



# Development Permit Application

## Signs

Applicants must complete the checklist(s) below to accompany a development permit application for it to be able to be deemed complete for acceptance and processing by the Town of Stony Plain.

**Please check each item included within your package.**

### CHECKLIST

**Required information** for all sign development permit applications:

- ☐ Site plan showing the following:
  - ☐ Location of proposed sign
  - ☐ Setbacks to other signs
  - ☐ Setbacks to property lines
- ☐ Sign specifications for the following:
  - ☐ Sign height from finished grade to top of the sign
  - ☐ Sign dimensions
  - ☐ Total copy area
  - ☐ Illumination detail
- ☐ Landowner consent (if applicant is not the registered landowner)
- ☐ Payment of application fees

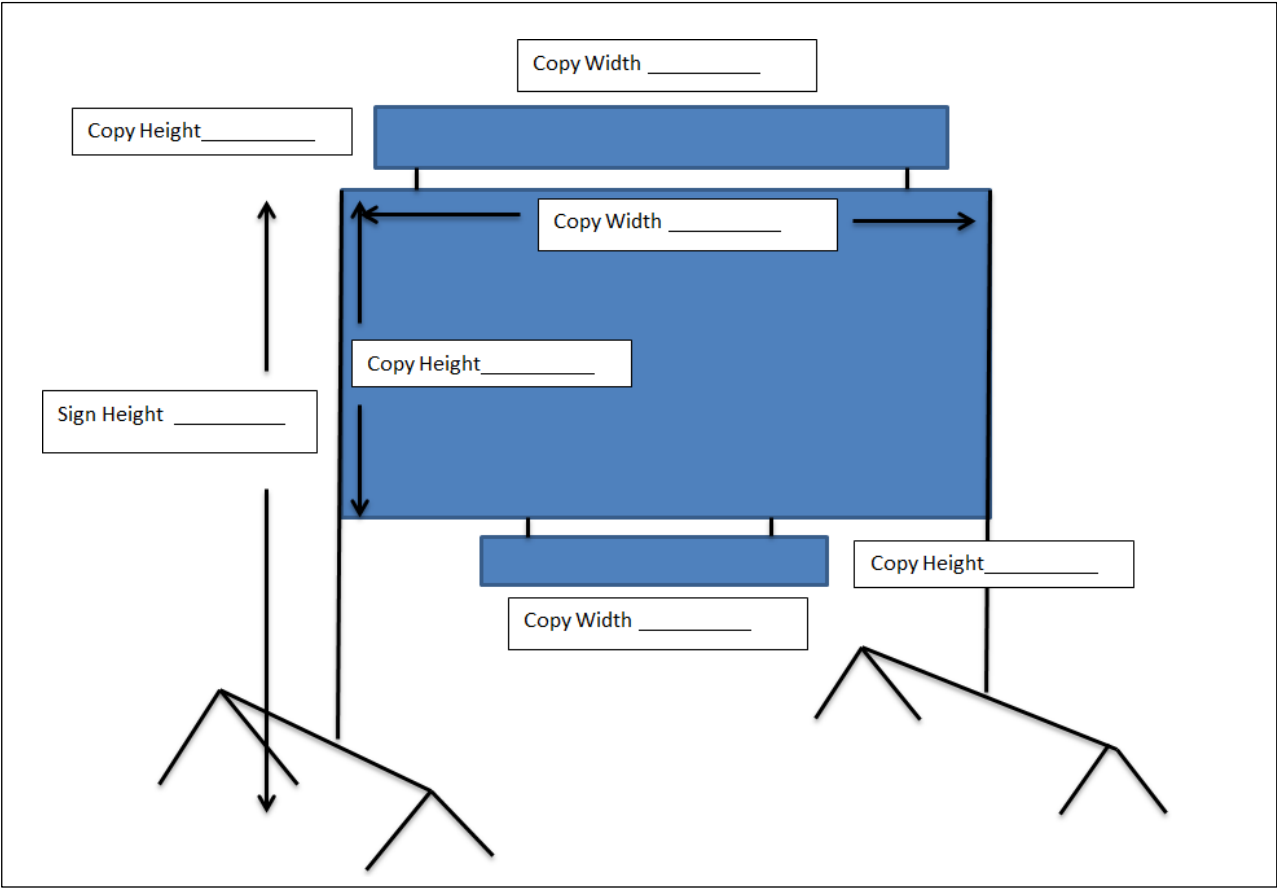
**Contact us:** Town of Stony Plain • 4905 51 Avenue • Stony Plain, Alberta T7Z 1Y1 •  
Phone: (780) 963-8598 • Email: [planning@stonyplain.com](mailto:planning@stonyplain.com) • Website: [www.stonyplain.com](http://www.stonyplain.com)  
Updated: January 22, 2024

