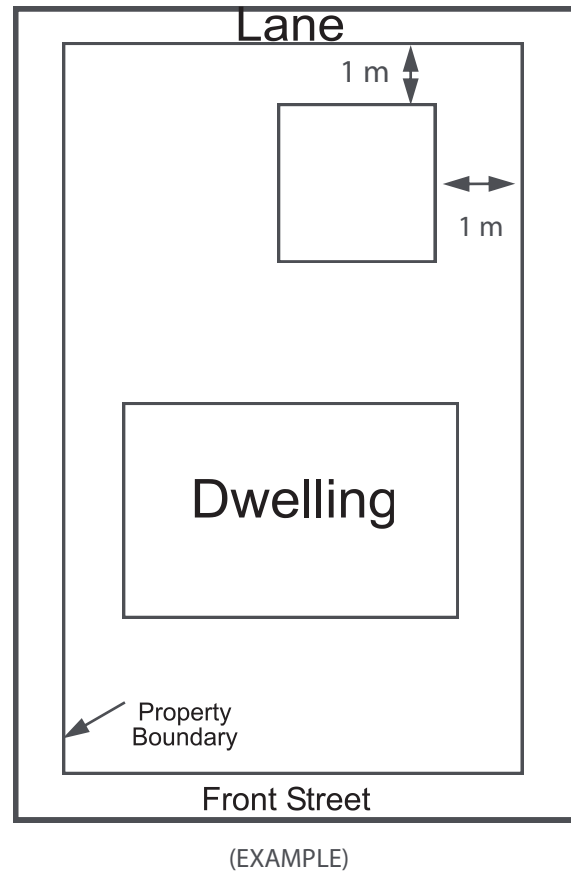


If you require assistance in applying for any permit or have further questions, please contact the Planning and Development staff or you can find all application forms on our website at the address below.



Contact Us

If you require assistance in the permit application process or have further questions, please contact Planning and Economic Development at 780-980-7124, planning@leduc.ca, or visit us at #1 Alexandra Park.



WWW.LEDUC.CA/PERMITS

Planning and Economic Development

Building an Accessory Structure



WWW.LEDUC.CA



LOCATING THE ACCESSORY STRUCTURE ON THE PROPERTY

The Accessory Structure shall be a minimum of:

- 1.0 m (3.3 ft.) from the side and rear property boundary.
- Setback shall be no closer than 1.2 m from the property boundary if you are on a corner lot and your rear yard is also the side yard of an adjacent parcel.
- Setback may be greater to protect utilities and utility right-of-way as may be requested by the Development Authority.

BUILDING REQUIREMENTS:

- No roof overhang shall be within 0.3 m (1.0 ft) of the side or rear property boundary.
- The maximum height of the accessory structure shall not exceed 4.0 m (13.1 ft) and the vertical exterior walls' maximum height shall not exceed 2.7 m (8.9 ft).
- The total construction time to start and complete the building shall not exceed one year from the date at which the building permit was issued.



A **development permit** is a document authorizing a specific type of development on a specific parcel of land in the City of Leduc to proceed. It assures conformance with the zoning and development regulations under the Land Use Bylaw and its effect on adjacent property.

A **building permit** addresses how the building is safely constructed regarding life safety, structural integrity, property protection, use and occupancy and the integration of Architectural, Engineering, Mechanical and Electrical design concepts.



DO I REQUIRE A PERMIT?

- If the Accessory Structure is under 10 sq m (107 sq ft) NO permit is required. (Measurements are from the outside of the walls).
- Structures 10 sq m (107 sq ft) and over require a development and building permit. (Measurements are from the outside of the walls).

Remember to contact **Click Before You Dig** at utilitiesafety.ca or 1-800-242-3447 to locate all utilities and power lines **before** you begin construction.

WHAT DO I NEED TO APPLY FOR THE PERMIT?

- A site plan at a scale satisfactory to the Development Officer indicating the location and size of the proposed structure, including all setback measurements to property lines and existing structures.
- Building plans identifying the height, elevations, and dimensions of the proposed structure.
- Additional information may be required by the Development Officer.

