

BUILDING A DETACHED GARAGE?



Then you should know . . .

WHERE TO APPLY

Town of Drayton Valley
Box 6837, 5120 – 52 Street
Drayton Valley, Alberta T7A 1A1
Attention: Planning & Development Officer

HOURS OF OPERATION

Monday to Friday
8:30 a.m. to 4:30 p.m.

Saturday & Sunday
Closed

PHONE & FAX

Telephone: 514-2200
Facsimile: 542-5753

*** ** ** ** **

The Town of Drayton Valley is proud of its appearance and enthusiastically greets all those who wish to develop and contribute to the growth of the community. The Town encourages a high degree of participation to best accommodate the interest of both the private landowners and the public interest.



Thank you

1. The following are the setback requirements that must be met, in order for your application to be approved:

- a. If the garage is to be entered directly from the lane/alley, then the garage must be at least 6.5 metres (19.69 feet) from the rear property line.
- b. If the garage is to be entered from the side, not directly from the lane/alley, then the garage must be situated at least 1.0 metre (3.28 feet) from the rear property line.
- c. The garage must be at least 1.0 metre from the side property lines.
- d. The garage must be a minimum of 3.0 metres (9.84 feet) from the principal building (house) if there is no lane/alley access to the property. If there is lane/alley access to the property, the garage may be a minimum of 2.1 metres (6.89 feet) from the principal building (house).

2. The “Building Permit Application” and “Application for Development Permit” forms must be completed and submitted to the Town of Drayton Valley. Blank copies of these documents are attached for your completion.

3. A Site Plan, similar to the attached, is required to be submitted with your application.

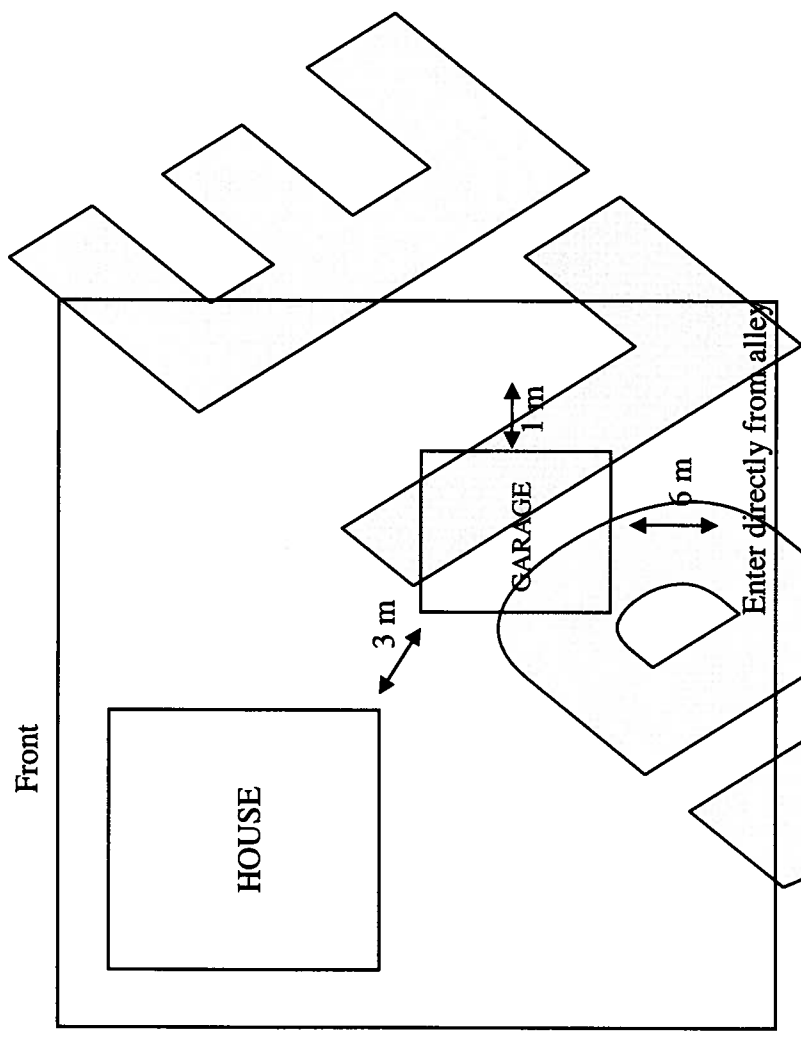
4. The attached “Standard Garage Details” form is required to be complete and submitted with your application. This form must be signed and dated by the Applicant.

