

## Description

Successful completion of this package, and meeting all submission requirements, will result in a complete application for a Development Permit, Building Permit and/or Lot Grading Permit (if required).

## Submittal Requirements for Development Permit

<input type="checkbox"/> <b>Completed Application Form</b>	<input type="checkbox"/> <b>Interior Floor Plan</b> (Ensure requirements on Page 5 are included on Plan)
<input type="checkbox"/> <b>Certificate of Title</b> (dated within 30 days of application date)	<input type="checkbox"/> <b>Addressing Application</b> (if required)
<input type="checkbox"/> <b>Copies of all instruments registered on title</b>	<input type="checkbox"/> <b>Variance Application</b> (request to any setback or standard, if required)
<input type="checkbox"/> <b>Site Plan</b> (Ensure requirements on Page 5 are included on Plan)	<input type="checkbox"/> <b>Traffic Impact Analysis</b> (if required)
<input type="checkbox"/> <b>Building Elevations</b> (Ensure requirements on Page 5 are included on Plan)	<input type="checkbox"/> <b>Geotechnical report(s) slope, stability, soils etc.</b> (if required)

## Submittal Requirements for Lot Grading Permit

<input type="checkbox"/> <b>Completed Application for</b> (Paving, Grading, Storm Sewer Installation or Connection, Landscaping, Building and/or Commercial Interior Alteration)	<input type="checkbox"/> <b>Traffic Impact Analysis</b> (if required)
<input type="checkbox"/> <b>Site Plan stamped by Engineering Services showing requirements listed on Page 5</b>	<input type="checkbox"/> <b>Geotechnical report(s) slope, stability, soils etc.</b> (if required)
<input type="checkbox"/> <b>Lot Grading and Drainage Plan</b> (Ensure requirements listed on Page 5 are included on the plan)	<input type="checkbox"/> <b>Stormwater Management</b> (must be in accordance with the Drainage Bylaw)

## Submittal Requirements for Building Permit

<input type="checkbox"/> <b>Completed Application</b>	<input type="checkbox"/> <b>Professional Involvement</b> (if required)
<input type="checkbox"/> <b>Plot Plan or Lot Grading Plan</b> (Ensure requirements listed on page 5 are included on plans)	<input type="checkbox"/> <b>Engineering Piling Documentation</b> (if required)
<input type="checkbox"/> <b>Building Plans</b> (Ensure requirements listed on page 5 are included on plans)	<input type="checkbox"/> <b>Designed to Meet Barrier Free</b> (if required)
<input type="checkbox"/> <b>Fire Flow Calculation/Hydrant Flow</b> (if required)	<input type="checkbox"/> <b>Addressing Application</b> (if required)
<input type="checkbox"/> <b>Energy Code Compliance – 9.36</b> (under 300m <sup>2</sup> total floor area) or NECB (over 300m <sup>2</sup> total)	<input type="checkbox"/> <b>Lease Agreement</b> (to be provided when you are NOT the property owner on title)

## Submittal Requirements for Aquatera

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- Contact Aquatera at [connections@aquatera.ca](mailto:connections@aquatera.ca)
  - Submit Site Servicing Plan in 11X17 format, showing all water and wastewater infrastructure including valve and line sizes from property line to the building. Aquatera will determine if a Testing Plan is required.
  - Submit a Service Connection Application to Aquatera. With the paper format or online at [aquatera.ca/services/service-connections-disconnections](http://aquatera.ca/services/service-connections-disconnections)
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## Submittal Requirements for Fire Department

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- Fire Safety Plan (required for all projects) prior to construction:  
[cityofgfp.com/city-services/permits-licenses-forms/fire-department/fire-safety-plan-template](http://cityofgfp.com/city-services/permits-licenses-forms/fire-department/fire-safety-plan-template)
  - Once complete, email to Fire Department at email address below.
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## Submission Information

Complete applications and all submittal requirements may be submitted to [inspections@cityofgfp.com](mailto:inspections@cityofgfp.com).