| TOWN OF STONY PLAIN                               |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | PERMIT APPLICATION FORM                                             |  |                   |  |  |  |      |  |
|---------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--|--|---------|---------------------------------------------|-------|---------------------------------------------------------------------|--|-------------------|--|--|--|------|--|
| LAND USE DISTRICT                                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    | TAX ROLL #                             |  |  |         | DEVELOPMENT PERMIT #                        |       |                                                                     |  | BUILDING PERMIT # |  |  |  |      |  |
| <b>1. CONTACT INFORMATION</b>                     |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       |                                                                     |  |                   |  |  |  |      |  |
| <b>APPLICANT:</b>                                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | ADDRESS:                                                            |  |                   |  |  |  |      |  |
| CITY:                                             |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | PROV:                                                               |  |                   |  |  |  | P/C: |  |
| EMAIL:                                            |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | PHONE:                                                              |  |                   |  |  |  |      |  |
| <b>CONTRACTOR:</b>                                |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | ADDRESS:                                                            |  |                   |  |  |  |      |  |
| CITY:                                             |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | PROV:                                                               |  |                   |  |  |  | P/C: |  |
| EMAIL:                                            |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | PHONE:                                                              |  |                   |  |  |  |      |  |
| <b>LANDOWNER(S):</b>                              |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | ADDRESS:                                                            |  |                   |  |  |  |      |  |
| CITY:                                             |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | PROV:                                                               |  |                   |  |  |  | P/C: |  |
| EMAIL:                                            |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | PHONE:                                                              |  |                   |  |  |  |      |  |
| <b>2. PROJECT ADDRESS &amp; LEGAL DESCRIPTION</b> |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       |                                                                     |  |                   |  |  |  |      |  |
| MUNICIPAL ADDRESS:                                |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | SUBDIVISION:                                                        |  |                   |  |  |  |      |  |
| Plan                                              | Block | Lot                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Quarter Section<br><input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE |                                        |  |  | Section | Township                                    | Range | Meridian<br><input type="checkbox"/> W4 <input type="checkbox"/> W5 |  |                   |  |  |  |      |  |
| <b>3. PROJECT DETAILS</b>                         |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       |                                                                     |  |                   |  |  |  |      |  |
| CURRENT USE/OCCUPANCY:                            |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | PROPOSED USE/OCCUPANCY:                                             |  |                   |  |  |  |      |  |
| PROJECT START DATE:                               |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       | ESTIMATED COMPLETION DATE:                                          |  |                   |  |  |  |      |  |
| CONSTRUCTION VALUE:                               |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    | BUILDER LICENCE # (If applicable):     |  |  |         |                                             |       | NEW HOME WARRANTY #:                                                |  |                   |  |  |  |      |  |
| <input type="checkbox"/> NEW CONSTRUCTION         |       | <input type="checkbox"/> ADDITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                    | <input type="checkbox"/> RENOVATION    |  |  |         | <input type="checkbox"/> ACCESSORY BUILDING |       |                                                                     |  |                   |  |  |  |      |  |
| <input type="checkbox"/> HOME OCCUPATION          |       | <input type="checkbox"/> SECONDARY SUITE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                    | <input type="checkbox"/> CHANGE OF USE |  |  |         | <input type="checkbox"/> DECK               |       | <input type="checkbox"/> OTHER                                      |  |                   |  |  |  |      |  |
| DESCRIPTION OF WORK AND PROPOSED USE:             |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       |                                                                     |  |                   |  |  |  |      |  |
| <b>4. AUTHORIZATION</b>                           |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |                                        |  |  |         |                                             |       |                                                                     |  |                   |  |  |  |      |  |
| <b>initial</b>                                    |       | I acknowledge that construction of the building shall not proceed until the building and/or development permit is issued.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                    |                                        |  |  |         |                                             |       |                                                                     |  |                   |  |  |  |      |  |
| <b>initial</b>                                    |       | I am/represent the owner of the land and will be/represent the owner of the building for which I am submitting this permit application. I understand that any deviation from the scope of work or use described on this application and shown on the site plan and drawings provided as part of this application will require additional review and decision from the Municipality                                                                                                                                                                                                                                                                                       |                                                                                                                                    |                                        |  |  |         |                                             |       |                                                                     |  |                   |  |  |  |      |  |
| <b>initial</b>                                    |       | Pursuant to the Municipal Government Act, I hereby authorize employees, representatives, and agencies acting on behalf of the Town of Stony Plain to enter the subject property, for the purpose of making a decision on this application and to conduct necessary inspections in connection to this development and/or building permit application.                                                                                                                                                                                                                                                                                                                     |                                                                                                                                    |                                        |  |  |         |                                             |       |                                                                     |  |                   |  |  |  |      |  |
| <b>initial</b>                                    |       | The applicant agrees to protect and prevent from damage any public utilities or local improvements such as water shut-off valves, curbs, and curb stops, sidewalks, streets, lanes and municipal or environmental reserves, and to prevent excess soil being spilled on public streets, lanes and sidewalks. Any damage to public utilities or local improvements which, in the opinion of the Municipality, has been caused by the undersigned or servants, agents or contractors during the construction of the above subject development shall be repaired, restored or re-constructed to the satisfaction of the Municipality at no cost to the Town of Stony Plain. |                                                                                                                                    |                                        |  |  |         |                                             |       |                                                                     |  |                   |  |  |  |      |  |
| <b>initial</b>                                    |       | The applicant agrees to prevent excess littering of the construction site. Construction litter and material will be properly maintained on the property on which construction is taking place and will not be permitted to spread to adjacent properties.                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                    |                                        |  |  |         |                                             |       |                                                                     |  |                   |  |  |  |      |  |
| <b>DATE:</b>                                      |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    | <b>NAME:</b>                           |  |  |         |                                             |       | <b>SIGNATURE:</b>                                                   |  |                   |  |  |  |      |  |

