

ACCESSORY BUILDING APPLICATION CHECKLIST

ALL of the requirements set out in this checklist are necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept only complete applications.

- ☐ Digital submissions must be in legible, clear, to scale and in PDF format only and emailed to development@beaumont.ab.ca.
 - ☐ Hard copy applications can be dropped at the City Office (5600 - 49 St) between 8:30am – 4:30pm (Closed from 12:00pm-1:00pm)
- * NOTE: Single storey structures smaller than 10m² (107 square feet) that do not require a foundation DO NOT require a permit (must meet relevant setback requirements) *

APPLICATION REQUIREMENTS

- ☐ Permit Application Form
 - ☐ Project address & legal description
 - ☐ Applicant and Owner name, mailing address, phone number and email
 - ☐ Construction Value
 - ☐ All applicable fields completed
 - ☐ Ensure application is not cut off
 - ☐ Signed and Dated
- ☐ Permit Authorization - To be completed only if applicant is not the registered homeowner
 - ☐ Owner and Applicant name, address, phone number and email
 - ☐ All applicable fields completed
 - ☐ Signed and Dated
- ☐ Declaration of Abandoned Wells (Only required for new buildings larger than 47m² (505 square feet) or additions to existing buildings resulting in the building being larger than 47m² (505 square feet)).
 - ☐ Applicant name
 - ☐ Project address & legal description
 - ☐ Signed and dated

DEVELOPMENT PERMIT REQUIREMENTS

- ☐ Site Plan - must include:
 - ☐ Address of Property
 - ☐ Lot and house dimensions (information can be obtained from your most recent Real Property Report)
 - ☐ Location and dimensions of the structure
 - ☐ Distance the structure will be from rear and side property lines
- ☐ Height of structure from ground level to roof peak, provided on elevation drawings or construction details sheet

BUILDING PERMIT REQUIREMENTS

- ☐ Construction Details Information Sheet (Attached) OR separate submitted drawings
- ☐ Foundation Plan
 - ☐ Foundations smaller than 55m² (590 square feet) may be supported on a pressure treated mud sill or minimum 4 inch concrete slab (32 MPa)
 - ☐ Foundations larger than 55m² (590 square feet) require engineered drawings
- ☐ Floor Plan
 - ☐ Outside dimensions of building
 - ☐ Door locations, sizes and swing direction
 - ☐ Window locations and sizes
 - ☐ Any interior walls or partitions, with description or rooms
- ☐ Elevations
 - ☐ Roof slope/pitch
 - ☐ Wall height (from top of floor slab to top of wall plates)
 - ☐ Height of structure (from ground level to roof peak)
 - ☐ Door and window locations and sizes
- ☐ Roof Design (roof trusses require Engineer's design)
- ☐ PERMIT FEES are calculated via the current Fee Schedule from our website at www.beaumont.ab.ca
Staff will phone to arrange payment ONLY after verifying the application is complete.



Residential Permit Application

Combined Development & Building Permit

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:
Electrical, Plumbing and Gas Permits each have their own application forms to be submitted to: questions@inspectionsgroup.ca

Property Information

Street Address: _____

Plan: _____ Block: _____ Lot: _____

Applicant and Property Owner Information

Applicant/Contractor Name: _____

Mailing Address: _____

City: _____ 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: _____

City: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email (required): _____

Proposed Development

Construction Value: _____ \$
(Approximate cost of material & labour)

I am applying for a: ☐ Development Permit AND/OR ☐ Building Permit

Check one of the following:
Additional Dwelling Unit - Sq Ft: _____ - Number of proposed bedrooms in Dwelling: _____
Accessory Building (other than Garage) - Sq Ft: _____
Detached Garage - Sq Ft: _____
Basement Development* - Sq Ft: _____
Covered Deck - Sq Ft: _____
Uncovered Deck - Sq Ft: _____
Hot Tub - Sq Ft: _____
Corner Lot Fence**
Other: _____
Home Based Business*** - Major Minor - Business Name: _____

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

*No Development Permit Required **No Building Permit Required ***Business License Required, Building Permit may be required

OFFICE USE ONLY

Permit Number: _____

Land Use District: _____

Tax Roll: _____

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

Fees	Receipt #:
Development Permit: _____	
Building Permit: _____	
Safety Code Levy: _____	
Variance: _____	
Notification Fee: _____	
GST: _____	
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 give consent to allow 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.

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.

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 via email to the address provided on this application.

8. 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 ☐

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Development Permit

Date Deemed Complete: _____

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

Building Permit

See Attached Report

Safety Codes Officer: _____ Designation No. _____ Date: _____

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, contact the Access and Privacy Officer at 780.929.8782.
Updated: 2026-09-14

