City of Beaumont - Development Permit Application Checklist

For Commercial/Industrial/Multi-Family

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A development permit is required for many commercial permits, to change the use of the commercial space and to ensure the use is permitted in the specific land use district, as per the City of Beaumont's Land Use Bylaw 944-19, *Our Zoning Blueprint*

Development Permit Requirements

All forms and supporting documents (listed below) must be submitted at time of application.

☐ Commercial Development Permit Application Form (Attached)

☐ Consent Form (Attached) (to be Signed by Owner of Commercial Building)

☐ Provide a Floor Plan Indicating

- ☐ Proposed and existing rooms
- ☐ Indicate the room use
- ☐ Dimensions and Floor Area

☐ Provide a Site Plan Indicating

- ☐ Location of proposed business
- ☐ On-site parking stalls

☐ Fees (See Fee Schedule)

You will be contacted for payment once Application has been reviewed (cheques payable to City of Beaumont)

Please note: Signage Permit must be submitted separately, please refer to the Signage regulations at:
https://www.beaumont.ab.ca/255/Commercial-Permits

If you have further questions regarding commercial development permits, please contact us at:
development@beaumont.ab.ca | 780-929-8782

City of Beaumont - Development Permit Application

For Commercial/Industrial/Multi-Family

Planning & Development
5600 – 49 Street
Beaumont, AB T4X 1A1
780-929-8782
development@beaumont.ab.ca

DATE RECEIVED OFFICE USE ONLY	DATE PAID OFFICE USE ONLY

Note:
Building, Electrical, Plumbing, and Gas Permits each have their own application forms and are to be submitted to our contracted service provided.

Property Information

Street Address: _____

Plan: _____ Block: _____ Lot: _____

Applicant and Property Owner Information

Applicant/Contractor Name:_____

Mailing Address:_____

Town:_____ Postal Code:_____

Phone:_____ Cell Phone: _____

Email *(required)*. _____

Is the Applicant also the Registered Owner? ☐ Yes *(Do not fill out below)* ☐ No *(Fill out below – written authorization from registered owner required)*

Owner Name:_____

Mailing Address:_____

Town: _____ Postal Code: _____

Phone:_____ Cell Phone:_____

Email (required):_____

Proposed Development	Square Footage (m^2):

Check one of the following:

☐ Commercial
☐ Industrial
☐ Institutional
☐ Multi-Family
☐ Other Non-Residential Use: _____

Has work on the above indicated item already commenced? ☐ **Yes** ☐ **No**

Description of Work and Land Usage:

OFFICE USE ONLY

Permit Number:

Building Permit Number:

Mail ☐ Pick-up ☐

☐ Authorization or ID Received

Land Use District:

Subdivision:

Tax Roll:

☐ Permitted Use
☐ Permitted Use w/ Variance
☐ Discretionary Use

Fees	Receipt #:
Development Permit:	_____
Variance:	_____
Notification Fee:	_____
Other:	_____
Total Fees:	

Applicant Authorization

1. I am the owner/agent with the consent and authority of the owner that is the subject matter of this permit application.
2. I hereby give my consent to allow any authorized person pursuant to the Municipal Government Act Section 542 the right to enter the land and/or building(s) with respect to this application only.
3. I understand this is only an application and does not constitute approval to commence construction.
4. I acknowledge that notification fees associated for a discretionary use or variance application will be billed to me separately at cost. I will be notified of required payment of these fees via email that I have provided on this form. I am aware that not paying these fees promptly will cause delays in the review of my application.
5. I declare that the information contained in this application is correct and true to the best of my knowledge. I agree ☐
6. I declare that I will notify the Development Authority of any proposed changes to the plans submitted with this application.
7. I consent to receiving notifications & correspondence regarding this application.

Applicant Signature:_____ Date:_____

OFFICE USE ONLY

Development Permit

Date Deemed Complete: _____	Date of Decision: _____ (See attached Notice of Decision)

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process your application and for administrative purposes directly related to the program or service for which you are applying. It may be entered into an automated system to generate content or make decisions, recommendations, or predictions. If you have questions about the collection or use of your personal information, please contact the Access and Privacy Officer at 780-929-8782.

Updated: 2026.09.14

DEVELOPMENT / BUILDING PERMIT AUTHORIZATION FORM

Planning & Development
5600 – 49 Street
Beaumont, AB T4X 1A1
780-929-8782
development@beaumont.ab.ca

Owner Information:

I (We), _____ being the registered land owners of:
(name(s) of Registered Land Owner(s)

Municipal Address: _____ Postal Code: _____

Legal Description: Plan:_____ Block:_____ Lot:_____

Owner Phone number: _____

Owner Email: _____

Do hereby authorize the below to make an application for the necessary development / building permits required to complete the project associated with this application:

Applicant Information:

Applicant/Contractor Name: _____

Contact Name: _____

Address: _____ City:_____ Postal Code:_____

Phone: _____

Email: _____

ALL REPORTS WILL BE PROVIDED TO OWNER AND APPLICANT

Registered Land Owner(s):

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Authorization:
By checking the "I agree" box, you agree and authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature.
I agree ☐

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