



# Development Permit Application Checklist: Accessory Building

This checklist provides the development permit requirements needed to apply for an accessory building that is subordinate to and incidental to that of the principal building or use. In the Urban Service Area, accessory buildings under 10.0 m<sup>2</sup> do not require a development permit. In the Rural Service Area, accessory buildings (that are not sea-cans) under 20.0 m<sup>2</sup> do not require a development permit.

Examples of an accessory building include, but are not limited to:

- Shed
- Detached Garage
- Carport
- Sauna
- Pool house
- Greenhouse
- Sea-can
- Quonset (discretionary in select districts only)
- Gazebo
- Pergola
- Arbor

This checklist must be completed and included with the Application for a Development Permit (Accessory Building). All the required information is necessary to ensure a thorough review and timely decision. A complete application must include:

- All required submission materials; and,
- All documents must be clear, legible, accurate, and prepared to professional drafting standards.

Incomplete applications will not be moved to the review stage.

All boxes shall be "CHECKED" and the information indicated shall be attached to the application.

OFFICE	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/> <b>1. Site Plan (see Page 3 for a sample):</b> A site plan shall include the following information. The measurements on the plan shall be in metric units. <b>NOTE:</b> Our office may have a site plan on file that can be used for your application. Contact Planning and Development Services. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Standard Information:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title of the plan (i.e., Site Plan)</li> <li><input type="checkbox"/> Civic address and legal land description (lot/block/plan)</li> <li><input type="checkbox"/> Company or Owner Information: name, address, telephone, and email, etc.</li> <li><input type="checkbox"/> Legend: identifying all symbols used in the development of the plan.</li> <li><input type="checkbox"/> North arrow and plan scale</li> </ul> </li> <li><input type="checkbox"/> <b>Information on the Site Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of all existing buildings with dimensions to all property lines. Where a building is not set perpendicular to a property line, dimensions to the adjacent property line are required at a minimum of two corners of the building, including the outermost corner.</li> <li><input type="checkbox"/> Dimensions of the building footprint: including existing and proposed boxouts, cantilevers, open or covered decks, verandas, landings, and stairs</li> <li><input type="checkbox"/> Illustrate and provide dimensions of all registered easements and rights-of-way on or affecting the property, and reference the registered plan number</li> </ul> </li> </ul>



