

BUILDING A SHED?



Then you should know . . .

Building and Development Permits are required for sheds that are 110 square feet in area or larger. Sheds less than 110 square feet in area are exempt from requiring Permits

1. The following are the setback requirements that must be met, in order for your application to be approved:
 - a. The shed must be situated at least 1.0 metre (3.28 feet) from the rear property line.
 - b. The shed must be at least 1.0 metre from the side property lines.
 - c. The shed 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.
 - d. The shed shall not be located in a front yard.
 - e. No shed shall be located between a main building and a flanking street or lane.
2. The “Building Permit Application” and “Application for Development Permit” forms must be completed and submitted to the Town of Drayton Valley. Samples, as well as blank copies, of these documents are attached for your reference and completion.
3. A Site Plan, similar to sample attached, is required to be submitted with your application.
4. The attached “Standard Shed Details” form is required to be complete and submitted with your application. This form must be signed and dated by the Applicant.

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

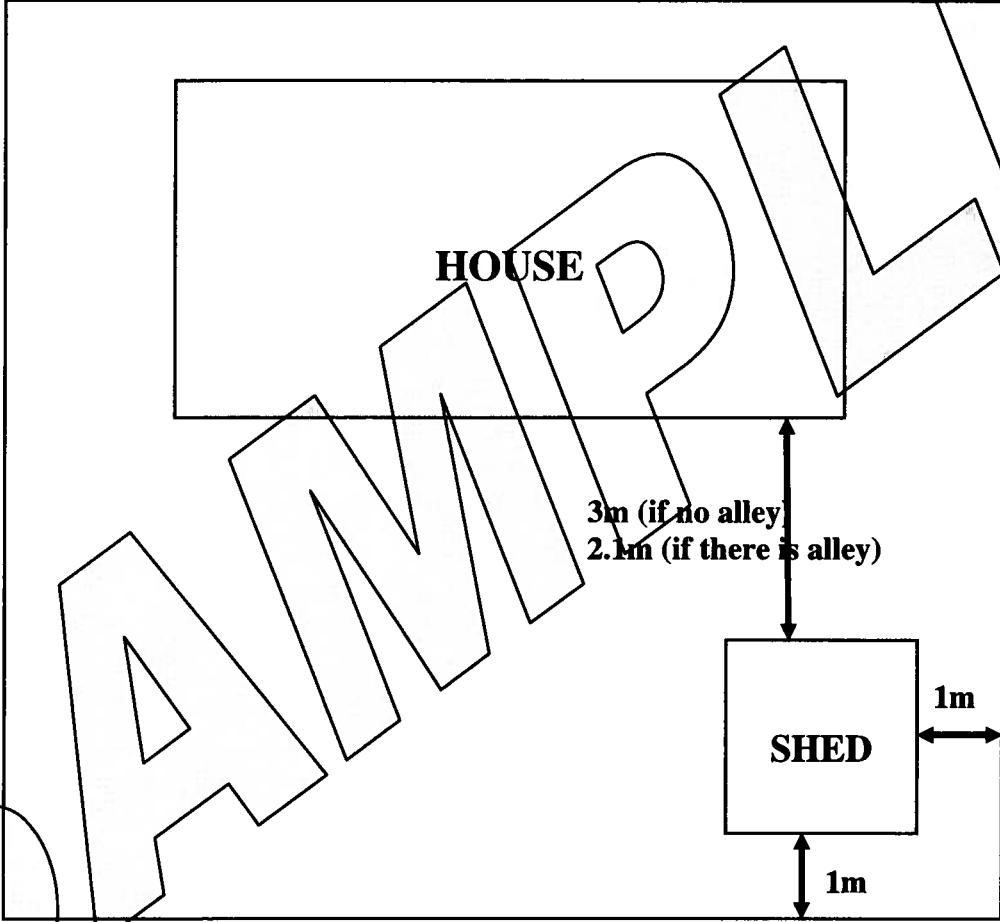
Telephone: 514-2200
Facsimile: 542-5753

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

Front



HOUSE

3m (if no alley)
2.1m (if there is alley)

SHED

1m

1m

Standard Garage/Shed Details

Please check off garage/shed construction details as listed below:

Roofing Material

- Asphalt Shingles
- Cedar, Pine Shakes/Shingles
- Metal Roofing
- Other Specify: _____

Walls – Exterior Finish

- Vinyl Siding
- Stucco
- Metal Siding
- Other Specify: _____

Roof Sheathing

- 3/8" OSB
- 3/8" Plywood
- 1/2" Plywood
- 1/2" OSB
- Other Specify: _____

Wall Sheathing

- 3/8" OSB
- 3/8" Plywood
- 1/2" Plywood
- 1/2" OSB
- Other Specify: _____

Roof Framing

- Pre-manufactured Engineered Trusses
- Stick Built Rafters
2 x 4 @ 16 or 24" o.c.
2 x 6 @ 16 or 24
- Other Specify: _____
- Developed Attic/Second Floor
Must provide floor joist layout

