

DO I NEED A BUILDING PERMIT?

A Building Permit is required for a move-on dwelling/manufactured home as well as electrical, plumbing, gas, and private sewage permits. All necessary permits must be submitted at the same time.

RULES AND SAFETY STANDARDS TO BE MET

Some building code requirements, bylaws, and common concerns are:

- All proposed structures must meet the minimum setback, size, and height requirements, where applicable, as specified in the *Land Use Bylaw*.
- Foundation plans are required to ensure the proposed foundation will meet the *Alberta Building Code*.
- All prefabricated dwellings are assigned a unique number by the Canadian Standards Association (CSA) as well as a provincial label number. These indicate the dwelling has been inspected and conforms to the *Alberta Building Code*. This information is required when submitting the application because it indicates to the safety codes officer that the appropriate inspections have been completed.
- Move-on dwellings and manufactured homes must meet the National Energy Code requirements.

WHAT TO SUBMIT

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

- ✓ An Approved Development Permit
- ✓ Completed Building Permit Application form
- ✓ Two-dimensioned site plans
- ✓ 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 applications
- ✓ Application fees



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.

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.

Approved

Denied

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



ADDITIONAL INFORMATION

- You can find out what Zoning you have by visiting Kneehill County's website and referring to the *Land Use Bylaw* Maps, or visiting the County Administration Office to view a copy of the *Land Use Bylaw*.
- 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.
- Manufactured homes 20-35 years of age are a discretionary use and will be taken to the Municipal Planning Commission for approval.



**Manufactured homes
over 35 years of age
will not be permitted**

For more information:

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