## Questions

- For questions on Aquatera requirements, call **780-538-0348** or email [connections@aquatera.ca](mailto:connections@aquatera.ca)
- For questions on Business Licensing, call **780-538-0300** or email [blicensing@cityofgfp.com](mailto:blicensing@cityofgfp.com)
- For questions on Development requirements, call **780-538-0325** or email [devpermits@cityofgfp.com](mailto:devpermits@cityofgfp.com)
- For questions on Fire Department requirements, call **780-538-0393** or email [fire\\_prevention@cityofgfp.com](mailto:fire_prevention@cityofgfp.com)
- For questions on Inspection Services requirements, call **780-538-0421** or email [inspections@cityofgfp.com](mailto:inspections@cityofgfp.com)
- For questions on Lot Grading requirements, please call **780-538-0417** or email [lotgrading@cityofgfp.com](mailto:lotgrading@cityofgfp.com)

## FOIP Act Policy

The personal information on this form is being collected under the authority of the City of Grande Prairie Lot Grading Bylaw, Land Use Bylaw and Building Bylaw and amendments thereto, as well as Section 33(c) of the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, as amended from time to time. The personal information being collected in this application package, including name and contact information, will be used to process the application. This information may also be used for statistical data. The information is protected by the provisions of the FOIP Act. If you have any questions about the collection, use or disclosure of your personal information, please contact the City of Grande Prairie FOIP Coordinator at [FOIP@cityofgfp.com](mailto:FOIP@cityofgfp.com).

## Section 1: Project Address(es)

Civic:			
Legal:	Lot:	Block:	Plan:

## Section 2: Property Owner Information (listed on title)

Owner Name:			
Address:		City:	
Province:		Postal Code:	
Email:		Phone Number:	

## Section 3: General Contractor Information

Builder Contractor:		Business License:	
Site Contact:		Contact Phone:	

## Section 4: Applicant Information (if different from above)

Applicant / Company:			
Applicant Address:		City:	
Province:		Postal Code:	
Contact Name:		Contact Phone:	
Contact Email:			

## Section 5: Project Details

### A. Please select development type:

Commercial
  Industrial
  Institutional
  Multi-Family: \_\_\_\_\_ # of units

## Section 5: Project Details

### B. Please select applicable details:

<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Change of Use	<input type="checkbox"/> New Construction
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Storage Yard	<input type="checkbox"/> Temporary (max. 180 days)	<input type="checkbox"/> Other:

Company Name Proposing to Occupation Space:			
Current Use of Space:		Anticipated Start Date:	Anticipated Completion Date:
Number of Stories:		Number of Units:	Square Footage:
Description of Work:			

## Section 6: Project Declaration of Cost (including labour and material costs) Fill in applicable lines only

<b>Design Costs</b> (include all designs and consulting cost, including site review work)	
<b>Site Work</b> (driveways, pavement, sidewalks, curbs, etc.)	
<b>Building Construction Cost</b> (includes all costs associated with the erection of the building including interior partitioning work and project management fees)	
<b>Electrical Work</b> (including the electrical service, yard lightning, fire alarm, all fixtures and components, and design, etc.)	
<b>Plumbing and Gas Installation</b> (storm water management, services, fixtures, components, appliances and design)	
<b>Sprinkler System</b> (including hydrants, standpipe and hose systems, installation cost and design)	
<b>Heating and Ventilation Installation</b> (including all heating / ventilation's units, components and design)	
<b>Elevator / Escalator</b> (total installation cost)	
<b>Total Construction Cost:</b>	

**Section 7: As the Applicant, I affirm (check all that apply)**

I/We am/are the registered Owner(s) of noted property on which the work identified in this application will be conducted.

I have entered into a binding agreement to purchase the noted property on which the work identified in this application will be conducted.

I have permission of the registered Owners of noted property to act as an Applicant on which the work identified in this application will be conducted.

I/we grant Right of Entry and ensure the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions and terms of the Land Use Bylaw. I/we will notify the appropriate authority of any proposed changes to the plans submitted with this application.

By authorizing Right of Entry, you are authorizing the City of Grande Prairie to enter upon the subject lands for the purpose of site inspection(s), to evaluate the proposed development, and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.

Signature:	Date:
Landowner Signature/ Authorized Agent: (if different from applicant)	Date:

**PLEASE NOTE**

**THIS APPLICATION DOES NOT PERMIT YOU TO COMMENCE CONSTRUCTION**

You will be contacted for payment. An application that covers more than one lot will have to be calculated by the City.

## Submittal Requirements

### 1. Development Permit Requirements

**Development Plot Plan Consisting of:** A plan scaled no less than 1:100, in 11" x 17" size, designed and prepared by a surveyor, engineer or architect (submitted on paper or as digital copy) with the following information:

- Minimum distance(s) proposed for all structures to the nearest property lines

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- Location of the pre-approved lot access location including dimensions, existing sidewalk(s) and curb(s) distances to property line. Include adjacent property accesses.

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- Conformance to the pre-approved access locations or a copy of plan stamped by Engineering Services showing the proposed access location is approved.

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- Location, dimensions, and plan number of all registered utility right of ways or easements.

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- Property lines shown with dimensions, lot area, building area and percentage of lot coverage by all structures.

