



# Accessory Building or Structure

## DEVELOPMENT PERMIT APPLICATION CHECKLIST

**Purpose:** An Accessory Building or Structure Development Permit Application is used to obtain approval for an accessory building or structure that is subordinate to, exclusively devoted to, and located on the same site as the principal building. Accessory buildings or structures under 10.0 m<sup>2</sup> do not require a development permit in the Urban Service Area. Accessory buildings or structures (that are not Seacans) under 20.0 m<sup>2</sup> do not require a development permit in the Rural Service Area.

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

- Shed
- Detached Garage
- Carport
- Quonset
- Seacan (not permitted in Urban Service Area)
- Pool House
- Greenhouse
- Sauna
- Gazebo (over 15.0 m<sup>2</sup>)
- Pergola (over 15.0 m<sup>2</sup>)
- Arbor (over 15.0 m<sup>2</sup>)

This checklist of application submission requirements shall be **completed** and **attached** to all Development Permit applications. All of the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept **only** complete applications, which require:

- **All** application submission requirements to be included in the application; and,
- All materials to be **clear, legible** and **precise**, and to be prepared to professional drafting standards.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

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

OFFICE	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/> <b>1. Site Plan:</b> plot plan that has been prepared by an Alberta Land Surveyor and/or Engineering Firm, and shall provide the following information:
<input type="checkbox"/>	<input type="checkbox"/> <b>Standard Information:</b> shall be placed within a Title Block <ul style="list-style-type: none"><li><input type="checkbox"/> Title of the Plan (i.e. Site Plan)</li><li><input type="checkbox"/> Application Type (i.e. Accessory Structure Development Permit)</li><li><input type="checkbox"/> Legal land description (lot/block/plan)</li><li><input type="checkbox"/> Civic address</li><li><input type="checkbox"/> Company or Owner Information: name, address, telephone, fax and email, etc.</li><li><input type="checkbox"/> Legend: identifying all symbols used in the development of the plan shown</li><li><input type="checkbox"/> North arrow and plan scale</li></ul> <p><b>NOTE:</b> all measurements are to be expressed in metric; all measurements are shown to outside face of building foundation wall at ground level, etc.</p>
<input type="checkbox"/>	<input type="checkbox"/> <b>Information on the Drawing:</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, a minimum of two dimensions from one side to the adjacent property line is required</li></ul>



Planning & Development Services  
Regional Municipality of Wood Buffalo  
Office: 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4  
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	<ul style="list-style-type: none"> <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 ways on or affecting the property and reference registered plan number</li> <li><input type="checkbox"/> Illustrate how the detail drainage patterns will work with the development. Note: Subdivision Design Grades must be maintained along all property lines. If a retaining wall is being proposed or is required, provide grades at top and bottom of retaining walls and the length of the wall. Retaining walls 1.0m high or greater must meet the requirements of section 74.4 of the Land Use Bylaw</li> </ul>
<input type="checkbox"/>  <input type="checkbox"/>	<p><input type="checkbox"/> <b>2. Building Plans:</b> Plans shall be properly drafted to scale and contain the following information:</p> <p><input type="checkbox"/> <b>Standard Information:</b> shall be placed within a Title Block on all plans</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title of the Plan (i.e. Floor Plan, Elevation, etc.)</li> <li><input type="checkbox"/> Application Type (i.e. Accessory Structure Development Permit)</li> <li><input type="checkbox"/> Legal land description (lot/block/plan)</li> <li><input type="checkbox"/> Civic address</li> <li><input type="checkbox"/> Company or Owner Information: name, address, telephone, fax and email, etc. as well as initials for employee responsible for the drawing, job number or other referencing information</li> <li><input type="checkbox"/> Legend: identifying all symbols used in the development of the plan shown</li> <li><input type="checkbox"/> North arrow and plan scale</li> </ul> <p><input type="checkbox"/> <b>Building Elevations</b> (including front and sides) indicating:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building height (finish grade to underside of eave and top of roof peak)</li> <li><input type="checkbox"/> Location of all proposed openings (doors, windows)</li> </ul>
<input type="checkbox"/>	<p><input type="checkbox"/> <b>3. Copy of Current Certificate of Title(s):</b> no more than 30 days old at time of application:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> May be obtained from Alberta Registries Office. If 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"/> Please Note: 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 Officer</li> </ul>
<input type="checkbox"/>	<p><input type="checkbox"/> <b>4. Abandoned Well Site Information:</b> If the new structure is larger than 47 square metres (505.904 square feet) <b>AND</b> if the development is outside of the Urban Service Area:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A map shall be provided from 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. Confirm that the land is not affected by abandoned wells</li> </ol> The AER's Abandoned Well Viewer is available on <a href="http://www.aer.ca">www.aer.ca</a> or contact the AER Customer Contact Centre at 1-855-297-8311 or e-mail <a href="mailto:inquiries@ aer .ca">inquiries@aer.ca</a> or mail Information Services, AER, Suite 1000, 250 – 5 Street SW, Calgary AB, T2P 0R4  The new structure shall be setback a minimum of 5 metres from all abandoned well sites</li> </ul>