| For Office Use Only                                                                                                                                                                                                                 |             |                           |             |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------|-------------|-----------------|
| BUILDING PERMIT REVIEW – CONDITIONS/ADDITIONAL REQUIREMENTS                                                                                                                                                                         |             |                           |             |                 |
| REQUIRED INSPECTIONS: <input type="checkbox"/> FOUNDATION/BACKFILL <input type="checkbox"/> FRAMING <input type="checkbox"/> INSULATION <input type="checkbox"/> FINAL <input type="checkbox"/> OTHER                               |             |                           |             |                 |
| ADDITIONAL PERMITS REQUIRED: <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> GAS <input type="checkbox"/> PLUMBING <input type="checkbox"/> PSDS <input type="checkbox"/> PUBLIC HEALTH <input type="checkbox"/> OTHER |             |                           |             |                 |
| <b>Refer to attached plan for Building Code requirements</b>                                                                                                                                                                        |             |                           | <b>Fees</b> |                 |
| ISSUE DATE:                                                                                                                                                                                                                         |             | EXPIRY DATE:              |             |                 |
| SCO Name (print): _____                                                                                                                                                                                                             |             | M <sup>2</sup> x \$       |             | \$              |
|                                                                                                                                                                                                                                     |             | M <sup>2</sup> x \$       |             | \$              |
|                                                                                                                                                                                                                                     |             | M <sup>2</sup> x \$       |             | \$              |
|                                                                                                                                                                                                                                     |             | M <sup>2</sup> x \$       |             | \$              |
|                                                                                                                                                                                                                                     |             | M <sup>2</sup> x \$       |             | \$              |
| Safety Codes Officer Signature: _____                                                                                                                                                                                               |             | Building permit Subtotal: |             | \$              |
| DOP #: _____                                                                                                                                                                                                                        |             | Safety Code Levy:         |             | \$              |
|                                                                                                                                                                                                                                     |             | <b>Total Fees:</b>        |             | \$              |
| Municipal fees not subject to Safety Code Levy (NEW CONSTRUCTION ONLY)                                                                                                                                                              |             |                           |             |                 |
| FEE TYPE:                                                                                                                                                                                                                           | FEE AMOUNT: | RECEIPT / AUTH:           | DATE PAID:  | PAYMENT METHOD: |
| Water sewer report:                                                                                                                                                                                                                 |             |                           |             |                 |
| Lot grading inspection:                                                                                                                                                                                                             |             |                           |             |                 |
| Water meter deposit:                                                                                                                                                                                                                |             |                           |             |                 |
| Penalties:                                                                                                                                                                                                                          |             |                           |             |                 |
| Municipality fees subtotal:                                                                                                                                                                                                         |             |                           |             |                 |
| Building permit fees subtotal:                                                                                                                                                                                                      |             |                           |             |                 |
| <b>Total Fees:</b>                                                                                                                                                                                                                  |             |                           |             |                 |
| DEVELOPMENT PERMIT CHARGES                                                                                                                                                                                                          |             |                           |             |                 |
| Development Permit:                                                                                                                                                                                                                 |             |                           |             |                 |
| Variance/Discretionary Use:                                                                                                                                                                                                         |             |                           |             |                 |
| Development deposit (refundable):                                                                                                                                                                                                   |             |                           |             |                 |
| Development charges:                                                                                                                                                                                                                |             |                           |             |                 |
| \$            x            ha                                                                                                                                                                                                       |             |                           |             |                 |
| Offsite Levies:                                                                                                                                                                                                                     |             |                           |             |                 |
| \$            x            ha                                                                                                                                                                                                       |             |                           |             |                 |
| Certificate of Title:                                                                                                                                                                                                               |             |                           |             |                 |
| Other:                                                                                                                                                                                                                              |             |                           |             |                 |
| Other:                                                                                                                                                                                                                              |             |                           |             |                 |
| Development Permit Fees Subtotal:                                                                                                                                                                                                   |             |                           |             |                 |
| <b>Total Fees:</b>                                                                                                                                                                                                                  |             |                           |             |                 |
| <b>Total Combined Fees:</b>                                                                                                                                                                                                         |             |                           |             |                 |
| <b>NOTES:</b>                                                                                                                                                                                                                       |             |                           |             |                 |

