

## CONGRATULATIONS ON THE PURCHASE OF YOUR PROPERTY!

Are you planning to make changes to your property? If yes, you will need permits from the Town of Peace River.

### WHEN ARE PERMITS REQUIRED?

The Town is responsible for and administers both Development Permits and Building Permit processes. In general, permits are required for

- developing
- constructing,
- renovating,
- changing the use of the building *or land*
- increasing the intensity of use of a building and/or adding a different use or service.

Development permits are issued pursuant to the Town's land use bylaw, municipal plans, and the *Municipal Government Act*. Building permits are issued pursuant to the Alberta Building Code.

The Development Officer and Manager of Planning and Development administer these bylaws and processes.

In most cases, both development and building permits are required. When undertaking a project related to your property, please consult Planning & Development (P&D) to confirm what permits are required and to find out more about the permit processes.

We'll confirm:

- What information is required as a part of your application(s).
- What other approvals, permits, or conditions could affect your plans or costs.
- What fees are required with each application(s).
- How long the process(es) will take.

### DEVELOPMENT PERMITS

The Development Permit process ensures that the use, design, character and appearance of a building or use of land are compatible with the neighborhood and consistent with the Land Use Bylaw and other statutory plans.

The definition of development is broad. It is best to assume that a development permit is required, unless specifically exempt. In general, Development Permits are required for all:

- Construction and renovation of buildings or structures
- Signage
- Home occupations
- Changes to the use of land or a building;
- Earthworks, such as stripping, filling, excavation, and grading

The land use bylaw specifically exempts some types of development from requiring a development permit. The most common examples include:

- an uncovered deck, *accessory* to a residential structure, located entirely in the side or rear yard, with a height of less than 0.6 metres (2 feet)

- Fences in the rear or side yard that are 1.83 metres (6 feet) or less in height
- Fences in the front yard that are 0.91 metres (3 feet) or less in height
- Sheds less than 12 feet by 12 feet. Sheds must be located in 4321 the side or rear yard.

Note: Structures exempt from a permit are still bound by the regulations of the land use bylaw. Please contact P&D to ensure you are meeting all requirements, including setbacks for accessory structures and restrictions on corner sites.

### BUILDING PERMITS

The Building Permit process ensures that the proposed building or structure meets the standards of the Building Code and the Fire Code.

#### **Building Permits are required for:**

- New buildings or structures
- Foundations for a building or structure
- Accessory structures over 10m<sup>2</sup> (107.5ft<sup>2</sup>).
- Retaining walls over 0.9m (3 ft) high
- Swimming pools/hot tubs and wood burning fireplaces;
- Changes to existing building or structure, including demolishing or relocating
- Commercial, industrial, institutional, and new dwelling installations;

#### **Building Permits are NOT required for:**

- General maintenance, repairs, or upgrades, including painting, decorating, non-structural renovations.

- Parking pads (not supporting a structure)
- Retaining walls less than 0.9m (3ft) high
- Accessory buildings smaller than 10m<sup>2</sup> (107.5 ft<sup>2</sup>)
- Uncovered decks or patios not exceeding 0.6m (2ft) from ground level.

## OTHER PERMITS

In addition to your Building or Development Permit, you may require additional permits. You are responsible for ensuring that you have all the required permits and approvals needed for your development.

## APPLICATIONS

Applications for Development and Building Permits are available at the Town Office and on the Town's website at [www.peaceriver.ca](http://www.peaceriver.ca).

The application fee must be submitted along with the application. Please contact the Town to confirm the correct fee.

Building permit fees include both a fee based on construction value, and a 4% Safety Codes Council (SCC) Levy.

For additional information on development permits, the permit process, or appeals, please contact the Development Officer. Please note that additional permits and licenses may be required depending on the nature of the development.

## REMEMBER...

**CLICK BEFORE YOU DIG!**

[www.utilitysafety.ca](http://www.utilitysafety.ca)

**1-800-242-3447**

## Contact Planning and Development at

**Town of Peace River**  
**9911-100 Street**  
**P.O. Box 6600**  
**Peace River, AB T8S 1S4**

**Phone: (780) 624-2574**  
**Fax: (780) 624-4664**  
**Website: [www.peaceriver.ca](http://www.peaceriver.ca)**

## Town Office Hours

**Monday - Friday**  
**8:30 a.m. – 4:30 p.m.**  
**Closed weekends and holidays.**

This brochure is not a comprehensive guide on development & building permits and is subject to change. Refer to the Land Use Bylaw for additional information.

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# NEW PROPERTY OWNER GUIDE TO DEVELOPMENT & BUILDING PERMITS