FEES: All permits are subject to fees, unless otherwise stated. Please check the Fees Bylaw or contact the Planning and Economic Development Department for any questions.

Inspections

Included in the permit approval package is a schedule of when the Accessory Structure must be inspected.

Contact the Planning and Development Department at 780-980-7137, 48 hours in advance to arrange for a building inspection.

Before calling for an inspection, make sure that the work is ready to be inspected. An additional fee may be assessed when an inspection is requested, and the Safety Codes Officer finds the work is incomplete and not ready for inspection, or the work does not meet the required standards, or the Safety Codes Officer is unable to gain access for the inspection.



Requirements to apply for a **SHED** Permit:

Check List:

- ☐ Landowner Authorization form
(Contractor use only)
- ☐ Development Permit application
(approval of the structure location)
- ☐ Site/Plot Plan or Real Property Report
 - Indicate the location and size of the structure including all setback measurements to property lines and existing structures
- ☐ Building Permit application
(approval of the structure construction)
- ☐ Construction form
- ☐ Fire Safety Plan
- ☐ Payment for permit fees



LANDOWNER AUTHORIZATION

Date: _____

Civic Address: _____

Project: _____

This letter is to advise that I/we, _____ am/are the registered owners of the above referenced property and hereby authorize _____ to act as an agent for the address noted above in all matters relating to this project including applying for development and building permits within the City of Leduc.

Signature of registered owner(s): _____

Name(s): _____

Address: _____ City/Prov: _____ Post. Code: _____

Email: _____ Phone: _____



DEVELOPMENT PERMIT APPLICATION RESIDENTIAL / HOME OCCUPATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4
Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: planning@leduc.ca

Project Location's Municipal Address: _____

Project Legal Description:

Plan _____

Block _____

Lot _____

– or –

Sec _____ Twp _____ Rge _____ Meridian _____

Land Use District _____

OFFICE USE ONLY

Application Received Date: _____

Application Number: _____

Application Fee: _____

EXISTING USE OF LAND/BUILDING:

DESCRIPTION OF WORK: ☐ New Construction ☐ Addition ☐ Other (specify) _____

PROPOSED DEVELOPMENT OR USE:

- | | | | |
|--|--|---|--|
| ☐ Single Detached | ☐ Show Home | ☐ Shed | ☐ Secondary Suite within a Single Detached Dwelling |
| ☐ Duplex (side by side) | ☐ Garage Suite Dwelling | ☐ Uncovered Deck | ☐ Mixed Residential Project |
| ☐ Duplex (up/down) | ☐ Garden Suite Dwelling | Height (m) _____ | ☐ Townhouse (3-6 units):
of Dwelling Units _____ |
| ☐ Fourplex | ☐ Hot Tub | Area (m ²) _____ | ☐ Apartment:
of Suites _____ |
| ☐ Triplex | ☐ Gazebo | ☐ Covered Deck | |
| ☐ Manufactured Home | ☐ Home Occupation | Height (m) _____ | |
| | ☐ Home Occupation (limited) | Area (m ²) _____ | |
| | ☐ Detached Garage | ☐ Swimming Pool | |
| ☐ Other (specify) _____ | | | |

REGISTERED PROPERTY OWNER

Property Owner's Name: _____

Address: _____ Postal Code: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____

APPLICANT INFORMATION (if not the same as registered land owner)

- ☐ I have been designated as the representative of the property owner
(written consent required to be attached to this application)

Applicant Name: _____ Company Name: _____

Address: _____ Postal Code: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____

City of Leduc Bus. Lic. # (if applicable) _____

continued on other side...



DEVELOPMENT PERMIT APPLICATION RESIDENTIAL / HOME OCCUPATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4

Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: planning@leduc.ca

Where applicable:

The applicant acknowledges and accepts that in accordance with policy and regulatory requirements, the City of Leduc may refer this application to external stakeholders for review. The applicant also acknowledges that any approval may be subject to appeal to either the Subdivision and Development Appeal Board or the Land and Property Rights Tribunal.