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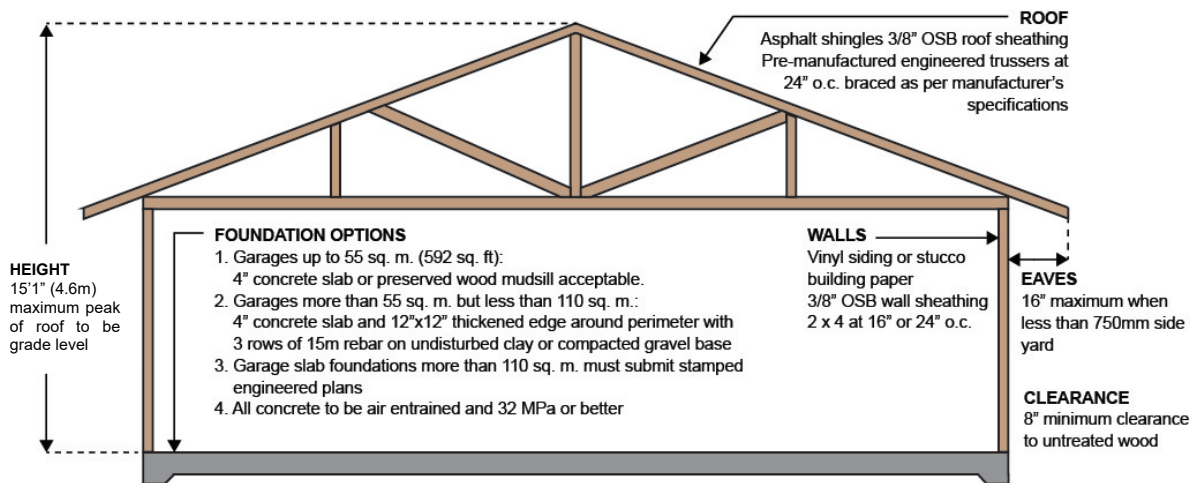
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<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Applicable Fees:</b> (as outlined in the Fees, Rates and Charges Bylaw as amended) shall be made payable to the Regional Municipality of Wood Buffalo.
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Detailed Description of any Non-Conformity:</b> of the Land Use Bylaw, including a detailed explanation why the Bylaw has not been met

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](http://rmwb.ca/pulse).

# Accessory Building or Structure: Basic Safety Code Information

To be completed and attached to the Development Permit and Building Permit Application Forms



## Accessory Building 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 (specify): \_\_\_\_\_

### 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:

\_\_\_\_\_

### Please Note:

Windows cannot be placed in a wall that is closer than 4 feet to a neighbour'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 minimum size 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. Oversized garage will require review and approval by a Safety Codes Officer.

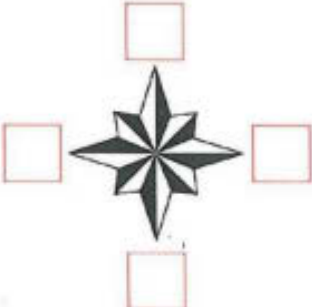
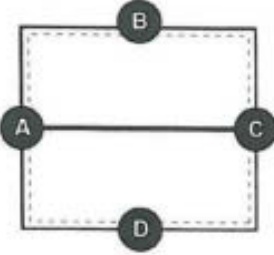
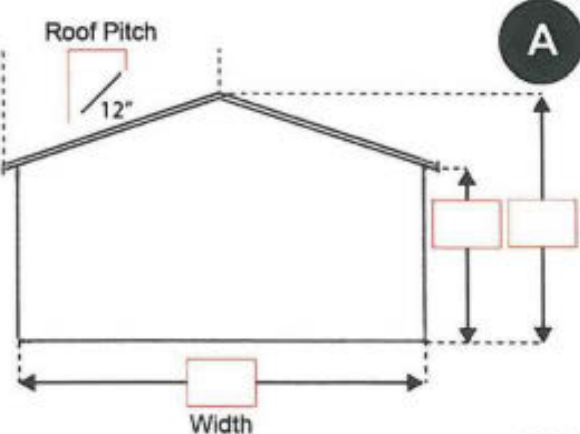
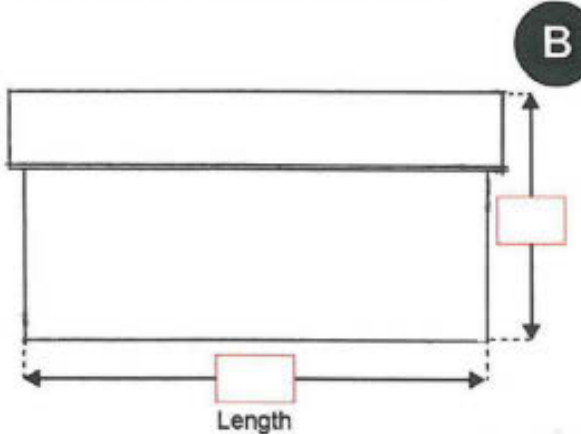
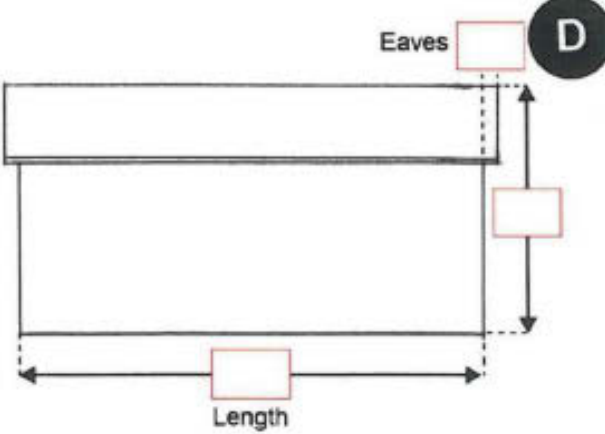
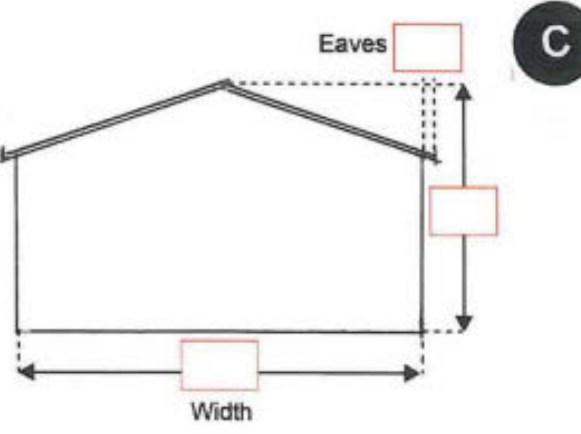
Walls to be secured to slab with 2.5mm anchor bolts at 2.4m on center maximum.

