

Interior Renovations/Leasehold Improvements

This Application Package Includes:

1. Information Sheet
2. Application Checklist
3. Building and Development Permit Application
4. Landowner Authorization Form

Developments listed in subsection 3.2 of *Land Use Bylaw 05-2025* do not require a Development Permit. All other types of development require a Development Permit.

Building Permits are subject to the regulations within the *National Building Code* and *National Energy Code*. For code related information and inquiries, please reach out to our contracted agency Superior Safety Codes at 780-870-9020.

Planning Services recommends that all applicants engage in consultation prior to starting any development project. To discuss your development, please contact Planning Services at 780-874-3700, permits@lloydminster.ca, or in person at the Lloydminster Operations Centre located at 6623 52 Street.

All development regulations can be found in *Land Use Bylaw 05-2025*.

Disclaimer: This information is for reference only. Refer to the complete *Land Use Bylaw 05-2025* for all provisions. In the event of any discrepancy the provisions of *Land Use Bylaw 05-2025* shall take precedent.

Information Sheet

Information on Interior Renovations:

- Renovations that conform with *subsection 3.2 of Land Use Bylaw 05-2025* **DO NOT** require a Development Permit. All other renovations require a Development Permit.

Application Information:

- The Building and Development Permit application process and submission requirements can be found in *subsections 3.3-3.5 of Land Use Bylaw 05-2025*.
- All permit fees are indicated in the *City's Fees and Charges Bylaw* as amended.
- If you apply for a Building and Development Permit after construction completion or commencement without first obtaining approval, you may be charged double the permit fees.
- If your Building and Development Permit Application is refused or you do not agree with conditions within your approval you may appeal the decision to the Subdivision and Development Appeal Board within twenty-one (21) days of the decision being rendered.

Additional Information:

- Remember to Call Before You Dig! Contact Utility Safety Partners for properties in Alberta or 1st Call for properties in Saskatchewan to locate utility and service locations prior to construction.
- The City does not mark property lines. If you do not know where your property line is, we recommend having a property survey completed by a registered land surveyor. All costs associated with this service are at your expense.
- Building Permits are required for renovations as part of the Building Permit Application, plans submitted must meet requirements within the *National Building Code*, and *National Energy Code* as adopted by Saskatchewan.
- Building Permits are issued by Superior Safety codes. For Building Permit information and submission requirements please contact their office at 780-870-9020.
- Applicants need to obtain Plumbing, Gas and Electrical Permits where necessary.



Application Checklist

Applications for interior renovations may require the following:

- Completed application form
- Application fee
- Landowner authorization
- Floor plan

Additionally, it is recommended that all applicants engage in consultation prior to starting any development project. To discuss your development, please contact Planning Services at 780-874-3700, permits@lloydminster.ca, or in person at the Lloydminster Operations Centre located at 6623 52 Street.

Additional information may be required by the Development Authority or contracted agency.

Building and Development Permit Application

Applicant Information

Name:	Contact Name:	Contact Phone:
Contact Address:		Contact Email:
City:	Postal Code:	Date (MM/DD/YY):

What is this application for? Building Permit Development Permit Both

Are you the landowner? Yes No

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

Development Information

Address of Property:	Lot:	Block:	Plan:
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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)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Interior Renovation | <input type="checkbox"/> Addition | <input type="checkbox"/> Foundation |
| <input type="checkbox"/> Accessory Building | <input type="checkbox"/> New Dwelling | <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Secondary Suite |
| <input type="checkbox"/> Additional Dwelling Unit | <input type="checkbox"/> Deck, Covered | <input type="checkbox"/> Deck, Uncovered | <input type="checkbox"/> Stripping and Grading Only |
| <input type="checkbox"/> Use Approval, Type of Use: _____ | | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Home Based Business, <input type="checkbox"/> Major or <input type="checkbox"/> 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 05-2016. I/We will notify the Development Authority of any proposed changes to the plans submitted within this application.

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

Signature of Applicant

Date of Application

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 Freedom of Information and Protection of Privacy Act (FOIP). 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.: _____

Permit No.: _____

Receipt No.: _____

Tax Roll No.: _____

Land Use District: _____

Permitted or Discretionary: _____

Landowner Authorization Form

Landowner Information

Name(s):	Contact Name:	Contact Phone:
Contact Address:	Contact Email:	
City:	Postal Code:	Date (MM/DD/YY):

To Whom it May Concern,

With regards to _____

property address

please be advised that I, _____

full name

- am the owner of the above mentioned property and that I authorize
- am an officer or director of the owner(s) of the above mentioned property and that I am authorized by the owner to authorize

_____ and/or its _____

agent or company name

applicant, consultant, contractor (if applicable)

to apply for any and all _____

permit type

for the above mentioned property.

I further agree to immediately notify the City of Lloydminster, in writing, of any changes regarding the above information.

date signed

signature of landowner

name of landowner (printed)

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*.