As, or on behalf of, the applicant, I hereby waive any claim of compensation pursuant to such referral or appeal.

Further, pursuant to Section 542(1) of the Municipal Government Act, I hereby consent to any authorized person entering the land and/or building referenced in this application.

Applicant's Signature: _____

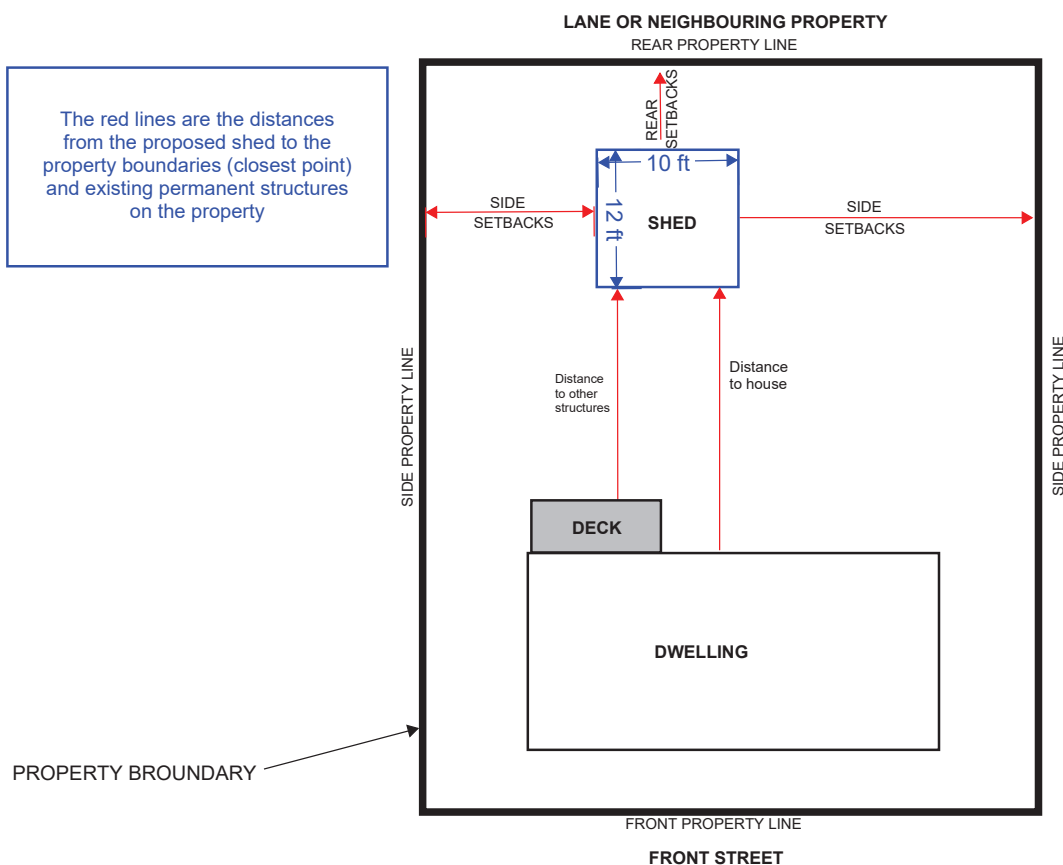
Date: _____

FOIP Statement: The personal information requested on this form is being collected under the *Safety Codes Act* and the *Municipal Government Act* for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The information is being collected in accordance with Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. NOTE: The name of the permit holder and the nature of the permit is available to the public upon request. Questions regarding the collection of this personal information may be directed to the City Clerk at (780) 980-7177 at #1 Alexandra Park, Leduc, AB, T9E 4C4.

SITE/PLOT PLAN SAMPLE ONLY

Please use this sample to assist you with knowing what to include on the plan.
For best results, use an existing Real Property Report or Site/Plot Plan as a base drawing and add the information similar to below.

