

FEE SCHEDULE

Residential:	
Dwellings (up to 4 Units)	\$100
Additions	\$75
Garages	\$75
Accessory Buildings (100 sq. ft. or greater)+ Decks (excluding garages)	\$50
Multi-Unit Dwellings (over 4 units)	\$150
Secondary Suites	\$150
Commercial:	
Accessory Buildings (100 sq. ft. or greater) Excluding garages	\$75
Commercial Buildings	\$200
Multi-Tenancy Building or Complex	\$300
Additions to buildings	\$100
Change of Use	\$100
Industrial:	
Accessory Buildings (100 sq. ft. or greater) Excluding garages	\$75
Single Tenancy	\$200
Multi-Tenancy	\$300
Additions	\$100
Change of Use	\$150
All other Uses	\$200
Demolition Permit	\$50
Request to convene a special meeting of the Municipal Planning Committee	\$300

These fees reflect permitted use only. If the permit is discretionary or requires a waiver, extra charges will apply.

Failure to obtain a development permit or starting construction without one can result in fines or additional fees. Make sure to check with the Town of Picture Butte at the beginning of the construction process to save you time and money.

FOR MORE INFORMATION:

Town of Picture Butte
 Chief Administrative Officer
 120—4th Street North
 Picture Butte, AB T0K 1V0
 Phone: 403-732-4555
 Fax: 403-732-4334

CALL BEFORE YOU DIG
 Alberta 1st Call
 1-800-242-3447

Superior Safety Codes Inc.
 422 Mayor Magrath Dr.
 Lethbridge, AB T1H 6H7
 Phone: 403-320-0734
 Fax: 403-320-9969
www.superiorsafetycodes.com

Town of Picture Butte
 120 - 4th Street North
 Picture Butte, Alberta T0K 1V0
 Phone: 403-732-4555
 Fax: 403-732-4334
 Email: info@picturebutte.ca
www.picturebutte.ca



Picture Perfect!

DEVELOPMENT PERMITS & THE APPROVAL PROCESS



**WHAT YOU NEED
 TO KNOW**

DO I NEED A DEVELOPMENT PERMIT?

A development permit is required for most developments. Some common examples of when a development permit is **not** required includes:

- ◆ Maintenance or repair of a building if such works **do not**:
 - Alter the structure
 - Create another dwelling unit
 - Increase parking requirements
 - Result in a change of use
 - Increase the square footage
- ◆ Erection of residential fences (6 ft.)
- ◆ Parking surfaces or driveways
- ◆ Ground level decks less than 2 ft. in height
- ◆ If there is doubt as to whether a development permit is required, the matter shall be referred to the Development Authority for a determination of whether a development permit is required.

WHAT'S THE DIFFERENCE BETWEEN A DEVELOPMENT PERMIT AND A BUILDING PERMIT?

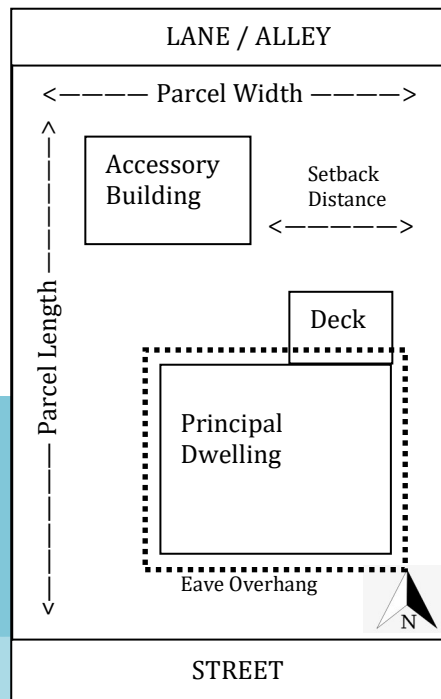
A development permit is governed by a municipality and approves the use, development and/or location .

A building permit is governed by the Province and ensures the development is constructed according to the Alberta Building Code.

WHAT WILL I NEED TO APPLY?

- ◆ A completed development permit application form
- ◆ The development Application Fee (non-refundable) Range from \$50 - \$200. Payment taken when application is complete.
- ◆ A site plan that includes:
 - Lot dimensions
 - Location of all existing and proposed structures, including porches, balconies, decks, and eave overhangs
 - Setbacks to all property lines, north arrow and scale.
 - Names/numbers of adjacent streets, avenues and highways.

Site Plan Example:



- ◆ A building plan that includes:
 - Grade/elevation details
 - Height of highest point of structure above final grade
 - Height of porches, balconies and decks above final grade
 - Diagram showing support features
 - How the development will be constructed

APPROVAL PROCESS

After application forms and all necessary correspondence has been received, and the fee has been paid, the application is reviewed by the Development Officer.

A permitted use will be approved by the Development Officer if no waivers are requested.

If the application is a "Discretionary Use", the Development Officer will need to inform the adjacent landowners of the development or the application may need further approval from the Municipal Planning Commission (MPC).

The MPC meets every 4th Monday of each month as required. Once the development permit has been approved and issued it is valid for 12 months. Building permits can be applied for through Superior Safety Codes.

Discretionary Use permits may be appealed within 14 days.

