

Building and Development Permit Application

Applicant Information

Name(s):	Contact Name:
Contact Email:	Contact Phone:
Contact Mailing Address:	

What is this application for? ☐ Building Permit ☐ Development Permit ☐ Both

Are you the landowner? ☐ Yes ☐ No Landowner name: _____

If you selected No, has the attached Landowner Authorization Form been completed? ☐ Yes ☐ No

Development Information

Address of Property:	Lot:	Block:	Plan/Land Description:
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Nature of Development

☐ Residential ☐ Industrial ☐ Commercial ☐ Institutional ☐ Multi-family/hotel/mixed use: No. of Units: _____

Proposed Development (select all that apply)

☐ New Construction ☐ Interior Renovation ☐ Addition ☐ Foundation
☐ Accessory Building ☐ New Dwelling ☐ Detached Garage ☐ Secondary Suite
☐ Additional Dwelling Unit ☐ Deck, Covered ☐ Deck, Uncovered ☐ Stripping and Grading Only
☐ Use Approval, Type of Use: _____ ☐ Other: _____
☐ Home Based Business, ☐ Major or ☐ Minor, Type of Business: _____

Construction Information

Value of Construction: \$ _____ No. of Stories: _____ Main Floor Area: _____ 2nd Floor Area: _____
Basement Area: _____ ☐ Developed ☐ Undeveloped Garage Area: _____ ☐ Developed ☐ Undeveloped

Describe the work and/or intended use of the building:

I hereby declare (select one) ☐ I am ☐ I represent the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions/terms of the Notice of Decision and Land Use Bylaw 05-2025. I/We will notify the Development Authority of any proposed changes to the plans submitted within this application. I acknowledge that, if I am not the landowner on title, a copy of this application and decision may be provided to the landowner for their records.

By signing below, you confirm that all information submitted in this form is true and accurate.

Signature of Applicant Date

Important Notice: This application does not permit you to commence construction until such time a development permit has been issued by the development authority and all other permits (if required) are approved. If a decision has not been issued within 40 days of the date the application is deemed complete, you have the right to file an appeal to the subdivision and development appeal board. Appeals to the subdivision and development appeal board. Appeals to the Subdivision and Development Appeal Board can also be filed in regard to permit refusals and/or conditions within 21 days of a decision.

Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the *Municipal Government Act* and is protected by the privacy provisions of the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the *Municipal Government Act*.

CITY USE ONLY

Application No.: _____
City No.: _____
Agency Permit No.: _____
Receipt No.: _____
Tax Roll No.: _____
Land Use District: _____
DP Fees: _____ BP Fees: _____