Note: If you are not using an existing Real Property Report or Site/Plot Plan, be sure the plan meets the Minimum Requirements
<https://www.leduc.ca/minimum-requirements-plan-submittal-residential-development-permit-applications>





BUILDING PERMIT APPLICATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4

Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: planning@leduc.ca

Project Municipal Address: _____

Project Legal Description: _____

Plan _____

Block _____

Lot _____

OFFICE USE ONLY

Application Received Date: _____

Application Number: _____

RESIDENTIAL

USE OF OCCUPANCY:

☐ Single Detached Dwelling ☐ Duplex Dwelling ☐ Townhouse (3 to 6 Units) ☐ Other (Specify) _____

TYPE OF WORK:

☐ New Home Construction / New Home Warranty Registration #: _____

New Construction Only - Area (m²)

1st Floor	2nd Storey	Attached Garage	Detached Garage	Basement Development

- | | | |
|--|--|---|
| ☐ Deck | ☐ Shed | ☐ Swimming Pool |
| ☐ Covered Deck | ☐ Detached Garage | ☐ Addition |
| ☐ Secondary Suite | ☐ Alteration | ☐ Basement Development |
| ☐ Wood Stove / Fireplace | ☐ Hot Tub | ☐ Demolition |
| ☐ Manufactured Home Alberta Label # _____ | | |
| ☐ Other / Specify: _____ | | |

Total Area (m²): _____ Market Value of Project (\$): _____

Description of Work: _____

COMMERCIAL / INDUSTRIAL / MULTI-RESIDENTIAL

USE OF OCCUPANCY:

☐ Commercial ☐ Industrial ☐ Institutional / Government ☐ Multi-Residential / No. of Residential Units: _____

TYPE OF WORK:

☐ New Construction ☐ Foundation ☐ Demolition ☐ Addition ☐ Alteration

New Construction Only

No. of Floors	Area of Largest Floor (m ²)	Total Area (m ²)

Addition Only

Total Area (m ²)

Alteration Only

Total Area (m ²)

Market Value of Project (\$): _____

Description of Work: _____



BUILDING PERMIT APPLICATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4

Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: planning@leduc.ca

Property Owner's Name: _____
Address: _____ Postal Code: _____
Phone: _____ Mobile: _____ Fax: _____
Email: _____

APPLICANT

Applicant is Homeowner: ☐

Fill out if different from Property Owner:

Name: _____
Address: _____ Postal Code: _____
Phone: _____ Mobile: _____ Fax: _____
Email: _____

Interest of Applicant: _____

I hereby accept responsibility to have the installation completed in accordance with the requirements of the *Safety Codes Act, Code, and Regulations*. I accept responsibility to ensure that the installation is inspected by a Safety Codes Officer prior to concealing any work, and upon completion of the installation. Neither the granting of a permit, nor inspections by a Safety Codes Officer shall in anyway relieve the Contractor from full responsibility for carrying out the work in accordance with the *Safety Codes Act, Codes, and Regulations* pursuant to the Act.

Signature: _____ Date: _____

Contractor's Company Name: _____
City of Leduc Business Licence #: _____
Address: _____
Postal Code: _____ Phone: _____ Fax: _____
Email: _____

WHEN APPLYING FOR A COMMERCIAL, INDUSTRIAL OR INSTITUTIONAL/GOVERNMENT USE, PLEASE COMPLETE FORM B "BUSINESS INFORMATION FORM" (attached)

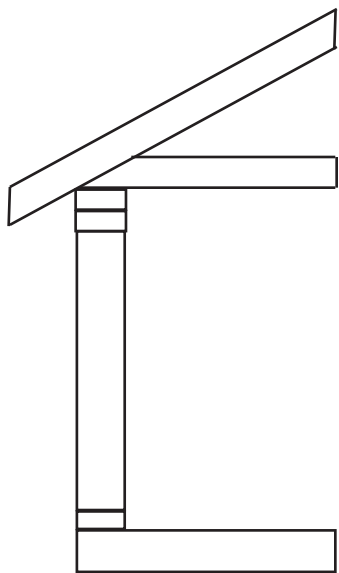
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Name _____ Address _____

Garage\Shed Size Length _____ Width _____

Roof Style Cottage (hip) / Gable (A-frame) Roof Pitch ____/12

The supplier letter, roof layout, and truss schematic must be submitted to planning@leduc.ca prior to booking the final building inspection.



