

DEVELOPMENT AND BUILDING PROCEDURES

Town of Wainwright
1018 - 2 Avenue
Wainwright, AB T9W 1R1
780-842-3381



GENERAL

Permits are required for most projects including:

- new construction
- signs (all types)
- garages
- sheds over 120 ft² in floor area or over 10 ft. in height
- temporary buildings
- decks over 2 ft. above grade
- additions
- renovations
- major repairs
- establishing a basement suite
- relocations
- demolitions
- excavations
- changing the use of an existing building whether or not construction is involved

In most cases the project will require both a development permit and a building permit. The development permit is to ensure compliance with the Land Use Bylaw and addresses such things as building and property use, site plan, appearance, parking, and other land use issues. The building permit deals with the health and safety aspects of the building such as structural performance, protection of occupants from fire, heating and ventilation requirements, etc.

DEVELOPMENT PERMITS

Applications for Development Permits are to be submitted to the Town of Wainwright. The development permit application is processed first and if successful, the building permit application can be processed.

Applications shall be made in accordance with Section 2.4 of Land Use Bylaw 2022-04 and submitted to the Town of Wainwright, along with construction drawings, site plans and any other relative information that is required for development and/or construction.

If the applicant is not the owner, then a letter indicating authorization of the project signed by the owner is to be included with the application.

The applicable fees are as follows:

Minor developments (garages, decks, excavations, demos, change of use, ----- \$50.⁰⁰
home occupations, signs, small additions, fuel tanks, alterations, etc.)

Principal Residential, Commercial, Industrial, Institutional Construction ----- \$150.⁰⁰

** The Development Authority has sole discretion to determine what constitutes a minor development **

If the proposed development is a permitted use and conforms to the Land Use Bylaw, a Development Permit can be issued and notice will be posted in the Town Office. If the proposed use is discretionary or in some cases where the proposed development does not conform to the Land Use Bylaw, application may be made to the Municipal Planning Commission (MPC) for special approval.

Non-approval of an application or special conditions attached to a Development Permit may be appealed in accordance with the provision of Land Use Bylaw 2022-04, the fee being \$200.00.

Approved Development Permits do not come into effect until 15 days after their notice of issuance is given in order to allow for an adequate appeal period as required by Land Use Bylaw 2022-04. No appeal can be filed for a permitted use that conforms to the Land Use Bylaw.

OFFSITE LEVY

The applicable Offsite Levy is due upon submitting the application for a Development Permit. Offsite Levies apply to new construction, additions, and renovations that would increase water consumption from the Town's water supply and/or sewage flows to the Town's treatment facility and/or storm water runoff. (Offsite Levy schedule attached.)

BUILDING AND DEMOLITION PERMITS

All Building Permits must be taken out by Superior Safety Codes (SSC). SSC is the only accredited agency authorized to operate in Town. It is the responsibility of the owners/contractor to apply for building and/or demolition permits with SSC before construction commences.

The application is to include plans that:

- 1) are sufficiently drawn and detailed so that compliance to the Alberta Building Code can be determined,
- 2) are approved by a professional engineer where required, and
- 3) have been reviewed by an accredited agency if required.

A development permit must be taken out with the Town before building permits can be issued by SSC.

Superior Safety Codes
Unit 2, 1724 – 50 Avenue
Lloydminster, AB T9V 0Y1
Ph. 780-870-9020
Fax 780-870-9036
superiorsafetycodes.com

SSC administers and collects all payments for building, demolition and utility permits. Any payments made should be directed to SSC located at the Lloydminster office. (SSC fee schedules can be found on the SCC website (www.superiorsafetycodes.com)).

DEMOLITION PERMITS

Development and Building Permits are required when demolishing any structure. The process for permits is mentioned above.

GENERAL DEVELOPMENT CONDITIONS

All excavated material and construction wastes must be held within the confines of the property. Disposal of all waste material is the responsibility of the property owner.

No burning is allowed within Town limits. Debris is to be disposed of at the landfill site.

Topsoil is already on the lots. **It is strongly recommended that the Developer scrape the topsoil into a storage pile on the property for use in final landscaping.** The Town will not supply any free



topsoil and will only sell and deliver topsoil as supply and resources allow. **All landscaping shall be completed within 2 years of occupancy.**

In commercial and industrial districts and for *apartment* projects, the required hard-surfacing shall be completed before occupancy of the *building* and in all other districts, the hard-surfacing shall be completed within 24 months of occupancy.

The owner will be required to enter into a development agreement with the Town regarding the completion of the hard-surfacing and landscaping and this agreement will be registered as a caveat on the title of the property until said items are completed.

SITE INSPECTION

Before construction begins, the property owner must sign or provide written authorization for his/her designate to sign a Lot Condition Report recording the condition of adjacent Town property including property pins, water shut off assembly, curb and sidewalk. Any damages to these items requiring repair noted after construction, including landscaping, and not recorded on the Lot Condition Report will be repaired by the Town and charged to the property owner.

GAS SERVICING

Gas lines are installed from the main (usually in the back alley) to the meter by the Town at the costs shown below. The meter is also installed by the Town at no additional cost. **A copy of the gas permit for the building is required to be filed at the Town Office before the gas is turned on.**

<u>Gas Line Size</u>	<u>Basic</u>	<i>plus</i>	<u>per lineal metre</u>
¾" (Domestic)	\$850.00		\$27.00
¾" (Duplex)	\$1,400.00		\$27.00
1"	\$900.00		\$28.50
2"	\$1,100.00		\$33.55

An additional charge for winter construction, when thawing is required. (Frost Hog \$250/day with a minimum of 3 days. Depending on ground conditions, additional charges may be added to the minimum rate).