Please note that the following conditions apply to the construction of garages:

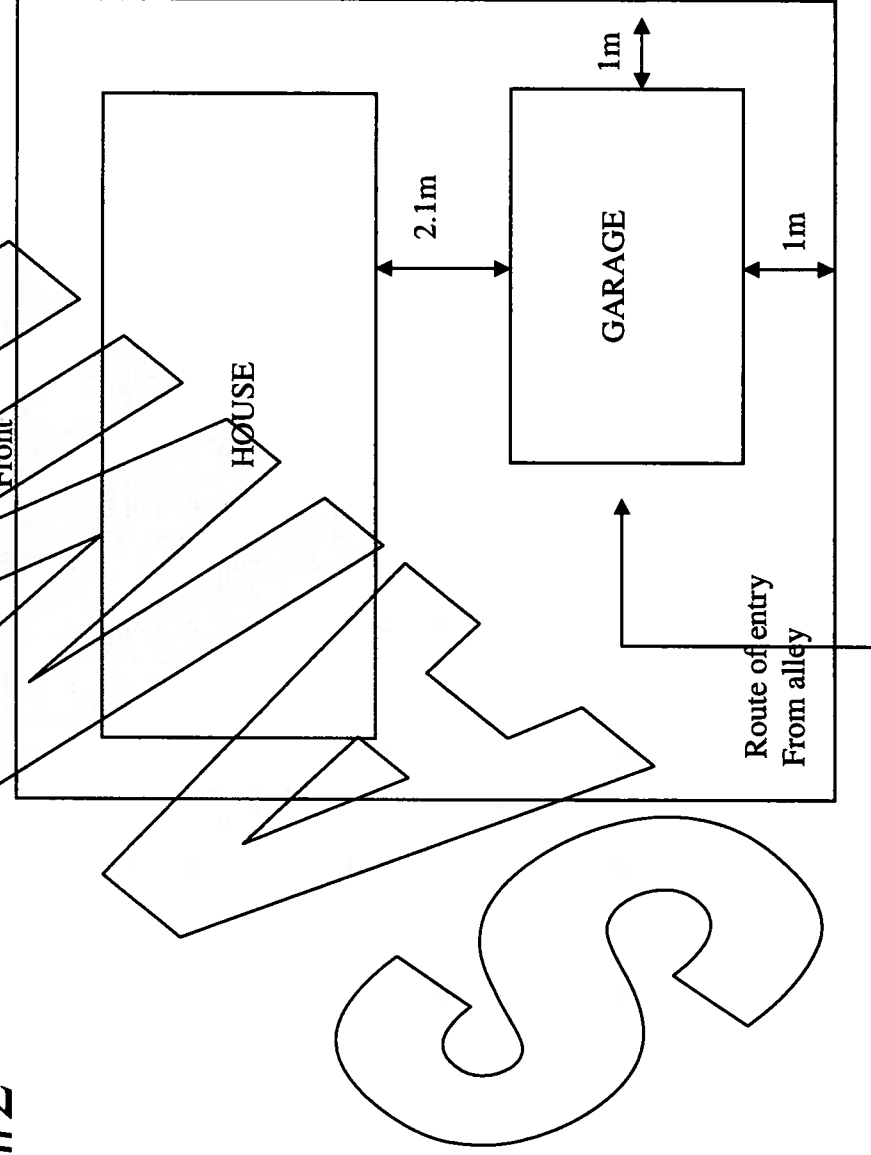
- Windows cannot be placed in a wall that is closer than 4 feet to the neighbouring property.
- If the roof framing members transfer roof loading to the overhead garage door beam, please specify the size of the garage door beam.
- Large opening size (doors over 10 feet wide) garage door beams without roof loading must be a minimum size of 2 – 2 x 10.
- The maximum size of a detached garage on a slab thickening foundation is 728 square feet, with a dimension exceeding 30 feet. Oversized garage will require engineering designs.

