

Development Checklist for Clients

- ❖ Permits will be processed in order received.
- ❖ If someone is acting on your behalf, authorization is required before the District will issue permits. The form is available on-line or at the District office.
- ❖ The development process is multi-phased; development permit(s) approval, Real Property Report, issuance of building permits and required inspections.
- ❖ Permit fees: Fee Schedule attached
- ❖ Definitions:
 - Lakeshore Properties – Front yard is considered the road; rear yard is considered the lake
 - Non-lakeshore Properties – Front yard is considered the road, rear yard is considered the back lane, green space or neighbour's property line dependant on location

□ Development Permit (DP) Application

- All projects require a Development Permit
- Only one DP fee is required per project. If additional Development Permits are required there will not be a charge for these providing the original development permit has not expired.
- Development Permit Requirements:
 - Application completed in full, signed and dated
 - Payment is received – The office accepts cash, debit and cheques. Please note all cheques will be cashed when they are received. An invoice will be mailed to you.
 - Site plan with the following information:
 - North arrow
 - adjacent roads / lake
 - property boundaries
 - site area of the property
 - location of existing buildings, fences and retaining walls (including known encroachments)
 - location and size of proposed buildings with front, side and rear setbacks - outline with a different colour
 - parking stall(s)
 - existing vegetation
 - location and size of entrances and exits to the site

- location of existing on-site sewage disposal facilities and location of potable water supply / wells
- location of proposed on-site sewage disposal facilities and location of potable water supply / wells – outline with a different colour
- **Site Drainage Plan**
 - Required for:
 - New dwelling
 - Retaining wall
 - Fence – depending on fence material
 - Addition of fill
 - Must clearly demonstrate site development will not adversely affect adjacent properties
 - Must clearly demonstrate natural drainage patterns will not be affected
- **Site Elevation Plan**
 - Typically only required for lots that are on a side hill.

□ Demolition Permit

- Required when a 9.29 m² or larger building is being demolished.
- May be required when a foundation is being worked on.

□ Moving Permit

- Is required when any building is being:
 - moved *into* the District
 - moved *within* the District
 - taken *out of* the District
- Moving RTM's or Pre-Owned Buildings:
 - Require exact measurements – width, length and height
 - Width to include overhangs
 - Height to include chimney
- There is no guarantee an RTM or an existing building will be granted a moving permit.
- On-site inspection is required between the Public Works Manager, home owner and the building mover to review and/or look at:
 - Route to be used
 - Verification municipal and/or private property will not be affected
 - Verification tree canopy will not be damaged
- Pre-Owned Buildings
 - Inspected to ensure building construction elements are satisfactory and the building is visually appealing

- There is a \$100.00 deposit for pre-owned inspections – contact the office for exact fees. Fees are based on travel and inspection time.

□ Real Property Report (RPR)

- Required for projects that are adding an accessory building 9.29 m² or larger, building a new dwelling, building an addition or as otherwise determined by the Development Officer.
- The RPR must be completed when the foundation work is done.
- The RPR must show all existing buildings, fences, encroachments, retaining walls, etc. on the property.
- The ratepayer must send an electronic or hard copy of the Real Property Report to our office before we will issue the building permit. The building permit is the approval to frame and complete the construction project.
- The development office requires a minimum of five (5) working days to review / approve the RPR and issue the building permit.

□ Building Permit Application

- Building permit requirements:
 - Application completed in full, signed and dated
 - Payment is received – Our office accepts cash, debit and cheques. Please note all cheques will be cashed when they are received. An invoice will be mailed to you.
 - Two sets of drawings
- The building permit is issued after the Real Property Report is received and approved.
- The building permit application may be submitted in conjunction with the development permit.

□ Conditions List

- Outlines a number of requirements the District has to make to your project successful.
- Is required to be signed with every permit issued

□ Contractor List

- May be requested to be completed prior to issuance of the building permit
- All contractors and/or trades require a valid District Business Licence

□ Prince Albert Parkland Health Region

- The Health Inspection department is working closely with the District in that all sewage installations require a permit.
- The permit is available in Prince Albert Office at 1521 – 6th Ave W. or you may call 765-6600. The permit cost is \$30.00.
- There is also a permit required for plumbing installations available at the address and phone number above. Costs vary.
 - All plumbing installations must be inspected by the Plumbing Inspector with a test prior to covering.

□ Building Inspections

- Must be completed by the District's Building Inspector
- Contact the District Inspector to book inspections @ 764-7458 or 961-1418.

□ Permit Issuance

- Your package from the development office may include:
 - Receipt(s)
 - Approved permit(s)
 - Letter(s) from the Development Officer
 - Construction permit – yellow tag must be visible from the street during the project
 - Approved plans –date stamped and initialed
 - Site coverage calculations
 - Conditions list – signed, dated and witnessed
 - Building inspection requirements