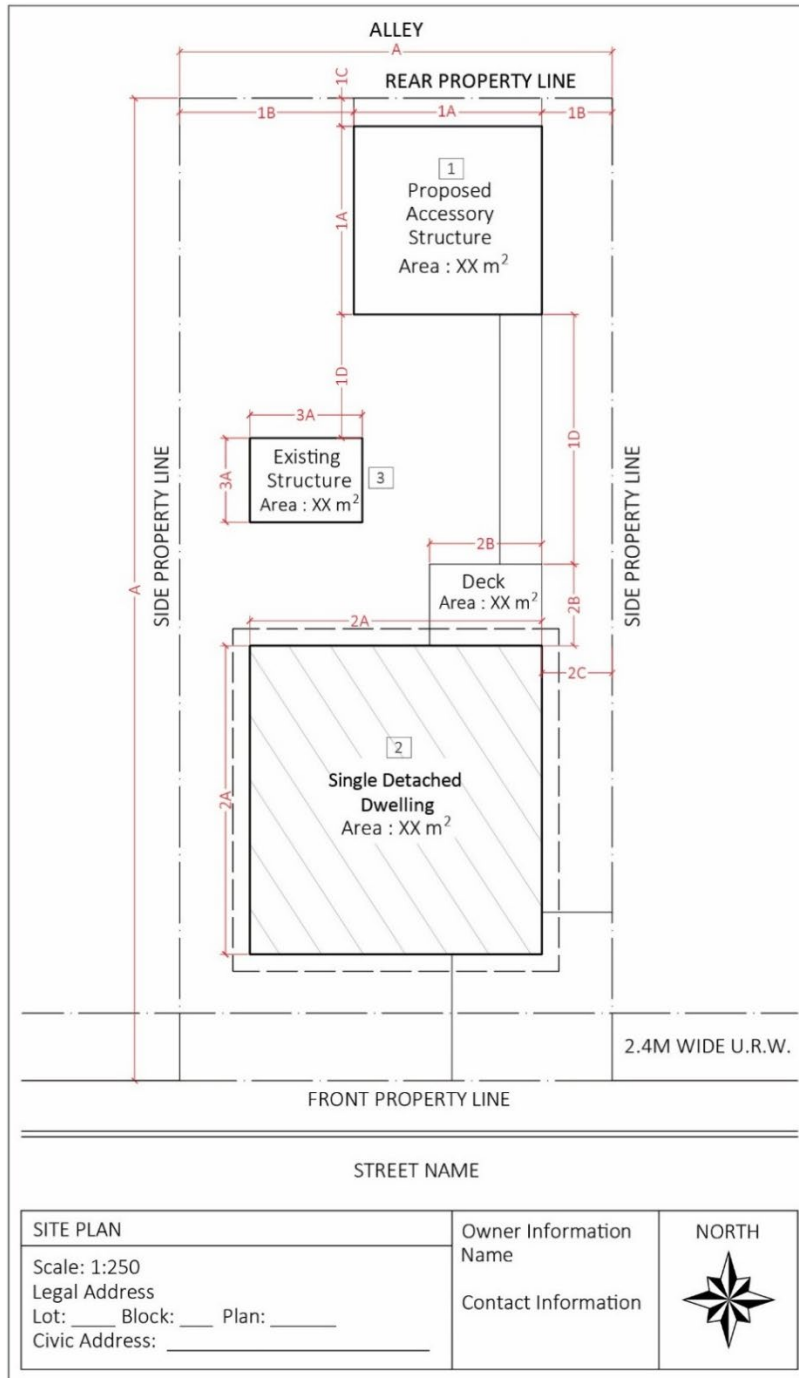
<input type="checkbox"/>	<input type="checkbox"/> <b>2. Building Plans:</b> Page 4 includes a graph where all the measurements of the proposed accessory building can be input. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Standard Information</b> shall be placed within the building plan: <ul style="list-style-type: none"> <li>o Legal land description (lot/block/plan)</li> <li>o Civic address</li> </ul> </li> <li><input type="checkbox"/> <b>Building Elevations</b> (including front and sides) indicating: <ul style="list-style-type: none"> <li>o Building height (finished grade to underside of eave and top of roof peak)</li> <li>o Location of all proposed openings (doors, windows)</li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> <b>3. Copy of Current Certificate of Title(s) and Letter of Authorization:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of a current Certificate of Title(s) no more than 30 days old at the time of application. Note: Certificates of Title are obtained from the Alberta Registries Office.</li> <li><input type="checkbox"/> If the applicant is not the registered owner, a letter of authorization from the owner shall accompany the Certificate of Title. If the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied.</li> <li><input type="checkbox"/> Additional documents, including but not limited to copies of any Restrictive Covenants, Caveats, Utility Rights-of-Way, or Easements, may be required at the discretion of the Development Authority.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> <b>4. Abandoned Well Site Information:</b> If the new structure is larger than 47 square meters (505.904 sq. ft.) AND if the development is outside of the Urban Service Area: <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide map showing the abandoned well information from the Alberta Energy Regulator’s (AER) Abandoned Well Viewer to confirm: <ol style="list-style-type: none"> <li>1. The location of abandoned wells on the land, and</li> <li>2. The land is not affected by abandoned wells. The new structure shall be set back a minimum of 5 meters from all abandoned well sites.</li> </ol> <p>A guide on how to use the Abandoned Wells Map is available at <a href="https://maps.aer.ca/awm/help.html">maps.aer.ca/awm/help.html</a>. For questions on the viewer, refer to the information on the page.</p> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> <b>5. Applicable Fees:</b> These are calculated directly on e-permitting. If you are applying in person, the front desk staff will calculate the fees for you.

The personal information on this form is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at [rmwb.ca/pulse](https://rmwb.ca/pulse).



## SAMPLE SITE PLAN

To assist with your application, we have prepared a sample site plan as a reference.

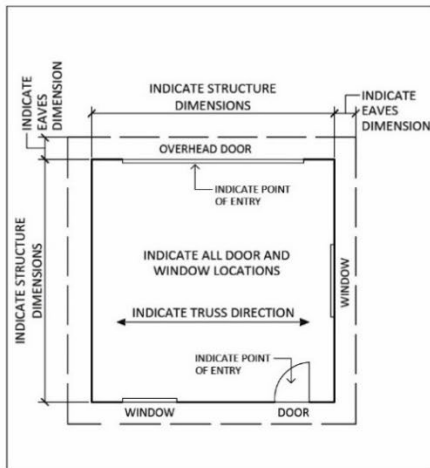


### Details required on the Site Plan:

- A. Site Dimensions
  1. Proposed Accessory Structure
    - 1A. Garage Dimensions
    - 1B. Distance to Side Property Lines
    - 1C. Distance to Rear Property Line
    - 1D. Distance from other structures
  2. Existing Dwelling Unit
    - 2A. Existing Structure Dimensions
    - 2B. Existing Deck Dimensions
    - 2C. Distance to Side Property Lines
  3. Existing Structure
    - 3A. Existing Structure Dimensions

### NOTE:

If the proposed structure is not set perpendicular to a property line, a minimum of two dimensions from the side to the adjacent property line are required.