## Requirements for Portable Sign Permits

- Signs adjacent or within Highway Right of Way along Hwy 16A, 779 & 628
  - Alberta Transportation Sign Permit is required prior to applying to the Town
  - A copy of your Alberta Transportation sign permit and conditions must be submitted with your development permit application to the Town
- Development Permit Application & Fees
  - Landowner Consent
  - Copy of Alberta Transportation approval
  - Site Plan (see below for detail)
  - Diagram (see below for detail)
  - Indemnity & Release form & Liability Insurance naming the Town as additional insured for signs approved on Municipal property or right of ways (non-profit/charities/events only)
- Site plan of the entire lot on which the sign is to be located:
  - showing lot dimensions in metres
  - location of other portable signs on the site and setbacks to those sign (minimum setback required between portable signs is 30 metres)
  - location of other signs on the property (property marketing, freestanding, etc) & setbacks to those signs (minimum setback required from other sign types is typically 15 metres)
  - Setback to property lines (minimum setback 0.30 metres)
  - Setback to access & driveways
- Diagram showing the following specifications:
  - Copy area of all sign components, add-ons (height and width)
  - Height of sign from finished grade to the very top of the sign





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## LANDOWNER CONSENT FORM

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |                                          |            |                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------|------------|--------------------------------------------------------|
| TAX ROLL #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        | LAND USE DISTRICT                        |            |                                                        |
| <b>SECTION 1 LOCATION OF PROPERTY AFFECTED BY PERMITS/LICENSES</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |        |                                          |            |                                                        |
| MUNICIPAL ADDRESS :                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        | PLAN:                                    | BLOCK:     | LOT:                                                   |
| LONG LEGAL (if applicable) :                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |                                          |            |                                                        |
| <b>SECTION 2 REGISTERED LANDOWNER OF PROPERTY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |                                          |            |                                                        |
| LANDOWNER:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        | ADDRESS:                                 |            |                                                        |
| CITY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PROV:  | P/C:                                     |            |                                                        |
| EMAIL:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PHONE: | CELL:                                    | FAX:       |                                                        |
| <b>SECTION 3 COMPANY/PERSON GIVEN AUTHORIZATION TO MAKE APPLICATION TO OBTAIN PERMITS ON THE LAND IN SECTION 1</b>                                                                                                                                                                                                                                                                                                                                                                             |        |                                          |            |                                                        |
| COMPANY/INDIVIDUAL NAME:                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        | ADDRESS:                                 |            |                                                        |
| CITY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PROV:  | P/C:                                     |            |                                                        |
| EMAIL:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PHONE: | CELL:                                    |            |                                                        |
| <b>SECTION 4 COMPLETE THIS SECTION FOR PORTABLE SIGN PERMITS ONLY</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |        |                                          |            |                                                        |
| We reserve the right to have the sign removed within _____ days notice.                                                                                                                                                                                                                                                                                                                                                                                                                        |        |                                          |            |                                                        |
| The portable sign may be place on the property noted in Section 1 for a maximum of: _____ <input type="checkbox"/> days <input type="checkbox"/> months <input type="checkbox"/> years                                                                                                                                                                                                                                                                                                         |        |                                          |            |                                                        |
| <i>I, as the registered landowner or authorized representative of the registered landowner, give the company or individual noted in Section 3 above permission to apply for the following permit(s) for the land indicated in Section 1.</i>                                                                                                                                                                                                                                                   |        |                                          |            |                                                        |
| <input type="checkbox"/> Development Permit                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        | <input type="checkbox"/> Building Permit |            | <input type="checkbox"/> Development Permit for a Sign |
| DESCRIPTION OF THE WORK AUTHORIZED WITHIN THE PERMIT(S) (example: tenant improvements, home occupation, basement development, etc.)                                                                                                                                                                                                                                                                                                                                                            |        |                                          |            |                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |                                          |            |                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |                                          |            |                                                        |
| Consent will remain valid until (provide end date):                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |                                          |            |                                                        |
| DATE:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | NAME:  |                                          | SIGNATURE: |                                                        |
| <b>Privacy Disclosure:</b> This personal information is being collected by the Town of Stony Plain under Sec. 4(c) of the Protection of Privacy Act (POPA) and will only be used for the purpose of a planning and development application. The personal information provided will be protected in accordance with Sec. 12(1) of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the ATIA Coordinator at 780-963-2151. |        |                                          |            |                                                        |