SITE PLAN

#1



#2





PRIVATE GARAGE INFORMATION

Owner Name: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

THE FOLLOWING INFORMATION IS REQUIRED TO OBTAIN A BUILDING PERMIT:

BUILDING SIZE: Length _____ X Width _____ X Wall Height _____

BUILDING FOUNDATION

- Concrete slab on grade. 55 sq. m. (592 sq.ft.) or less.
- Concrete slab on grade. Greater than 55 sq. m. (592 sq.ft.) (Eng. design and stamped drawing is required).
- Concrete Frost wall on concrete strip footing with minimum 4' depth.
- Concrete Pile and Grade Beam (Engineered design and stamped drawing is required).
- Other _____

WALL CONSTRUCTION (fill in information or circle as required)

- 2 x __ wall studs ____" O.C.
- 2 x __ double top plates
- 2 x __ treated bottom plate.
- ½" anchor bolts maximum 8' apart
- ____ windows
- ____ man door(s) (minimum one required)
- 2 2 x __ headers over windows and man door(s)
- Overhead door header. Type _____ Size _____
- Wall sheathing 3/8, 7/16, 1/2, O.S.B., Spruce Plywood, Other _____
- I.C.F. Wall Construction ____ thickness ____ height
- Siding: Vinyl Stucco Metal Other _____
- Electrical lighting: Interior Exterior

ROOF CONSTRUCTION

- Engineered trusses ____" O.C.
- Site framed roof _____
- Roof Covering: Asphalt ____ Shingles ____ Metal ____ Other _____
- Roof Sheathing 3/8, 7/16, 1/2, O.S.



GARAGE, SHED AND ACCESSORY BUILDING PLAN SHEET

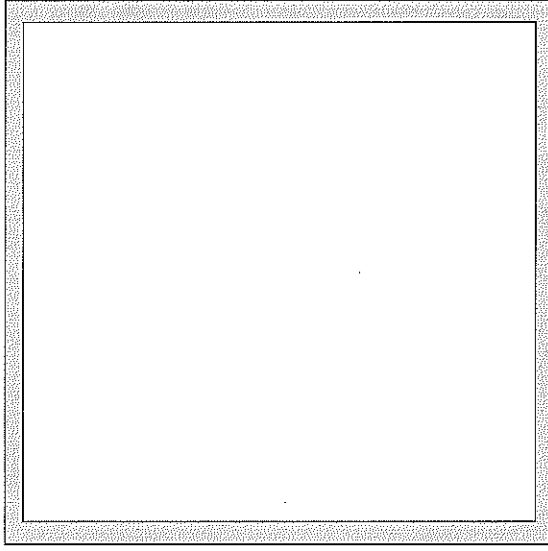
SITE PLAN

INDICATE THE PLANNED POSITION OF THE NEW BUILDING ON THE PROPERTY WITH DIMENSIONS TO THE PROPERTY LINE. INCLUDE THE LOCATION OF ALL OTHER BUILDINGS. INDICATE THE NORTH DIRECTION

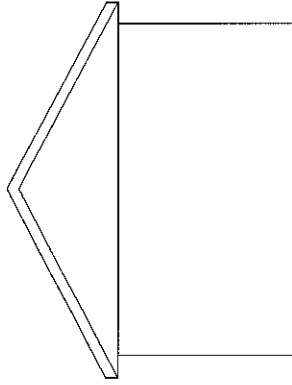


FLOOR PLAN

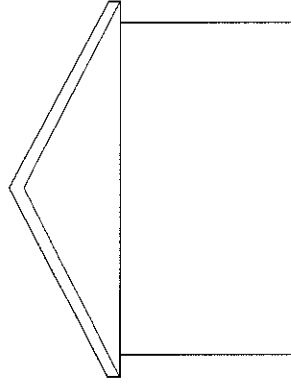
RECORD THE LENGTH AND WIDTH OF THE BUILDING DIMENSION THE SIZE AND LOCATION OF ALL WINDOWS AND DOORS SHOW ANY INTERIOR IMPROVEMENTS SUCH AS MEZZANINES, SECOND FLOORS AND INTERIOR ROOMS.