**PROPOSED ACCESSORY STRUCTURE**  
AREA : XX M<sup>2</sup>



### BUILDING PLAN

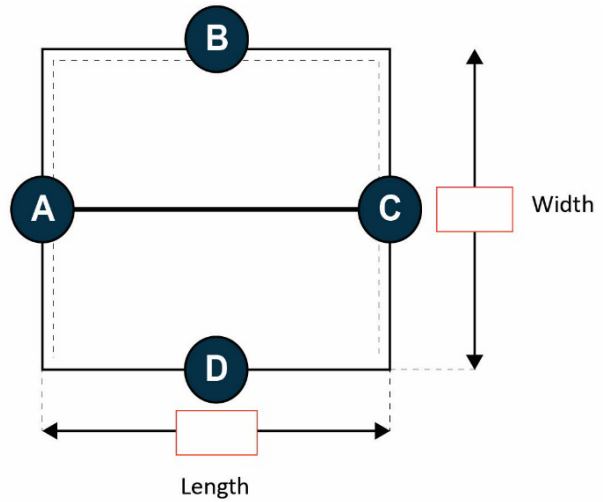
Civic Address:

Legal Address:

Lot  Block  Plan

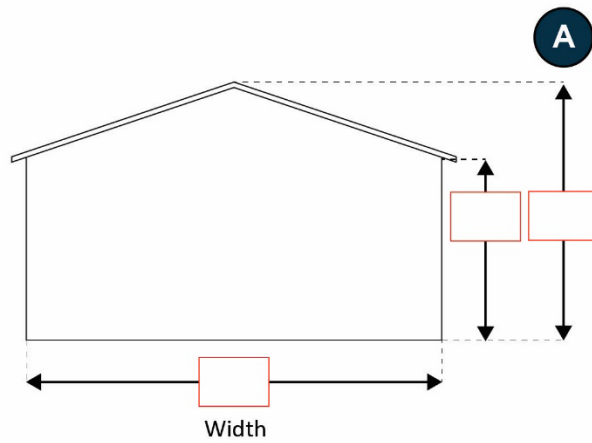
Building Type

Area of the Structure

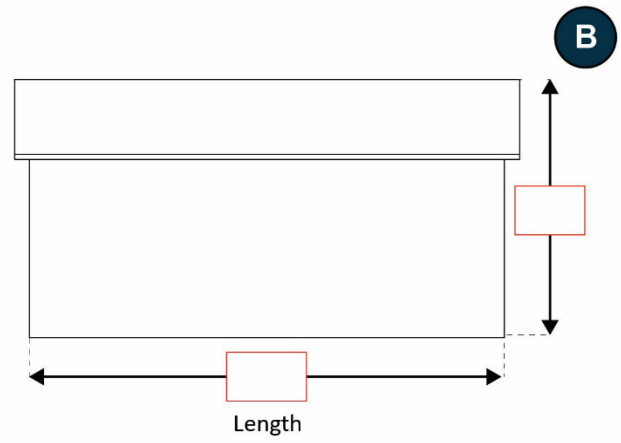


### BUILDING ELEVATION

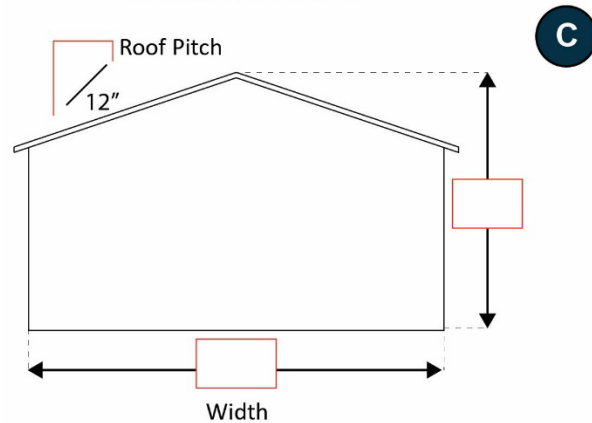
Please show all the doors and windows with their width and length dimensions in meters.