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- Retaining walls, trees and other physical features labelled "EXISTING" or "PROPOSED".

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- Proposed landscaping of the site including total areas of on-site landscaping number of trees/shrubs (indicate species). (Separate landscape plan required only when over 500m<sup>2</sup>).

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- Total number of existing and proposed parking stalls including dimensions of parking stall width, depth, and drive aisle width.

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- Total area of pavement (where applicable) calculated and identified on drawings as "EXISTING" or "PROPOSED".

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- Include location of utility service connection to the building (gas, power, water, sanitary). This is available from the appropriate subdivision's engineering firm or the individual utility company.

### Development Building Plan Consisting of:

- Floor Plans: Provide square footage and layout of all office areas, storage areas, retail sales areas, shop/manufacturing areas of building. Label each room and it's use. Existing and Proposed.

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- Building Elevations: All sides of the building, side elevations to illustrate unprotected openings shown as a percentage to building face; building height; finished ground level, wall height, roofing material and roof pitch; exterior finishing materials and colour.

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- Sections and details: Provide fully labeled sections of all assemblies forming floors, walls, roof, etc.

### 2. Lot Grading Permit Requirements

**Lot Grading Plan Consisting of:** A plan scaled no less than 1:100, in 11" x 17" size, designed and prepared by a surveyor, engineer or architect (submitted on paper or as digital copy) with the following information:

- Municipal address; legal description; development phase; datum information; north arrow; scale; legend; date of survey; date drawn; sanitary invert; storm invert (if applicable)

**Submittal Requirements**

- Drainage pattern with arrows; slope percentages (along property line and from foundation to property line); proposed elevations at lot corners, break points; existing elevations (sidewalks, curb); status of adjacent parcel; building dimensions (projections where applicable) and offsets from property line; foundation elevations (top of foundation; bottom of footing; final grade at foundation)

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- Stormwater management: Must be in accordance with the Drainage Bylaw; Lot Grading Coordinator determines necessity of on-site stormwater retention; Stormwater calculations to be made with the Rational Method or more rigorous methods; Overland flow paths and on-site ponding depths must be included or 1 100-year storm events.

**3. Building Permit Plan Requirements**

**Building Site Plan Consisting of:**

If a development or lot grading permit is required, the same plan will be used. If not, A plan scaled no less than 1:100, in 11" x 17" size.

- A plan (submitted on paper or as digital copy) with the following information:
  - Dimensions of the proposed structure
  - Distance from the edge of proposed structure to all the property lines
  - Property dimensions, locations, and sizes of all other existing accessory buildings/structures.

**Building Permit Building Plan Consisting of:**

A plan scaled no less than 1:100, in 11" x 17" size, submitted by paper or digitally

- Scale and dimensions of exterior walls and interior rooms:
  - Foundation Plan: Pad size, location, and construction specifications; indicate location of columns and beams. Include building area, pilings, and schedules.
  - Floor Plans: Provide square footage and layout of all floor levels. Label each room with existing and proposed use. Indicate all rough openings for door and window sizes complete with U or ER value.
  - Building Elevations: All sides of the building; side elevations to illustrate unprotected openings shown as a percentage to building face; building height; finished ground level; wall height, roofing material and roof pitch; exterior finishing materials; assemblies of materials forming floors, walls, roofs, decks & mezzanines.
  - Sections and details: Provide fully labelled sections of all assemblies forming floors, walls, roofs etc. Provide window installation detail, door, and wall schedules.
  - Energy Compliance: Prescriptive Path (Designed as per 9.36.2 to 9.36.4) Performance Path (Designed as per 9.36.5 Summary) or National Energy Code (NECB)
  - Engineered Piling Documents: An engineered design of the building being supported with point loads identified. An engineered design of the steel pile. The name and contact of the certified installer that will be utilized.

## Submittal Requirements (below is a list of submittal requirements that may apply to your project)

### Accessory Building

- Site Plan as described on page 5, Plan Drawing consisting of Length, Width, location of doors, windows and stairs. Elevations consisting of side elevations of proposed construction, overall height, and width. Construction Details.
- Site Plan as described on page 5. Buildings plans to show room dimensions, room use and Construction Details.