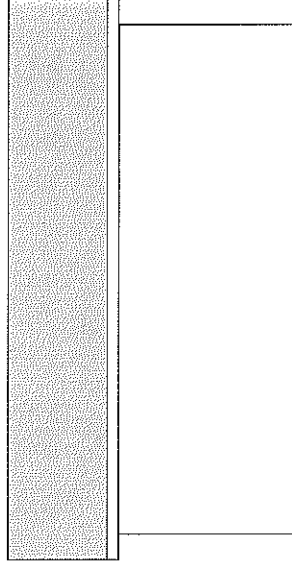
PLEASE INDICATE ON THE DIAGRAMS BELOW:
THE FRONT BACK LEFT AND RIGHT SIDE OF THE BUILDING
ALL WINDOW AND DOORS WITH APPROXIMATE SIZES.



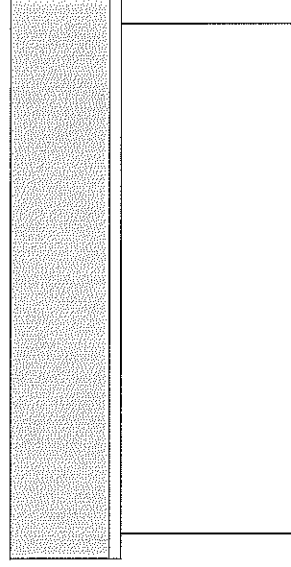
_____ VIEW



_____ VIEW

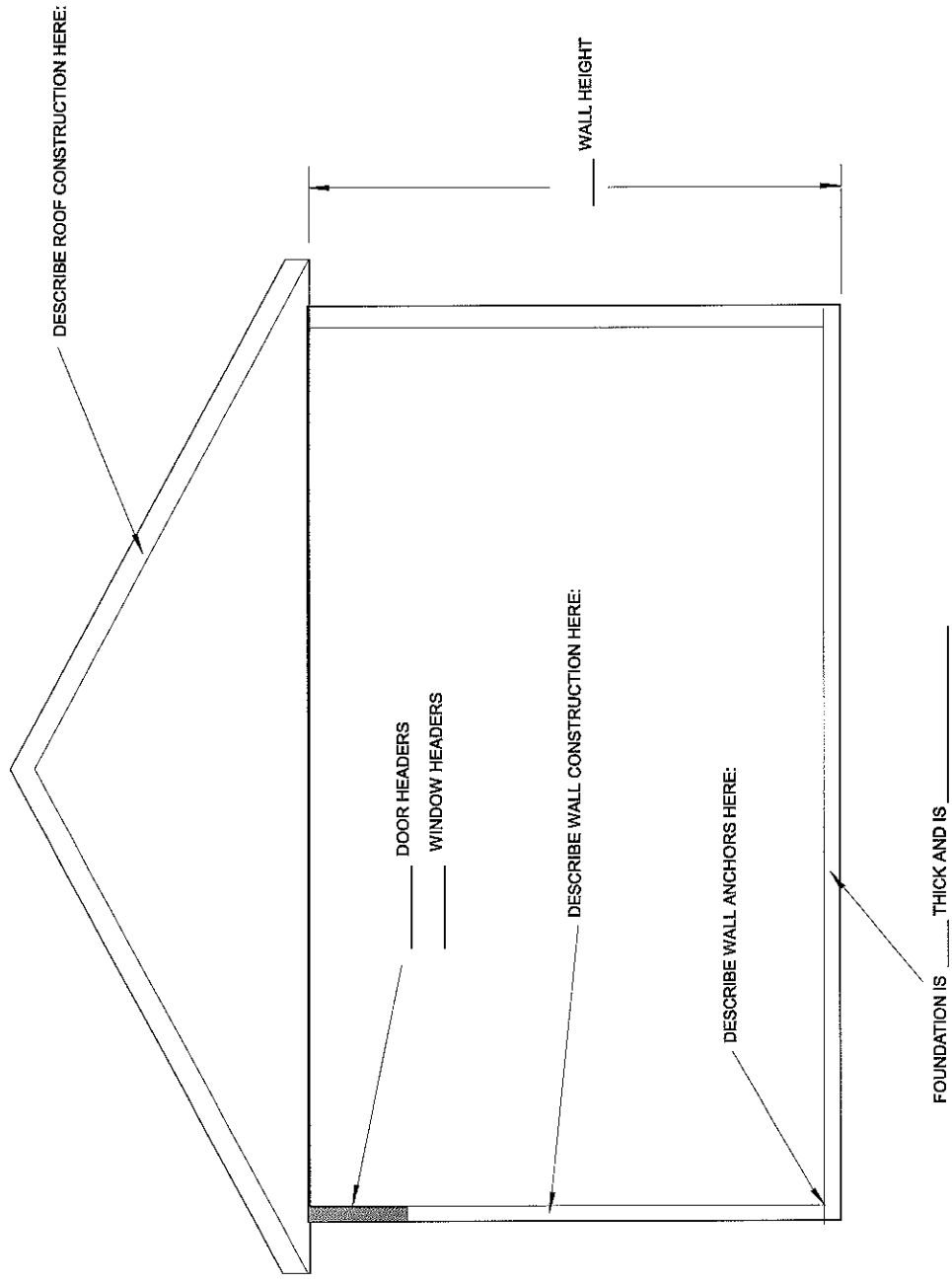


_____ VIEW



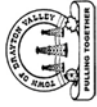
_____ VIEW

**GARAGE, SHED AND ACCESSORY BUILDING
SECTION VIEW**



COMPLETE THIS DIAGRAM AS IT APPLIES TO YOUR CONSTRUCTION

1. DIMENSION THE WALL HEIGHT
2. INDICATE THE TYPE AND THICKNESS OF THE FOUNDATION
3. DESCRIBE THE BUILDING ANCHORS
4. IDENTIFY THE TYPE AND THE DIMENSIONS OF THE WINDOW AND DOOR HEADERS
5. COMPLETE THE ROOF SECTION SHOWING THE TRUSS WEBBING WITH ANY BRACING OR RAFTER CONSTRUCTION
6. INDICATE AND DESCRIBE PROVISION FOR ROOF VENTILATION, ANY INSULATION AND WALL FINISHES.



DRAYTON VALLEY

'Building Together'

APPLICATION For DEVELOPMENT PERMIT

Town of Drayton Valley Planning & Development Dep't.

5120 – 52nd Street, Box 6837

Drayton Valley, AB T7A 1A1

Phone: (780) 514-2200 Fax: (780) 542-5753

www.town.draytonvalley.ab.ca

PERMIT #: _____
TAX ROLL #: _____
ZONING: _____
APP FEE: _____
RECEIPT #: _____

OFFICE USE ONLY

All Sections Must Be Completed In FULL PLEASE PRINT~

SECTION 1 – CONTACT/APPLICANT INFORMATION

Date: _____

Applicant's Full Name: _____

Phone No.: _____ (Daytime) _____ (Evening) _____ (Fax)

Mailing Address: _____ (City) _____ (Province) _____ (Postal Code)

E-mail Address: _____

Signature of Applicant: _____