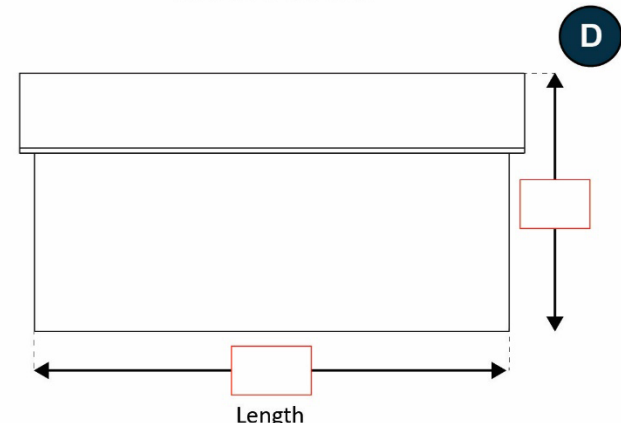
FRONT ELEVATION



SIDE ELEVATION



REAR ELEVATION

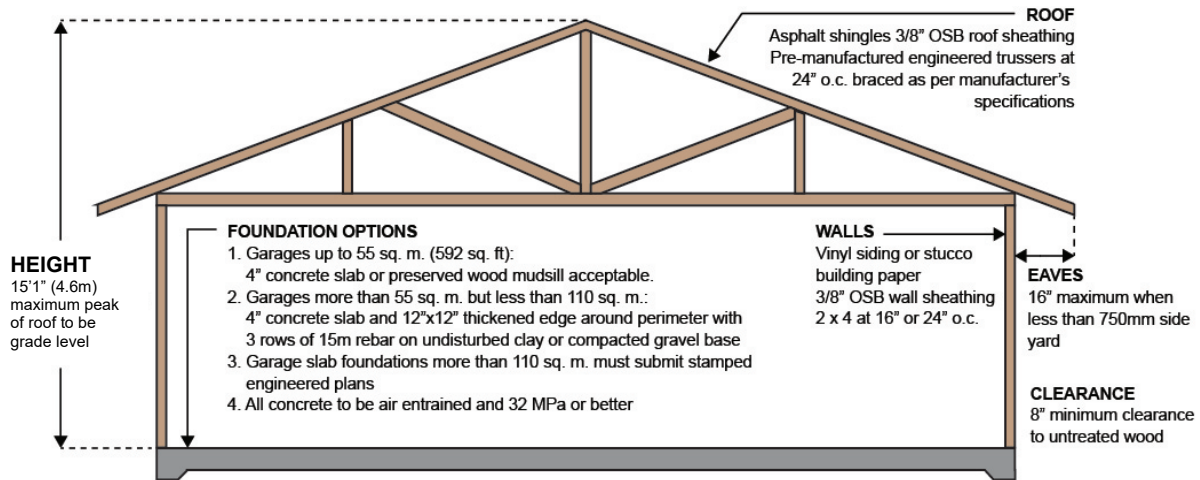


SIDE ELEVATION



## ACCESSORY BUILDING: BASIC SAFETY CODE INFORMATION

To be completed and attached to the Development Permit & Building Permit Application Form.



### Accessory Buildings Specifications

Name: \_\_\_\_\_ DP # \_\_\_\_\_  
Civic Address: \_\_\_\_\_ Legal Address: \_\_\_\_\_

#### ROOFING MATERIAL

- Asphalt Shingles
- Cedar, Pine Shakes/Shingles
- Metal Roofing
- Other (specify) \_\_\_\_\_

#### ROOFING SHEATHING

- Min. 3/8" OSB or plywood  
NOTE: OSB or plywood less than 1/2" requires H clips and bridge blocking.
- 1/2" OSB or plywood
- Other (specify) \_\_\_\_\_

#### ROOF FRAMING

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

#### EXTERIOR FINISH

- Vinyl Siding
- Stucco
- Metal Siding
- Other (specify) \_\_\_\_\_

#### FOUNDATION

- 4" Slab with Thickened Edges
- Strip footing & 4' Frost Wall

#### INTERIOR DEVELOPMENT

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

- Electrical
- Gas
- Plumbing
- Other: \_\_\_\_\_

#### WALL SHEATHING

- 3/8" OSB
- 3/8" plywood
- 1/2" plywood
- 1/2" OSB
- Other (specify): \_\_\_\_\_

#### WALL FRAMING

- 2 x 4 @ 16" o.c.
- 2 x 4 @ 24" o.c.
- 2 x 6 @ 16/24" o.c.
- Insulated walls and ceilings

#### GARAGE DOOR BEAM

Length: \_\_\_\_\_  
Depth: \_\_\_\_\_ # of Plys: \_\_\_\_\_  
 Built Up       Engineered

#### GARAGE DOOR SIZE

Specify Door Size: \_\_\_\_\_

#### PLEASE NOTE:

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

Garage door beams without roof loading must be a minimum size of 2 - 2 x 12 c/w a minimum of 3" bearing.

Maximum size of detached garage on a slab thickening foundation is 110 sq. m. with truss span not exceeding 85m. An oversized garage will require review and approval by a Safety Codes Officer.

Walls to be secured to the slab with 2.5mm anchor bolts at 2.4m on center maximum.

Cannot build over an underground gas line.

#### DIRECTION OF TRUSSES

- Trusses are parallel to the overhead door opening.
- Trusses are perpendicular to the overhead door opening.
- Other Foundation (details, engineering)