Eaves overhang 12" 18" Other _____

Roof Sheathing OSB Plywood Other _____

Roofing Material Asphalt Metal Other _____

Walls 2x4 2x6 Other _____

Wall height 8 Feet 9 Feet Other _____

Stud Size 2x4 2x6 Other _____

Stud Spacing 16 oc 24 oc Other _____

Wall Sheathing OSB Plywood Densglass

Sheathing Paper Tar paper Tyvek Other _____

Wall Cladding Vinyl Metal Other _____

Wall Anchorage 1/2" anchor bolt Cast in place ladder Other _____

Insulation (if applicable)

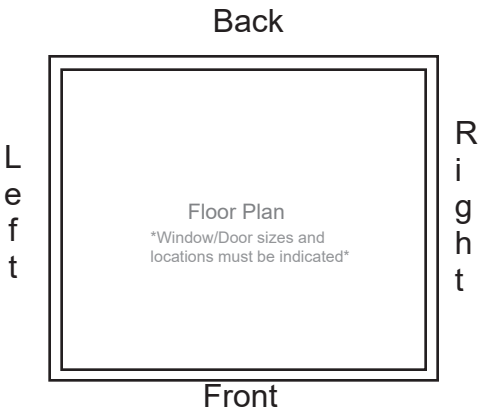
R Value R12 R20 Other _____

R Value Attic R40 (Min) Other _____

Vapour Barrier 6 Mil Poly

Foundation

Slab on Grade Thickened Edge Slab Pile and grade beam
4" Min thickness Max 55M2, Engineering required over 55M2 Engineering required



*Indicate doors and windows

Additional Information

IE Stone work, Attic Storage, Anchorage, Ect



POST ON CONSTRUCTION SITE

Builder / Owner Name: _____

Construction Site Address: _____

Contact Ph#: _____ Cell#: _____

Email Address: _____

Property Type

Residential ☐

Commercial ☐

Industrial ☐

Type of Work Being Done (Check All That Apply)

New Construction ☐ Renovation ☐ Demolition ☐ Other Structures Over 9.38 m² ☐
(i.e.: Shed / Tent)

Hot Works

Yes ☐

No ☐

IF Yes Fill Out Sections E

Definition: Hot works involving open flames or producing heat or sparks, including but not limited to, cutting, welding, soldering, brazing, grinding, adhesive bonding, roofing operations, thermal spraying and thawing pipes.

Description of Work Being Completed

Anticipated Completion Date: _____

Type of Fire Safety Plan

☐ **Basic** - For Buildings: UNDER 600m² / 3 Stories or Less / Unoccupied / Detached Garages
Renovations / Basement Developments

☐ **Comprehensive** - For Buildings OVER 600m² / 4 Stories or Higher and/or Occupied

IF Basic Fire Safety Plan Fill Out Sections A, B, E (if applicable), F

IF Comprehensive Fill Out Sections A, B, C, D, E (if applicable), F



Section A

CONSTRUCTION SITE ADDRESS: Must be visible from the street at every phase of construction.

City of Leduc Bylaw No. 495-2001

Muster Point Location: _____

Must be within one block of the construction site

Section B

Requirements for Adjacent Property Protection

Provide an outline of what option(s) are to be used for the protection of adjacent property as per the current Alberta Fire Code Article 5.6.1.2.

***Not required for: Interior Renovations or Interior Developments, Demolitions, Sheds and / or Tents.

Protection of Adjacent Properties

1) Protection shall be provided for exposed adjacent buildings or facilities from fire originating from buildings, parts of buildings, facilities and associated areas undergoing construction, alterations or demolition operations.

Adjacent Property Protection product used: _____

Section C

Contact Information	Name	Phone #	Cell#
Site Supervisor			
Key Holder			
Security			
Alarm Company			

Section D

Diagram

A legible base floor / site plan **MUST BE submitted with a Comprehensive Fire Safety Plan for review** and then be posted on the construction site in a conspicuous area(s).