I hereby give my consent to allow authorized persons the right to enter the above land and/or buildings, with respect to this application only. I understand and agree that this application for a development permit and any development permit issued pursuant to this application, or any information related thereto, is not confidential information and may be released by the Town of Drayton Valley.

SECTION 2 – REGISTERED LAND OWNER OR AGENT OF LAND OWNER

I, (Print Name) _____, hereby certify that: (please check one)

_____ I am the registered owner of the land described above; or

_____ I have been designated as the representative of the owner (**written consent attached**)

Signature: _____ Mailing Address: _____

Phone No.: _____ (Home) _____ (Work) _____ (Fax) _____ (Postal Code)

SECTION 3 – LOCATION OF PROPOSED DEVELOPMENT

Street Address: _____, Drayton Valley, Alberta

Plan: _____ Block: _____ Lot(s): _____ or _____ 1/4 Sec _____ Twp _____ Rge _____ W5th

Existing Use of Property: _____

Description of Project/Land Use/Development: _____

Estimated Commencement Date: _____ Estimated Completion Date: _____

Estimated Cost of Construction: _____ (total cost minus land price)

Total Square Footage of Development (Including all floors and garage space): _____

BY AFFIXING HIS/HER HAND AND SEAL BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE:

1. The information provided above is accurate.
2. The signature contained within Section 2 above is that of the registered landowner, the registered landowners authorized designate, or the lands are in the process of being transferred to the signatory, and a copy of the Purchase Contract is attached hereto.
3. The lands have been investigated and no contamination of those lands exists.

