




### DO I NEED A DEVELOPMENT PERMIT?

A Development Permit is required for a commercial development as well as building, electrical, plumbing, gas, and private sewage permits. All necessary permits must be submitted at the time they are required.

### RULES AND SAFETY STANDARDS TO BE MET

Some bylaw requirements and common concerns are:

- All proposed structures must meet the minimum setback requirements as specified in the *Land Use Bylaw*. Size and height requirements also apply. Check pertaining land use zoning guidelines.
- Foundation plans are required with the Building Permit application to ensure the proposed foundation will meet the *Alberta Building Code*.
- If the building is heated it must meet the National Energy Code requirements.



**Please note: This is not a complete list of requirements. For more detail, please contact the Planning and Development Department at 403.443.5541. Our staff would be happy to answer any questions you may have.**

### WHAT TO SUBMIT

**For a Development Permit:** after a pre-application meeting held with the County Planning & Development Department, you will need to submit the following:

- ✓ Completed Development Permit Application form
- ✓ Site plans
- ✓ Application fees

**For a Building permit:**

- ✓ Approved Development Permit
- ✓ Canadian Standards Association (CSA) and Provincial Label Numbers
- ✓ Dimensioned Foundation Plans including:
  - a. Beam sizes
  - b. Strip footing sizes
  - c. Concrete pad sizes
- ✓ Dimensioned plans including:
  - a. Floor plans
  - b. Building elevations
  - c. Location of fireplace(s)
  - d. Deck framing details (if applicable)
  - e. Square footages for all floor levels, decks/porches, and garage.
- ✓ Residential Mechanical Ventilation Form (if applicable)
- ✓ Completed Utility Form
- ✓ Applicable Safety Code permit application
- ✓ Application fees

## APPLICATION PROCESS

Meet with the Planning & Development Department.

Complete and submit a Development Application and fee.

Application reviewed by the Planning & Development Department.

If the proposed development contains discretionary uses, notification is made to the applicant, adjacent land owners and agencies. The application is then forwarded to the Municipal Planning Commission for decision.

Application Approved  
(With Conditions)

Application Denied  
(Reasons Stated)

An appeal may be made to the Subdivision and Development Appeal Board within 21 days of receiving notice. Please contact the planning & Development department for further information on the appeal process. 403.443.5541

Approved

Denied

Obtain any other permits you may require prior to Development. (eg: Sewage, Building, Electrical, etc.)



The Pope Lease Pines Bed & Breakfast

## ADDITIONAL NOTES

- An approved development permit is good for one year, unless otherwise specified on the development approval. If construction has not been commenced within that time, the permit is considered null and void and a new application for development will be required.
- All new commercial construction must meet the National Energy Code requirements.

 **Fees will be doubled for failure to obtain a development permit prior to construction.**

## For more information:

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