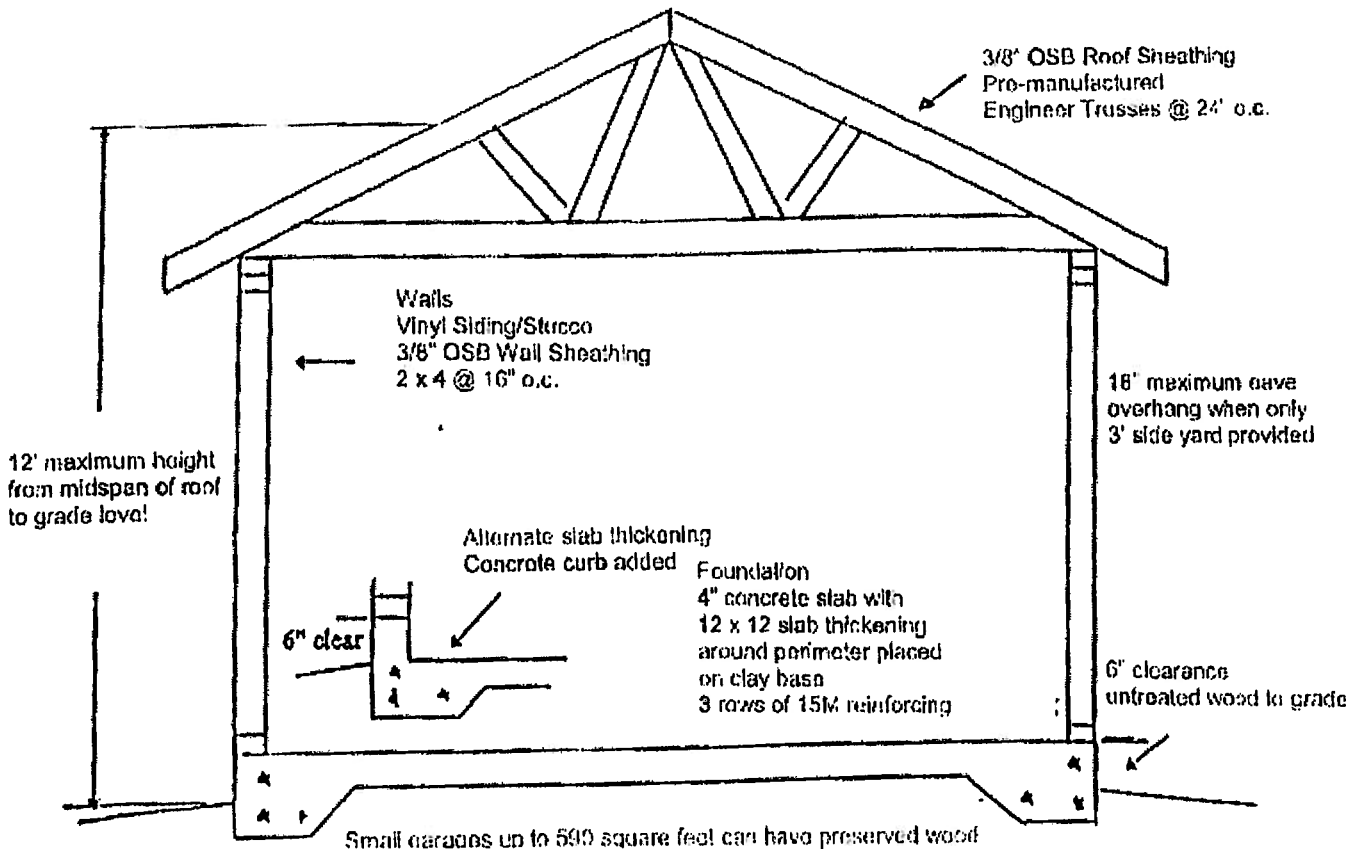
Wall Framing

- 2 x 4 @ 16 o.c.
- 2 x 6 @ 24 o.c.
- 2 x 6 @ 16"/24" o.c.
- Insulated Walls & Ceiling
- Interior Finish Drywall or Paneling

Size of Shed/Garage: _____ x _____

Applicant's Signature

Date





APPLICATION For DEVELOPMENT PERMIT

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

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

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

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'



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

Applicant's Full Name: _____

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

Mailing Address: _____

Email: _____

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

Contact No.: _____
(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: _____

**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

- 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.