

Multi-Family Residential, Commercial, Institutional, and Industrial Development Permit Information Package

Development Permit Information Package, Checklists & Application Form

General Information on Rebuilding

If after checking “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 after the 2020 Flood in the Regional Municipality of Wood Buffalo. To rebuild, property 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>. The permit forms and checklist can be found as appendices to this document and online at https://www.rmwb.ca/Municipal-Government/municipal_departments/Planning-and-Development-Department/Planning-and-Development-Forms---Checklists.htm.
- 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.

Before applying for these permits, residents are strongly encouraged to review the Land Use Bylaw (LUB) to ensure that the plans for the new building complies with the LUB. If the proposed development is different than the existing development before the 2020 Flood, further review is required. If there are questions with regards to specific designs, it is recommended to meet with a planner at the Planning and Development Department. For multi-family residential, commercial, institutional, and industrial buildings, contact the Planning and Development Department to schedule a pre-application meeting with a planner.

Important Considerations When Applying for A Development Permit

Zoning

The Land Use Bylaw divides areas into various land use zones or districts. The portion of the Land Use Bylaw that applies to the downtown is slightly different and uses “form based code”. Each district permits certain uses and which zone and street the property falls within specifies site provisions like lot coverage, height, setbacks etc. To understand the rules that apply to 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](#). 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, and some elements of building design. 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.

- 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 provide a list of required documents for the permit application. All documents listed must be submitted to consider an application complete.

- If you are rebuilding a Commercial, Industrial, Institutional, or Multi-Family building in the Downtown, refer to the checklist here.
- If you are rebuilding a Commercial, Industrial, or Institutional in Taiganova Eco-Industrial Park, refer to the checklist here.
- If require a civic address, refer to the guide and application form here.

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.

Contact the Planning and Development Department to schedule a Pre-Application Meeting to discuss the specific aspects of your 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 must 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.

For multi-family residential, commercial, institutional and industrial buildings, contact the Planning and Development Department to schedule a Development Completion Certificate inspection. A Development Completion Certificate is required prior to occupancy for these types of development.