- Additional gas meters (3 or more) will cost \$255.00/per meter.
- Gas and water service disconnect fee is \$250.00 and all disconnects are to be done by the Town.
- G.S.T. is charged on the total cost on all of the above items.
- 3 working days' notice is required for installation of the gas line.
- ** Prices may change without notice

Requirements:

- **The site must be clear of obstructions and the foundation backfilled before the gas line can be installed. The desired location of the meter on the building must also be marked. Decks or other obstructions will not be permitted in front of or within 0.6m (2') beside a meter or regulator.**
- **The gas line riser must be properly sleeved with a minimum 100mm (4") pipe if concrete is being poured around it to prevent direct contact of the concrete on the gas line due to the abrasive nature of the concrete on the line. This also applies to other hard-surfacing such as asphalt and paving stones.**



NEW WATER / SEWER SERVICES

The Town will install the new water and/or sewer service from the main (usually in the front street) to the property line and include a curb stop for the water line (shut off valve). The cost to the owner/developer will include pavement, curb and sidewalk restoration and will be billed after the installation.

The Town will install gas and water meters at the same time. This will be done after the Town Utility Clerk receives the gas and plumbing permits (fully completed by Superior Safety Codes) from the contractor.

WATER CONNECTIONS

Water connections to the curb stop shall use compression fittings or similar alternative. Soldering is not permitted. Where not already provided, duplex services shall use a Y compression fitting (with 2 separate curb stops) to split the service line to facilitate even flow to both units.

Water connections are to be inspected by the Town prior to back filling.

WATER METERS

Water meters will be installed by the Town with no charge for meters up to and including 2" and a fee equal to the cost of the meter for meters over 2". **A copy of the plumbing permit for the building is required to be filed at the Town Office before the water meter is installed.**

2 working days notice is required for installation of the water meter.

Shut off valves are to be installed by the Developer (Developer's plumber) within 1 foot both upstream and downstream of the meter. The section of piping containing the meter shall be horizontal.

Remote reader cables are to be installed by the Developer along the gas line into the house leaving 12-14 inches of excess wire at the meter site and 14-16 inches of excess wire at the remote reader site which is to be located by the gas meter. A minimum of 4-conductor cable is to be used.

Requirements:

- **The valves and cables must be installed before the meter is installed.**
- **The water service will be turned on by the Town only and only after the meter is installed.**
- **Water and sewer billing commence as soon as the water meter is installed.**

MULTIPLE SERVICES

In buildings with more than one dwelling unit (including basement and secondary suites), if the owner/developer desires to have separate utility billings for each unit, each unit will need its own separate service for gas and water, including separate water curb stops (property line shut off valves).

Subdivisions of duplexes, row houses, or other multi-unit buildings will not be permitted unless each unit has its own gas and water service.

Where Applicable; every civic address will require a gas and water meter.



LAND USE BYLAW 2022-04

2.9 DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

- a) A Development Permit shall do so using the appropriate form available at the Town office and on the Town Website and shall include the following:
- i. An application fee as set within the 'Fees and Charges Bylaw (Bylaw 2023-10)', as amended,
 - ii. Current copy of the Certificate of Title (within 30 days of submission) for the affected lands,
 - iii. Current copies of any restrictive covenants or easements (within 30 days of submission),
 - iv. A copy of the Site Plan showing:
 - legal description of the site with north arrow and scale,
 - site area and dimensions of the front, rear and side yards if any,
 - site drainage including any watercourses, finished lot grades, road grades and slopes greater than 15%,
 - locations and distances of on-site existing or proposed water and sewer connections, septic tanks, disposal fields, water wells, culverts and crossings,
 - existing and proposed access and egress to and from the site,
 - where applicable, the identification of trees to be cut down or removed,
 - the height, dimensions and setbacks of all existing and proposed buildings and structures,
 - any rights-of-way and setbacks, and
 - v. When required by the Development Authority:
 - building floor plans, elevation drawings and a description of exterior finishing materials, and
 - Any supporting studies, plans or other information deemed necessary, and
 - vi. Any other additional information required for a Specific Use or Activity, as outlined in

TOWN OF WAINWRIGHT
OFFSITE LEVY SCHEDULE

1. For hotels, motels, motor inns, lodges, hospitals and other dormitory type structures, the sum of One Hundred and Fifty Dollars (\$150.00) per accommodation unit and Twenty-Five Cents (\$0.25) per square foot of the remaining floor area calculated on the basis of the external dimensions of the building.
2. For theatres, churches, halls, schools, restaurants, garages and dry-cleaning establishments, the sum of Twenty-Five Cents (\$0.25) per square foot of the total floor area calculated on the basis of the external dimensions of the building.
3. For laundromats, car washes, dairies, and readi-mix concrete plants, the sum of Fifty Cents (\$0.50) per square foot of the total floor area calculated on the basis of the external dimensions of the building.
4. All other commercial, industrial or other establishments the sum of Twenty Cents (\$0.20) per square foot of the total floor area calculated on the basis of the external dimensions of the building.

