



Accessory Structure or Use

DEVELOPMENT PERMIT APPLICATION CHECKLIST

Purpose: An Accessory Structure or Use Development Permit Application is used to obtain approval for an accessory structure or use that is subordinate to, exclusively devoted to, and located on the same site as the principal building or use. Accessory structures under 10.0 m² do not require a development permit.

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

- Shed
- Detached Garage
- Carport
- Gazebo
- Pergola
- Pool House
- Greenhouse
- Seacan
- Sauna
- Quonset

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"/> 1. Site Plan: 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"/> Standard Information: shall be placed within a Title Block <ul style="list-style-type: none"><input type="checkbox"/> Title of the Plan (i.e. Site Plan)<input type="checkbox"/> Application Type (i.e. Accessory Structure Development Permit)<input type="checkbox"/> Legal land description (lot/block/plan)<input type="checkbox"/> Civic address<input type="checkbox"/> Company or Owner Information: name, address, telephone, fax and email, etc.<input type="checkbox"/> Legend: identifying all symbols used in the development of the plan shown<input type="checkbox"/> North arrow and plan scale <p>NOTE: 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"/> Information on the Drawing: <ul style="list-style-type: none"><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 |



Planning & Development Services
Regional Municipality of Wood Buffalo
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T: 780-793-1043 E: permit.inquiries@rmwb.ca

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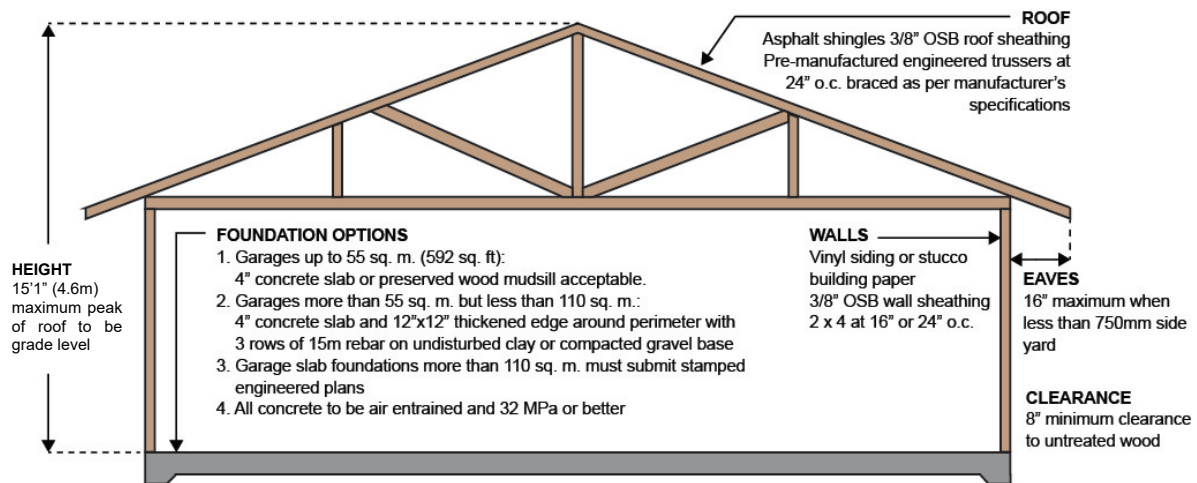


| | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Applicable Fees: Fees outlined in the Land Use Bylaw 99/059. Development fees shall be made payable to the Regional Municipality of Wood Buffalo |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Detailed Description of any Non-Conformity: 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.

Accessory Structure: Basic Safety Code Information

To be completed and attached to the Building Permit Application Form



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.

