

Development Permit Application Package

RESIDENTIAL ACCESSORY BUILDING/DETACHED SHED

Version 2 – October 2021

Development Permit Application Requirement List Accessory Building/Detached Shed Development

Please check off the following information which is required to facilitate a thorough evaluation and timely decision on your application. All information and material for this application must be complete, clear, legible and precise. The processing of your application will be put on hold status until the complete information is submitted.

Only complete applications will be accepted.

Applicant Use	Office Use	Required Documents and Information
<input type="radio"/>	<input type="radio"/>	1. Accessory Building – Shed Information Sheet
<input type="radio"/>	<input type="radio"/>	2. Development Permit Application
<input type="radio"/>	<input type="radio"/>	3. Site Plan Drawing You may use a copy of a real property report to draw your site plan. The Detached Shed Information Sheet includes an exhaustive list of what needs to be included on the floor plan.
<input type="radio"/>	<input type="radio"/>	4. Utility Locates Please contact Alberta One Call Corporation for utility locates prior to project start. http://albertaonecall.com/submit-a-locate-request or 1-800-242-3447
<input type="radio"/>	<input type="radio"/>	5. Building Permit Application
<input type="radio"/>	<input type="radio"/>	6. Fire Safety Plan

Applicant's Signature: _____

Date: _____

(Confirming that all required information has been provided, is correct and complete)



TIMING FOR BUILDING INSPECTIONS



To arrange an inspection, go to <https://forms.strathmore.ca/Permit-Inspections> for each of the stages listed below. **THE INSPECTION MUST BE ARRANGED 2 - 3 WORKING DAYS IN ADVANCE.**

A Building Permit is valid for one year from the date of issuance.

If your project is not completed within the one year time limit, an extension must be applied for in writing to development@strathmore.ca. The proposed completion date must be included.

D E T A C H E D G A R A G E S

FOUNDATION / FINAL / OCCUPANCY INSPECTION

Call when the following are complete, (only one inspection required):

Slab on grade is complete;
Shingles, exterior finish (siding or stucco, fascia and soffits);
Doors and windows are installed and completed.

Please note * Separate permits and inspections are required for plumbing, gas, and electric.

S H E D S

FOUNDATION / FINAL / OCCUPANCY INSPECTION

Call when the following are complete, (only one inspection required):

Shingles, exterior finish (siding or stucco);
Doors and windows are installed and completed.

Please note * Separate permits and inspections are required for plumbing, gas, and electric.

C O V E R E D D E C K S

Call when the following are complete, (only one inspection required):

Underside of Roof is visible (before ceiling is installed)
Deck is complete
Guards/handrails and stairs installed

2021 Accessory Building – Shed Information Sheet
 based on National Building Code 2019 – Alberta Edition
 (to be completed and submitted with Building Permit Application)

I. ADDRESS OF HOUSE	
II. DRAWING REQUIREMENTS	
1. Site plan with dimensions of the shed.	Yes <input type="checkbox"/>
2. Site plan showing the distances from shed to side yard and rear yard property lines.	Yes <input type="checkbox"/>
3. Site plan identifies any existing Utility rights of way or Overland Drainage rights of way affecting the property.	Yes <input type="checkbox"/>
4. Elevation drawings showing the appearance of the walls and roof.	Yes <input type="checkbox"/>
5. Type and details of floor shown (ie concrete or treated wood).	Yes <input type="checkbox"/>
6. Details of the roof structure (ie trusses or roof rafters).	Yes <input type="checkbox"/>
7. Type of exterior wall cladding.	Yes <input type="checkbox"/>
8. Type of roofing material	Yes <input type="checkbox"/>
9. The size, spacing and layout of joists for the floor system.	Yes <input type="checkbox"/>
10. Type of flooring	Yes <input type="checkbox"/>
III. SIZE AND HEIGHT OF SHED	
1. Shed is less than 10 m ² in area	Yes <input type="checkbox"/> Permits not required
2. Shed is less than 55 m ² (590 sq. ft.) in area, not more than 1 storey in height and does not have an overhead door.	Yes <input type="checkbox"/> Permits are required, Check foundation requirements
3. Proposed building is 55 m ² in area or larger, at least 1 storey in height and may have an overhead door.	Yes <input type="checkbox"/> Permits are required, Use detached garage information sheet
IV. FLOOR	
1. Concrete floor minimum 100 mm thick OR	Yes <input type="checkbox"/>

