lawfully complete your project, please contact the Safety Codes Department at 780-743-7813 or inspections@rmwb.ca (<https://www.rmwb.ca/Municipal-Services/SafetyCodes.htm>).

Step 4: Occupying the structure

After the construction is complete and all inspections are finalized noting that the structure is code compliant, a house is ready for you to move in! Be sure to retain all the inspection reports for record purposes. Remember to submit your As Built Grading and RPR to the Planning and Development Department prior to occupancy.