

Planning & Development Services

Regional Municipality of Wood Buffalo

Office: 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

T: 780-793-1043 E: permit.inquiries@rmwb.ca

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
	1. Site Plan: plot plan that has been prepared by an Alberta Land Surveyor and/or Engineering Firm, and shall provide the following information:
	□ Standard Information: shall be placed within a Title Block □ Title of the Plan (i.e. Site Plan) □ Application Type (i.e. Accessory Structure Development Permit) □ Legal land description (lot/block/plan) □ Civic address
	 Company or Owner Information: name, address, telephone, fax and email, etc. Legend: identifying all symbols used in the development of the plan shown North arrow and plan scale NOTE: all measurements are to be expressed in metric; all measurements are shown to outside face of building foundation wall at ground level, etc.
	☐ Information on the Drawing:
	■ 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



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		 □ Dimensions of the Building Footprint: including existing and proposed boxouts, cantilevers, open or covered decks, verandas, landings and stairs □ Illustrate and provide dimensions of all registered easements and rights of ways on or affecting the property and reference registered plan number □ 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					
	2.	Building Plans: Plans shall be properly drafted to scale and contain the following information:					
		Standard Information: shall be placed within a Title Block on all plans					
		☐ Title of the Plan (i.e. Floor Plan, Elevation, etc.)					
		☐ Application Type (i.e. Accessory Structure Development Permit)					
		☐ Legal land description (lot/block/plan)					
		☐ Civic address					
		☐ 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					
		☐ Legend: identifying all symbols used in the development of the plan shown					
		■ North arrow and plan scale					
		Building Elevations (including front and sides) indicating:					
		■ Building height (finish grade to underside of eave and top of roof peak)					
		■ Location of all proposed openings (doors, windows)					
	3.	Copy of Current Certificate of Title(s): no more than 30 days old at time of					
		application:					
		application: May be obtained from Alberta Registries Office. If Applicant is not the registered owner,					
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	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
	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

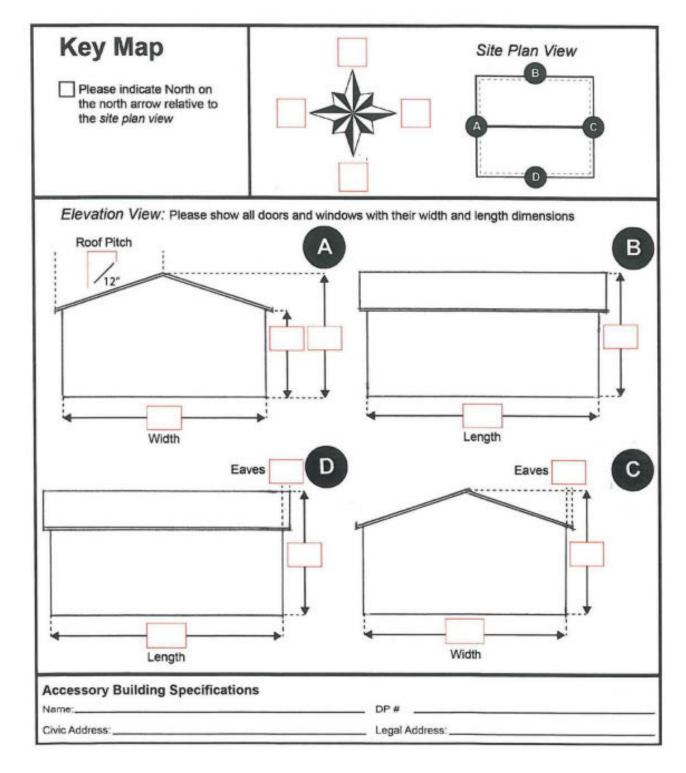
To be completed and attached to the Building Permit Application Form

<u></u>		sphalt shingles 3/8" OSB roof s re-manufactured engineered tr 24" o.c. braced as per manufa spec	ussers at
HEIGHT 15'1" (4.6m) maximum peak of roof to be grade level	FOUNDATION OPTIONS 1. Garages up to 55 sq. m. (592 sq. ft): 4" concrete slab or preserved wood mudsill acceptable. 2. Garages more than 55 sq. m. but less than 110 sq. m.: 4" concrete slab and 12"x12" thickened edge around perimeter with 3 rows of 15m rebar on undisturbed clay or compacted gravel base 3. Garage slab foundations more than 110 sq. m. must submit stamped engineered plans 4. All concrete to be air entrained and 32 MPa or better	WALLS Vinyl siding or stucco building paper 3/8" OSB wall sheathing 2 x 4 at 16" or 24" o.c.	EAVES 16" maximum when less than 750mm side yard CLEARANCE 8" minimum clearance to untreated wood

Accessory Building Specifications	
Name:	DP#
Civic Address:	Legal Address:

Civic Address:	Legal Address:				
Roofing Material Asphalt Shingles Cedar, Pine Shakes/Shingles Metal Roofing Other (specify)	Interior Development NOTE: A separate permit is required for each of these items (if applicable) Electrical Gas Plumbing Other (specify):	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			
Roofing Sheathing ☐ Min. 3/8" OSB or plywood NOTE: OSB or plywood less than ½" requires H clips and bridge blocking ☐ ½" OSB or plywood ☐ Other (specify) Roof Framing ☐ Pre-manufactured Engineered Truss ☐ Stick Build Rafters (provide details)	Wall Sheathing ☐ 3/8" OSB ☐ 3/8" plywood ☐ 1/2" plywood ☐ 1/2" OSB ☐ Other (specify): Wall Framing ☐ 2 x 4 @ 16" o.c.	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.			
Exterior Finish Vinyl Siding Stucco Metal Siding Other (specify) Foundation 4" Slab with Thickened Edges Strip footing & 4' frost wall	□ 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:	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





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Development Permit Application Form

OFFICE DP #	USE ONLY
Fee:	
Receip	t 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 a	nd Owner Inf	ormatio	n:				
Applicant Name:							
Mailing Address:							
					Postal C	ode:	
Daytime Phone:			Alterna	ate:	 Fa	x:	
Email Address:			_ 			-	
Registered Owner	(s):						
Mailing Address:							
-			Postal Code:				
Daytime Phone:			Alterna	ate:	Fax:		
Email Address: _			<u>-</u> 				
☐ Property In	formation						
Legal Land Descri	otion ¹ : L	_ot:		Block:	Plan:		
Alberta Township	Grid System:	LSD		Sec	TWP	Range	W4M
Civic Address:				-		_	
Project Description	1:						
Has development	commenced?		☐ Yes	□ No			



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Existing Use of Land or Building:		
Size of Proposed Development (m²):		
Estimated Construction Cost:		
☐ Detailed Property Information		
Lot Area:	Building Area ² :	
Accessory Coverage ³ :		
Building Type:		
☐ Credit Card Information		
0 1'' 0 1 "	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 th	e registered owner, or	
□ I am th	e agent authorized to act on behalf	of the registered owner
and that the information given on this fo	orm is full and complete and is, to the	ne best of my knowledge, a
true statement of the facts relating to th	is 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