<p>2. Pressure treated floor on grade. Any wood floor framing members of the floor system less than 150 mm above the ground are pressure treated. Details to be provided:</p> <ul style="list-style-type: none"> a) joist size and spacing b) floor type and thickness 	<p>Yes <input type="checkbox"/></p>
<p>V. WALLS</p>	
<p>1. Wall details supporting the roof included. Details to include are:</p> <ul style="list-style-type: none"> a) exterior wall cladding (ie vinyl siding), b) exterior sheathing type and thickness c) bottom plate to be treated if within 150 mm of ground d) stud size and spacing, e) double top plate OR stud under each roof framing member, f) header size over openings (window or door), and g) exterior wall cladding. 	<p>Yes <input type="checkbox"/></p>
<p>2. Every wall is 600 mm or more from property line.</p> <p>If no, any wall less than 600 mm from property line must have a 45 minute fire resistance rating – 5/8” type X gypsum installed on the interior side of the entire wall and gable end above the wall.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>3. Wall studs shall not be spliced.</p>	<p>Yes <input type="checkbox"/></p>
<p>4. Exterior corners shall be framed with a minimum of 2 studs.</p>	<p>Yes <input type="checkbox"/></p>
<p>5. Headers/lintels shall be supported at each end by a cripple stud from bottom plate to the underside of the header/lintel <u>and</u> a king stud from bottom plate to the top plate and nailed to the cripple stud.</p>	<p>Yes <input type="checkbox"/></p>
<p>6. Wall sheathing shall be nailed at 150 mm o.c. along edges and 300 mm o.c. across the field.</p>	<p>Yes <input type="checkbox"/></p>
<p>7. Wood siding shall not be installed within 200 mm of the ground.</p>	<p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>VI. ROOF</p>	
<p>1. Details of the roof structure.</p> <ul style="list-style-type: none"> a) Roof trusses – submit roof truss detail sheet from supplier. b) Roof rafter – provide size and spacing of rafters and collar ties 	<p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>2. Roof is not closer than 450 mm to property line.</p>	<p>Yes <input type="checkbox"/></p>
<p>3. Blocking at peak of roof between trusses or rafters (ie 2 X 4)</p>	<p>Yes <input type="checkbox"/></p>
<p>4. Roof sheathing thickness noted.</p>	<p>Yes <input type="checkbox"/></p>
<p>5. Roof sheathing installed perpendicular to trusses or rafters.</p>	<p>Yes <input type="checkbox"/></p>
<p>6. H clips installed on sheathing joints perpendicular to trusses/rafters</p>	<p>Yes <input type="checkbox"/></p>
<p>7. Roofing material noted on drawing (ie asphalt, metal, etc.)</p>	<p>Yes <input type="checkbox"/></p>
<p>8. Any roof soffit less than 1.2 meters to property line is not vented.</p>	<p>Yes <input type="checkbox"/></p>

VII. FLASHING	
1. Flashing is required over windows and doors. Flashing shall extend up a minimum of 50 mm behind the sheathing paper and form a drip on the outside edge.	Yes <input type="checkbox"/>
VIII. DOOR AND WINDOWS	
1. Door will be a minimum of 760 mm wide.	Yes <input type="checkbox"/>
2. No windows or doors are permitted in any wall less than 1.2 meters to property line.	Yes <input type="checkbox"/>
IX. SITE GRADING	
1. The building site shall be graded so water will not accumulate at or near the building.	Yes <input type="checkbox"/>
X. FIRE SAFETY PLAN	
1. Fire Safety Plan completed and included with application	Yes <input type="checkbox"/>
XI. UNDERGROUND UTILITIES	
1. Underground utility locate documents included with application.	Yes <input type="checkbox"/>

FORM 1 Application Form

Applications can be submitted electronically by emailing all required documents to: development@strathmore.ca or in person to the Development Services Counter at Town Hall. **Development Fees must be paid with submission.**

Applicant & Property Owner Information					
Applicant			Property Owner (if different than Applicant)		
Phone			Phone		
Email			Email		
Mailing Address			Mailing Address		
Town/City	Province	Postal Code	Town/City	Province	Postal Code

Location of Development			
Civic Address			
Legal Address	Lot	Block	Plan

Description of Development
<p>Describe the proposed development and all activities on the site.</p> <hr/> <hr/> <hr/> <hr/>

Land Use District:	
Development Permit Application Fee:	
For Office Use Only	
Roll #:	Development Permit #:
Building Permit Required? (Y/N)	Business License Required? (Y/N)
Date Submitted:	Fees Paid? (Y/N)

1. Failure to fully complete this form and/or supply the required information may delay your application.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any appeals have been heard and a decision has been rendered by the Subdivision and Development Appeal Board (SDAB).
4. If a decision has not been issued within 40 days of the date the application was deemed complete by Development Services, the application will be deemed to be refused. An appeal may then be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be deemed void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or a Business License. Any approvals granted regarding this Development Permit application does not excuse the applicant from applying for the necessary Building Permits or Business Licenses, nor does it excuse the applicant from abiding by other applicable Municipal, Provincial, and/or Federal licenses or requirements.
7. This Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreements affecting the building and/or lands. The Applicant is still responsible to comply with any and all conditions affecting a building and/or land.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

 Owner/Applicant Signature

 Date

 Application Screened for Completion By:
 (Development Officer/Planner)

 Date



Site Plan for Proposed Accessory Building/Detached Shed

Include the shape, location, and dimensions of the proposed accessory building/detached shed on the site plan. **Tip:** A current Real Property Report can be used as the site plan.