### Addition to Existing Building

- Development and Lot Grading Approval Required
- Provide Plot/Grading Plan
- Energy Compliance Summary
- Building Plans
- Professional Involvement if Required

### Interior Alteration (includes Tenant Improvements)

- Existing Floor Plan: Indicate existing rooms and size
- Proposed Floor Plan: Indicate rooms, sizes, and use
- Show appliance locations
- Show location inside building with unit numbers
- Seating area along with emergency exits
- Include any manufacturers specifications schedules and details pertaining to the project

### Base Building

- Provide Plot Plan and Building Plans
- Professional Involvement with Stamped Plans & Corresponding Schedules
- NECB Summary
- Hydrant Flow Calculations (if required)

### Bleachers

- If pre-engineered, supply documents
- Supply material used, size and spans. Anchorage/Tie Down Details
- Indicate approximate occupant load of bleachers
- List what day will they be going up and being taken down

### Change of Use/Occupancy

- Site Plan with proposed location of unit(s). If applicable physical location inside the building
- List unit numbers on either side of proposed location
- Building Plan should include the floor layout and intended use with classification
- When applying for a Change of Use Permit, it will result in an inspection that is included. Building, Electrical, Gas & Plumbing Safety Codes Inspectors will conduct site inspection
- You may be required to obtain additional permits to correct an unsafe situation



## Submittal Requirements (below is a list of submittal requirements that may apply to your project)

### Cold Storage

- Building, Development & Lot Grading Permit Required
- Building Plans including Elevations
- Site /Lot Grading Plan

### Foundation Only

- Utilized to begin project while waiting on other submittal requirements
- Site Plan, Stamped Structural Plans, Schedules

### Fire Alarm

- Requires a Building and Electrical Permit
- Fire Verification report must be submitted upon completion along with C schedules (if applicable)
- Electrical Plans with corresponding Electrical Schedules (if required)

### Fire Restore

- A building permit is required for a fire restore
- If there is any structural damage, an engineered letter will be required to speak to the structural integrity of the remaining structures, as well as provide the scope of work required to repair said damage. Structural damage is considered damage to any roof truss, floor joist, beam, or load bearing wall framing.
- If the proposed restoration results in a change to the exterior elevation a Development or Lot Grading Permit may be required. You will be notified if one is required after your application has been reviewed.

### New Construction

- Development and Lot Grading Approval Required
- Hydrant Flow Calculations
- Building Plans
- Provide Plot/Grading Plan
- Energy Compliance Summary
- Professional Involvement if Required
- Fire Safety Plan

### Parking Lot

- A Development Permit and Lot Grading Permit may be required
- Provide Site Plan (Refer to Page 5) with number of parking stalls indicated (plus landscaping, access etc)

### Swimming Pool/Hot Tub

- A building permit is required for any sized pool, and all hot tubs. If new wire is required to supply power, an Electrical permit is also required.
- Manufacture specifications (Model, CSA Approved and installation requirements)

## Submittal Requirements (below is a list of submittal requirements that may apply to your project)

### Solar Panel

- A building and electrical permit is required
- Depending on the proposed solar array a Development or Lot Grading Permit may be required. You will be notified if one is required after your application has been reviewed.
- A solar collector does not require a Development Permit if it is in Conformance with Section 59 of Land Use Bylaw
- Provide a Site Plan as described on Page 5. Roof Plan indicating panel layout. Engineered Truss Layout OR Engineered Letter speaking to the structural integrity of the existing roof to accommodate loading from proposed installation. Manufacture Specifications. Mounting Detail. Single Line Diagram.

### Storage Yard (Accessory to the Principal use of the site only)

- When a portion of a site is being utilized for the storage of goods, materials and/or equipment. There already must be an industrial building on site or one proposed. The use shall be accessory to the principal use of the site only. This does not include an Outdoor Storage Facility. (Could also be approved on an adjacent lot and consolidate both lots).
- Proposed use of what will be stored on site. Site plan to include existing and proposed access/egress to site, fencing (maybe screened, depending on location), gates(s) location, landscaping.
- Lot size to determine the amount of landscaping and trees required to be planted on the site as well as a 3m perimeter landscaping buffer adjacent to public road and paved apron extending from the property line 15m into the subject site for the entire width of the access. Such an access shall be gated to prevent public use.
- Engineering Department will require Lot Grading Permit and Grading Plan. As well as a concrete paved apron via an engineering permit.

### Temporary Building (180 days Max)

- Provide Building Plans (refer to Page 5)
- Set up and Take Down dates.
- Site Plan (refer to Page 5)

### Temporary Tent/Stage

- Provide Manufacturer's Specifications on design including Anchorage/Tie Down Details, Assembly of Framework details and Set up and Take Down dates.
- Site Plan, including location of fire extinguishers. Specifications on flame spread of materials. Materials shall comply with CAN/ULC/S109 "Flame Resistance Fabrics and Films".

### Wood Stove / Solid Fuel Burning Appliance

- A building permit is required to install a wood stove or solid fuel burning appliance. Manufacture specifications (Model, CSA approval and installation clearances)