A diagram should include the following:

- ☐ Footprint of Building including any rooms
- ☐ Building Dimensions
- ☐ Location of exit(s)
- ☐ Location of evacuation route(s)
- ☐ Location of muster point(s)
- ☐ Identify adjacent & adjoining streets
- ☐ Location of first aid station (if any)
- ☐ Location of Flammable or Combustible liquids/Hazardous Processes
- ☐ Location of fire extinguisher(s) **One per Exit with a maximum travel distance of 150ft (45m) between each**



Section E

Hot Works

The National Fire Code (Alberta Edition) requires that a Hot Works Fire Safety Plan be prepared for all activities involving Hot Works. Fire Safety Plans that involve hot works must be submitted to us for review and acceptance.

Hot Works Fire Safety Plan

Location of Hot Works	
Type of Hot Works to be Completed	
Mitigation of Risk That Will be Undertaken	
Other Required Information	



Section F

I have read and understand the requirements of the fire safety plan

Date _____

Name (print) _____ Signature _____

- 1) Keep a copy of the Fire Safety Plan on site for safety orientation and review.
- 2) Submit a copy of the Fire Safety Plan to:

The Planning and Development Department
#1 Alexandra Park,
Leduc AB, T9E 4C4
Ph 780-980-7177
Fax 780-980-7127
E-Mail: planningshared@leduc.ca

- ★ All applicable sections must be fully completed before final processing can be initiated.
- ★ See website for further details of Adjacent Property Fire Protection and Construction Fire Safety Plans by clicking [here](#), or by using the QR codes below.



Single Attached and Detached Homes - Fire Protection



Row Housing and Semi-detached Homes - Adjacent Property Fire Protection



Buildings Four Stories or Less - Adjacent Property Fire Protection



Construction Fire Safety Plan - Additional Information

Section G (For Fire Services Use Only)

FIRE SERVICES REVIEWED

Signature _____



CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines are to protect life and property. These guidelines are intended mainly for contractors.

Most issues at construction sites can be dealt with using simple precautions.

- 1) Street address of the site is to be posted and **clearly visible at all times** for all emergency response personnel, including police, fire and ambulance. Address numbers should be affixed in a visible location at a level of about 2 m from the ground, or taped to the inside of a front facing window.
- 2) Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.
- 3) Fire Department Access is to be maintained at ALL times from start to completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.
- 4) **Construction Heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire.**
- 5) Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.
- 6) Outdoor Refuse Containers shall be kept at least 3 meters from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard.

Burning of waste material at construction sites is NOT PERMITTED.

- 7) Hot works shall be performed only by personnel trained in the safe use of hot works equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least **one 10lb ABC portable extinguisher** and a pail of water shall be provided in the hot works area.
- 8) If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. **Immediately Dial 911.** Provide the operator with a street address and a description of the emergency.

Emergency Numbers

**Fire / Police / EMS: 9-
1-1 POWER: 780-310-
9473
WATER: 780-980-7108
GAS: 1-866-222-2068**

CREDIT CARD AUTHORIZATION FORM

I, _____ of _____
(Print name) (Company name)

ADDRESS: _____

CITY/PROV: _____ POSTAL CODE: _____

PHONE #: _____ FAX #: _____

I hereby authorize the City of Leduc to use the following credit card number to the cover cost of:
(Please choose one per form)

☐

City Permits

☐

Pet Licence

☐

Business Licence

☐

Utility Deposit

☐

Other: _____

CREDIT CARD NUMBER: _____ EXPIRY DATE: _____

Card issued to: _____ *CVD/CVV # _____

SIGNATURE

DATE

***CVD/CVV is the three digits on the back of your Visa or Mastercard, or the 4 digits on the front of your American Express**

Planning #:

The personal information on this form is collected to provide payment to the City of Leduc. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information can be directed to the City Clerk at 780-980-7132, #1 Alexandra Park, Leduc, Alberta, T9E 4C4.