BUILDING PERMIT APPLICATION
 Town of Strathmore
 1 Parklane Drive, Box 2280
 Strathmore, AB T1P 1K2
 development@strathmore.ca

Town of Strathmore
 Permit Label

To be completed by Town Staff	Development fee		
Development Permit #	Calgary Growth Charge		
Building Permit #	Water meter fee		
Date:	Building Permit fee		
Date of receipt of complete application	Safety Codes Council fee		
	Total payable		

To be completed by Owner or applicant			
Project Civic Address			
Legal Address	Lot	Block	Plan
Construction Value \$	Area: _____ <input type="checkbox"/> ft ² or <input type="checkbox"/> m ²		
TYPE OF PROJECT (check applicable box)			
<input type="checkbox"/> Residential New Single Family Dwelling		<input type="checkbox"/> Single Family Addition	<input type="checkbox"/> Single Family Renovation
<input type="checkbox"/> Residential Semi-Detached / Duplex Dwelling(s)		<input type="checkbox"/> Basement Development	<input type="checkbox"/> Deck
<input type="checkbox"/> Residential Manufactured / Modular Home		<input type="checkbox"/> Shed	<input type="checkbox"/> Detached Garage
<input type="checkbox"/> Residential Multi-family _____ # of dwelling units		<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Wood Burning Appliance
<input type="checkbox"/> Commercial A. <input type="checkbox"/> New building <input type="checkbox"/> Renovation B. <input type="checkbox"/> Office/Personal Service <input type="checkbox"/> Retail <input type="checkbox"/> Assembly (restaurant/drinking)			
<input type="checkbox"/> Industrial A. <input type="checkbox"/> New Building <input type="checkbox"/> Renovation B. <input type="checkbox"/> F3 Light Hazard <input type="checkbox"/> F2 Medium Hazard			
<input type="checkbox"/> Secondary Suite		<input type="checkbox"/> Other (if not listed above): describe project	

Estimated start date of construction:	
Estimated completion date of construction:	

OWNER NAME:		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:
E-mail address:		

CONTRACTOR NAME:		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:
E-mail address:		

APPLICANT NAME:		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:

E-mail address:

List of Contractors Responsible for the Following Disciplines (if applicable)		
HVAC	Name:	Ph #
Electrical	Name:	Ph #
Plumbing	Name:	Ph #
Gas	Name:	Ph #

I authorize the appropriate officers of the Town of Strathmore the right to access the property for the purpose of any necessary inspection in conjunction with this application. The undersigned hereby agrees to build according to the approved permits, information above, Plan Examination Report, and plans and specifications herewith submitted and agrees to comply with all Town Bylaws and Safety Code requirements.

I (print name),		hereby certify that:
<input type="checkbox"/>	I am the owner.	
<input type="checkbox"/>	I have been designated as the representative or agent of the owner, and I am aware that it is my responsibility to obtain all approvals from the land owner.	
I have read and understand this application in its completed form.		
SIGNATURE:		DATE:

DECISION

This Permit is valid for ____ year(s) from the date of issuance. If this project is not complete within the ____ year(s) time limit, an extension must be applied for or the Permit will be deemed to be expired and a new Permit will be required.

Date of issuance of Permit: _____

Safety Codes Officer: _____

Designation Number: _____

The Town of Strathmore is the Authority Having Jurisdiction and the Issuing Municipality

Protection of Privacy - The personal information requested on this form is collected under the authority of the Safety Codes Act, the Municipal Government Act and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. It will be used for the purpose of issuing permits, Safety Codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is public information and will be released to the public upon request. Direct any questions about this collection to the Town of Strathmore FOIP Coordinator at 403-934-3133, weekdays.



Town of Strathmore
1 Parklane Drive, Box 2280
Strathmore, AB; T1P 1K2
403-934-3133

Fire Safety Plan

THIS PLAN MUST BE POSTED ONSITE AND OCCUPANTS/EMPLOYEES ARE EXPECTED TO BE TRAINED
IN HOW TO FOLLOW ITS PROVISIONS

Building Permit # _____ Address: _____

Description of Project: **Detached Garage or Shed**

Contact Personnel: _____ Phone #: _____

Specific Considerations:

- Fire extinguisher(s) or garden hose (or similar extinguishing device) will be available at all times during the progress of the construction
- Access to fire hydrants and buildings for fire apparatus must be maintained

Emergency Response Numbers: FIRE/POLICE/AMBULANCE: 9-1-1

General Considerations:

- A WARNING SYSTEM will be in place to warn of potential threats, and facilitate evacuation (yelling, ringing of a bell or horn, etc.)
- EVACUATE to a safe location outside the yard if you are warned of a fire
- PROCEED to the sidewalk/street in front of the house and report to the Fire Department
- FIGHT the fire ONLY if it is small and you are NOT ALONE

Hazards Control:

- At the end of each day combustible refuse will be cleared from the site area and disposed of in bins or stored in neat piles. Unused construction material will be kept neat and orderly.
- No open-flame devices will be used unless a dedicated watch is in place

This Fire Safety Plan is designed in conformance with and is a requirement of Division B, Section 2.8.2 of the Alberta Fire Code, and on signature, becomes an agreement between the building owner/contractor and the Town of Strathmore Fire department.

Building Owner/Contractor Name: _____
Print name

Building Owner/Contractor Signature: _____
Signature

Date: _____