APPLICANT'S SIGNATURE _____ DATE _____



DRAYTON VALLEY

'Building Together'

APPLICATION For DEVELOPMENT PERMIT Page 2 of 2

4. SECTION 4 – REQUIRED MATERIALS

The following documentation must be attached to your Development Permit Application prior to submission of your Development Permit; otherwise the application will not be accepted. Every application for a Development Permit shall, unless otherwise directed by the Development Officer, be accompanied by the following:

- SITE PLAN showing the following information: Property boundary and lot dimensions, scale of plan, legal description, location and dimensions of buildings or structures, required side yards and setbacks shown, abutting streets, avenues, and lanes shown, all easements shown, dimensioned layout of parking areas, entrances, and exits, fencing, screening and garbage areas, one site plan copy 8.5” x 11”, distance of proposed building(s) from road and closest side property line.
- DETAILED CONSTRUCTION PLANS containing the following: Floor plans, elevations (views of each side of the building), building, cross section, wall sections, specifications, any other pertinent details of construction.
- DRAINAGE SITE PLANS showing the following information: Property boundary and the direction and flow of storm water from the property into the municipal system.
- SERVICING PLAN (COMMERCIAL DEVELOPMENTS) showing the following information: Property boundary and the locations of and connections to municipal services.
- LANDSCAPING PLAN (COMMERCIAL DEVELOPMENTS) showing the following information: Property boundary and the landscaping of the lands. Details such as types of foliage, trees and ground cover are required.
- FOR COMMERCIAL DEVELOPMENTS, ALL PLANS SHOULD BE SUBMITTED IN ELECTRONIC FORMAT, IN ADDITION TO THE PAPER COPIES PROVIDED TO THE TOWN.

In addition to the above, and pursuant to the Town of Drayton Valley Land Use Bylaw, the Development Authority may require further information, drawings or documents as may be needed to determine any aspect to the proposed development, or such other material as may be required for presentation to the Municipal Planning Commission. Applicants are advised that failure to provide all of the required information will result in the application **NOT BEING PROCESSED UNTIL** all required information and fees are submitted.

NOTES:

- This is not a Building Permit (must be obtained separately).
- If you commence work on the development prior to the issuance of the Development Permit, you do so at your own risk. Any work that must be removed or is not in compliance with the permit will be at your expense. If you do commence work on the development prior to receiving the Development Permit, so long as you diligently pursue the issuance of the Development Permit, it is the Town’s intention not to consider the issue of a stop order for 60 days following the date the application for the permit was received by the Town, unless the permit is refused prior to that date.
- Any development carried out prior to obtaining a Development Permit Decision signed by an authorized Development Officer of the Town of Drayton Valley and prior to the appeal expiry date is at the applicant’s own risk.
- Any development carried out prior to submission of the complete Application for Development Permit and the required materials shall be charged at double the cost had the application been made prior to commencement of construction.
- The information on this form is collected under the authority of Paragraph 32c of The Alberta Freedom of Information and Protection of Privacy Act, RSA, 2000, Ch. F-18.5, and shall only be used for the purpose for which it was collected.

The Applicant has read and acknowledged the above information, as indicated by his/her initials below.

Applicant Initials



DRAYTON VALLEY

'Pulling Together'

the **inspections**group inc.