# Additional Information

## Application Fees

| BUILDING PERMIT APPLICATION FEES                                                                                                                                                                                                                                |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Single family &amp; semi-detached dwellings</b>                                                                                                                                                                                                              |                       |
| Minimum Building Permit Fee, includes any Miscellaneous Building Permit Item (in ground swimming pool, hot tub, portable pool, deck, wheelchair ramp, minor solar panel installation, HVAC installation, wood stove fireplace, temporary structure like a tent) | \$150.00              |
| New construction & additions                                                                                                                                                                                                                                    | \$6.00/m <sup>2</sup> |
| Basement development & renovations or accessory building (attached or detached)                                                                                                                                                                                 | \$3.00/m <sup>2</sup> |
| Walk-out basement development & secondary suites                                                                                                                                                                                                                | \$5.00/m <sup>2</sup> |
| Foundations of footing only                                                                                                                                                                                                                                     | \$3.00/m <sup>2</sup> |
| Re-inspection fee (residential)                                                                                                                                                                                                                                 | \$100.00/hr min       |
| <b>Multi-family dwellings/Commercial/Industrial/Community Services &amp; Institutional</b>                                                                                                                                                                      |                       |
| New construction, additions, renovations or tenant improvements                                                                                                                                                                                                 | \$6.00/m <sup>2</sup> |
| Basement & other finished areas (incl. parkades) or accessory buildings                                                                                                                                                                                         | \$3.00/m <sup>2</sup> |
| Minor renovation (such as demising wall) or change of use                                                                                                                                                                                                       | \$250.00              |
| Re-inspection fee                                                                                                                                                                                                                                               | \$250.00/hr min.      |
| <b>Miscellaneous building permit fees</b>                                                                                                                                                                                                                       |                       |
| Water / sewer installation report (PWV)                                                                                                                                                                                                                         | \$50.00               |
| Other non-residential (decks, accessory building or use, demolition) or change of use                                                                                                                                                                           | \$200.00              |
| Other residential (decks, additions, accessory buildings, home occupations, renovations, demolitions, etc.)                                                                                                                                                     | \$150.00              |
| <b>Safety codes consultation</b>                                                                                                                                                                                                                                |                       |
| Safety codes consultation service                                                                                                                                                                                                                               | \$150.00/hr min.      |
| Building permit revision & extension                                                                                                                                                                                                                            | 50% of BP fee         |
| Penalty for beginning construction without permits                                                                                                                                                                                                              | 100% of BP fee        |
| <b>Water meter deposit - full amount charged at installation</b>                                                                                                                                                                                                |                       |
| Single family residential                                                                                                                                                                                                                                       | Market value          |
| Multi-family residential                                                                                                                                                                                                                                        | Market value          |
| Commercial. Industrial, institutional                                                                                                                                                                                                                           | Market value          |

## Frequently Asked Questions:

Why do I need a building permit?

Building permits are required to ensure the health and safety of residents and are regulated under the Safety Codes Act, Permit Regulations and the Alberta Building Code.