Cannot build over an underground gas line.

### Direction of Trusses

- ☐ Trusses parallel to overhead door opening
- ☐ Trusses perpendicular to overhead door opening
- ☐ Other Foundation (details, engineering)

## Accessory Building or Structure: Building Plan

<b>Key Map</b>  <input type="checkbox"/> Please indicate North on the north arrow relative to the site plan view	<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"></div><div style="text-align: center;"><b>Site Plan View</b> </div></div>
<b>Elevation View:</b> Please show all doors and windows with their width and length dimensions  <div style="display: grid; grid-template-columns: 1fr 1fr; gap: 20px;"><div style="text-align: center;"><p><b>A</b></p></div><div style="text-align: center;"><p><b>B</b></p></div><div style="text-align: center;"><p><b>D</b></p></div><div style="text-align: center;"><p><b>C</b></p></div></div>	
<b>Accessory Building Specifications</b> Name: _____ DP # _____ Civic Address: _____ Legal Address: _____	



# Development Permit Application Form

## OFFICE USE ONLY

DP # \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt No: \_\_\_\_\_

**Purpose:** A Development Permit Application is used to obtain approval to develop or use either land or a building within the RMWB. Developments exempt from requiring a development permit can be found in the Land Use Bylaw.

This Application Form shall be **complete** and include an attached Development Permit Checklist. Please Note:

- **NO DEVELOPMENT** shall commence without a valid Development Permit. Any work started prior shall be subject to a double fee penalty and further enforcement actions;
- An **Administrative Fee** will be withheld for any refunds. Please note that all applicable permit refunds will be issued by cheque only; and,
- Submission of a duly signed application form authorizes the Development Officer to enter the property to carry out inspections necessary for this development.

I/We hereby make application under the provisions of the Land Use Bylaw 26/001 for a Development Permit.

## PLEASE PRINT

### ☐ Applicant and Owner Information:

Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Registered Owner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### ☐ Property Information

Legal Land Description<sup>1</sup>: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
Alberta Township Grid System: LSD \_\_\_\_\_ Sec \_\_\_\_\_ TWP \_\_\_\_\_ Range \_\_\_\_\_ W4M  
Civic Address: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Has development commenced? ☐ Yes ☐ No



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Existing Use of Land or Building: \_\_\_\_\_  
Size of Proposed Development (m<sup>2</sup>): \_\_\_\_\_  
Estimated Construction Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Estimated Construction Cost: \_\_\_\_\_

☐ **Detailed Property Information**

Lot Area: \_\_\_\_\_ Building Area<sup>2</sup>: \_\_\_\_\_  
Accessory Coverage<sup>3</sup>: \_\_\_\_\_ Site Coverage<sup>4</sup>: \_\_\_\_\_  
Building Type: \_\_\_\_\_ Number of Storeys: \_\_\_\_\_

☐ **Credit Card Information**

Credit Card #: \_\_\_\_\_ Card Type: \_\_\_\_\_  
Card Holders Name: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVV: \_\_\_\_\_

☐ **Registered Owner** (or person acting on the registered owner's behalf)

I, \_\_\_\_\_ hereby certify that  
☐ I am the registered owner, or  
☐ I am the agent authorized to act on behalf of the registered owner  
and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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<sup>2</sup> Total includes attached garages, cantilevers, decks, porches, and/or verandas

<sup>3</sup> If applicable, note the area of the shed or detached garage

<sup>4</sup> The percentage of the lot area covered by proposed and existing structures