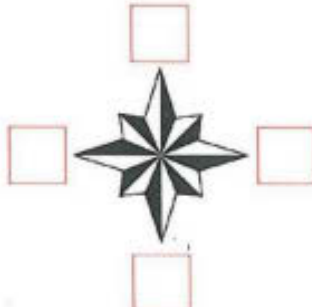
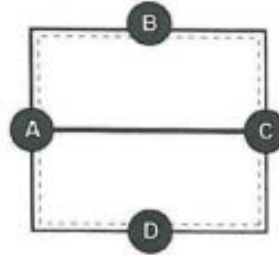
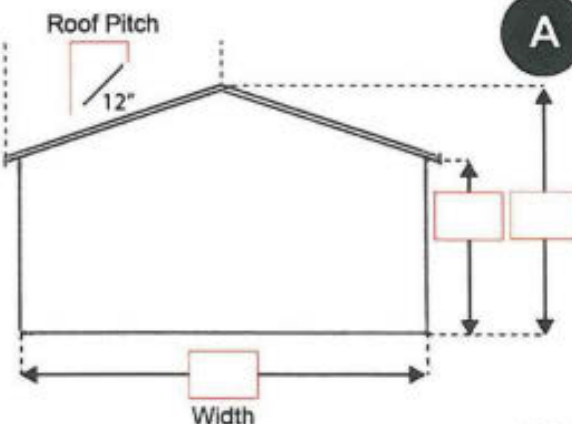
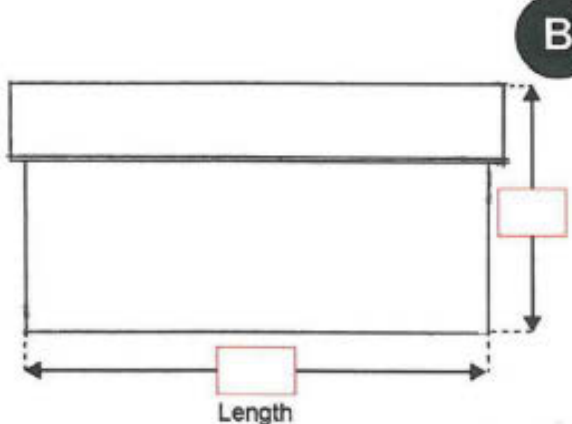
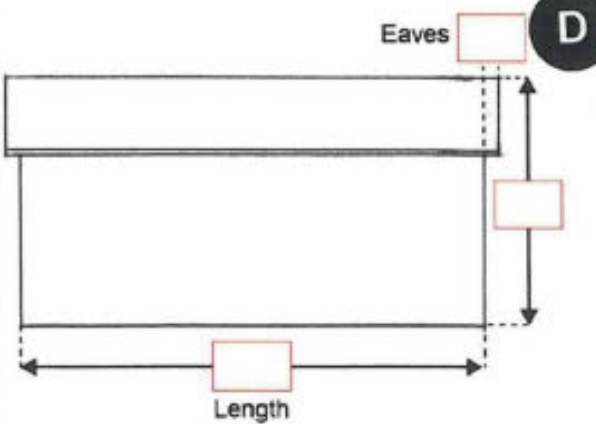
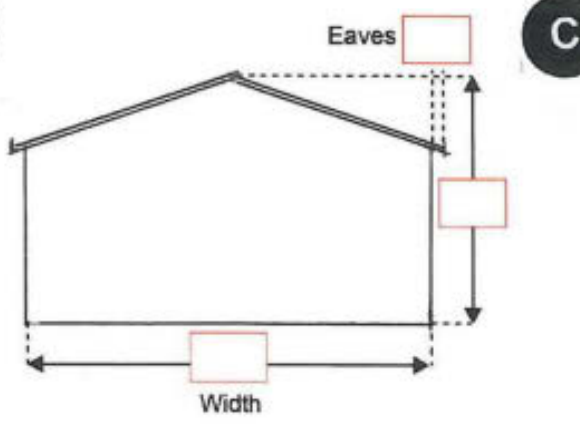
Walls to be secured to slab with 2.5mm anchor bolts at 2.4m on center maximum.

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 Structure: Detached Garages and Accessory Structure

| | |
|---|---|
| <h2 style="margin: 0;">Key Map</h2> <p><input type="checkbox"/> Please indicate North on the north arrow relative to the site plan view</p> | <div style="display: flex; justify-content: space-around; align-items: center;">  <div style="text-align: center;"> <p><i>Site Plan View</i></p>  </div> </div> |
| <p>Elevation View: Please show all doors and windows with their width and length dimensions</p> <div style="display: grid; grid-template-columns: 1fr 1fr; gap: 20px;"> <!-- Elevation A --> <div style="text-align: center;"> <p>A</p>  </div> <!-- Elevation B --> <div style="text-align: center;"> <p>B</p>  </div> <!-- Elevation D --> <div style="text-align: center;"> <p>D</p>  </div> <!-- Elevation C --> <div style="text-align: center;"> <p>C</p>  </div> </div> | |
| <h3>Accessory Building Specifications</h3> <p>Name: _____ DP # _____</p> <p>Civic Address: _____ Legal Address: _____</p> | |



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 99/059 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 Description¹: Lot: _____ Block: _____ Plan: _____

Alberta Township Grid System: LSD _____ Sec _____ TWP _____ Range _____ W4M

Civic Address: _____

Project Description: _____

Has development commenced? ☐ Yes ☐ No



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

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Existing Use of Land or Building: _____
Size of Proposed Development (m²): _____
Estimated Construction Start Date: _____ End Date: _____
Estimated Construction Cost: _____

☐ **Detailed Property Information**

Lot Area: _____ Building Area²: _____
Accessory Coverage³: _____ Site Coverage⁴: _____
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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² Total includes attached garages, cantilevers, decks, porches, and/or verandas

³ If applicable, note the area of the shed or detached garage

⁴ The percentage of the lot area covered by proposed and existing structures