BUILDING PERMIT APPLICATION

Town of Drayton Valley
Planning & Development Department
5120 – 52nd Street, Box 6837
Drayton Valley, AB T7A 1A1
Phone: (780) 514-2200 Fax: (780) 542-5753
www.draytonvalley.ca

OFFICE USE ONLY

PERMIT #: _____
TAX ROLL #: _____
ZONING: _____
APP FEE: _____
RECEIPT #: _____

All Sections Must Be Completed In FULL ~PLEASE PRINT~

Applicant's Name : _____ Date: _____

Street Address of Project: _____

Plan: _____ Block: _____ Lot(s): _____ or _____ 1/4 Sec _____ Twp _____ Rge _____ W5th

Building Cost \$ _____

Building Type	Type of Work	Building Use	Building Area in Sq. Ft.
<input type="checkbox"/> Dwelling Unit <input type="checkbox"/> Detached Garage <input type="checkbox"/> Accessory Building (110 sq.ft.+) <input type="checkbox"/> Basement Development <input type="checkbox"/> Deck (2' above grade +) <input type="checkbox"/> Wood Burning Stove/fireplace <input type="checkbox"/> Foundation Type _____	<input type="checkbox"/> New Construction <input type="checkbox"/> Relocation <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> Manufactured Home* <input type="checkbox"/> Modular Home* *CSA# _____	<input type="checkbox"/> Farm <input type="checkbox"/> Single Family <input type="checkbox"/> Multi Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Commercial	Number of Stories _____ Main Area _____ 2 nd Floor _____ Basement _____ Garage _____ Total Area _____ Deck _____

Applicant's Full Name: _____

Contact No.: _____ (Home) _____ (Cell) _____ (Work) _____ (Fax)

Mailing Address: _____

Email: _____

Landowner's Full Name (if different from Applicant): _____

Contact No.: _____ (Home) _____ (Home) _____ (Fax)

Mailing Address: _____

Email: _____

Contractor's Full Name: _____

Contact No.: _____ (Home) _____ (Cell) _____ (Work) _____ (Fax)

Mailing Address: _____

Email: _____

Engineer's Full Name: _____

Contact No.: _____ (Home) _____ (Cell) _____ (Work) _____ (Fax)

Mailing Address: _____

Email: _____

Supporting Documents Attached Blueprints/Drawings (3 Paper Copies or Electronic Copy (ie. PDF, autocad))

Subject to this application being approved, the undersigned acknowledges responsibility for all work associated with the project, including any damage to any Public Utilities or local improvements including but not limited to curb stops, water shut off valves, curbs, sidewalks, road ways, lanes, etc. The applicant shall be responsible for the prevention and/or clean up of any spillage, littering or garbage associated with the development. No ground water of any kind including weeping tile, roof down spouts, or site drainage shall be allowed to enter the sanitary sewer system. I agree to conform to the Safety Codes Act of Alberta, Applicable Codes, Municipal Bylaws, and Regulations. I/We hereby make this application under the provisions of the current Building Permit Bylaw for the Town of Drayton Valley for a Building Permit in accordance with the plans and supporting information submitted herewith and which forms part of this application.

Applicant's Signature: _____ Date: _____



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BUILDING PERMIT (OFFICE USE ONLY)

SPECIFICATIONS: Lot Size: _____ Building Area: _____ Classification: _____
No. of Storeys: _____ Frame: _____ Foundation: _____
Walls: _____ Floors: _____ Roof: _____

- Approved subject to the following conditions: _____

- Refused for the following reasons: _____

Safety Codes Officer (Print Name)	Safety Codes Officer (Signature)	Safety Codes Officer Designation Number	Date Issued
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PLEASE NOTE:

1. All buildings shall comply with the Alberta Building Code.
2. The applicant may appeal the conditions of this permit within 15 days of the date of issuance of the Building Permit.
3. This Building Permit expires by limitation and becomes null and void if the work authorized by such permit is not commenced within sixty (60) days from the date of issuance of said permit or if the work authorized by such permit is suspended or abandoned for a period of one hundred and twenty (120) days at any time after work is commenced.
4. No building shall be used or occupied until an Occupancy Permit (Permit Services Report) has been issued.

The information on this form is collected under the authority of Paragraph 33c. of the *Alberta Freedom of Information and Protection of Privacy Act, RSA, 2000, Ch. F-25, and shall only be used for the purpose for which it is collected.*