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: _____

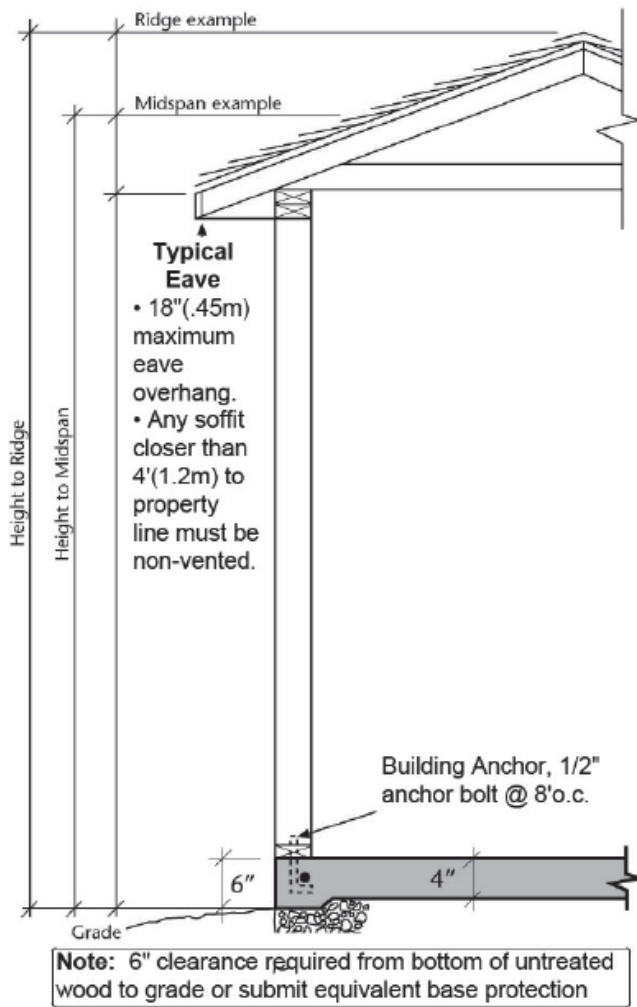
Date: _____

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 ☐

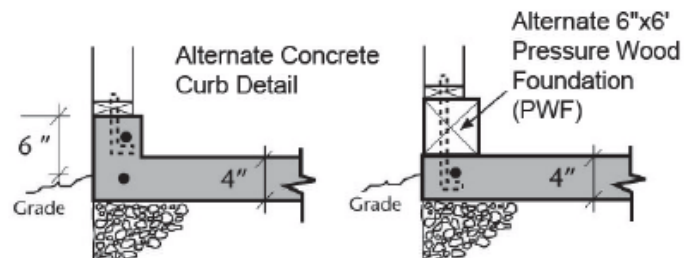
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CONSTRUCTION DETAILS INFORMATION SHEET



PLEASE COMPLETE BUILDING DETAILS

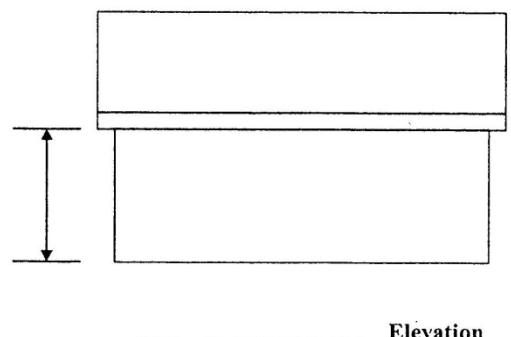
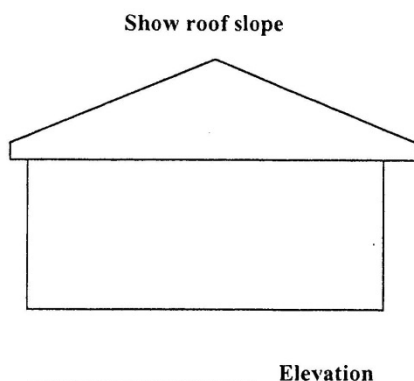
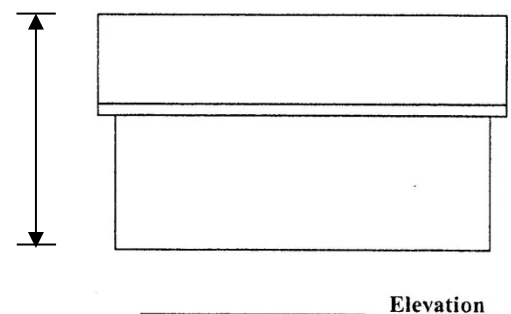
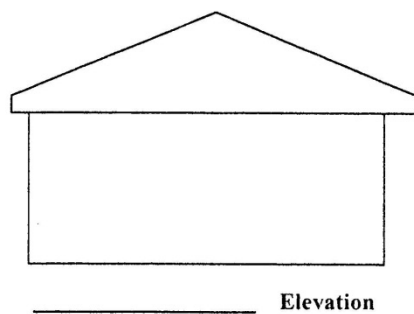
Wall Framing	Roof Framing
☐ 2 x 4 @ 16" o.c.	☐ Pre-manufactured Engineered Truss
☐ 2 x 4 @ 24" o.c.	☐ Any other roof required construction drawings (e.g. stick frame, I-joist, structural insulated panel (S.I.P.))
☐ 2 x 6 @ 16" o.c.	
☐ 2 x 6 @ 24" o.c.	
☐ Insulated Walls and Ceiling	
☐ Interior Finish (Drywall etc.)	
☐ Other (e.g. Concrete Block, Structural Insulated Panel (S.I.P.))	
Wall Sheathing	Roof Sheathing
☐ 3/8" OSB/Plywood	☐ 3/8" OSB/Plywood
☐ 1/2" OSB/Plywood	☐ 7/16" OSB/Plywood
☐ Other:	☐ Other:
Exterior Wall Finish	Roof material
☐ Vinyl Siding	☐ Asphalt Shingles
☐ Cement Based Stucco	☐ Cedar, Pine Shakes & Shingles
☐ Metal Siding	☐ Metal Roofing

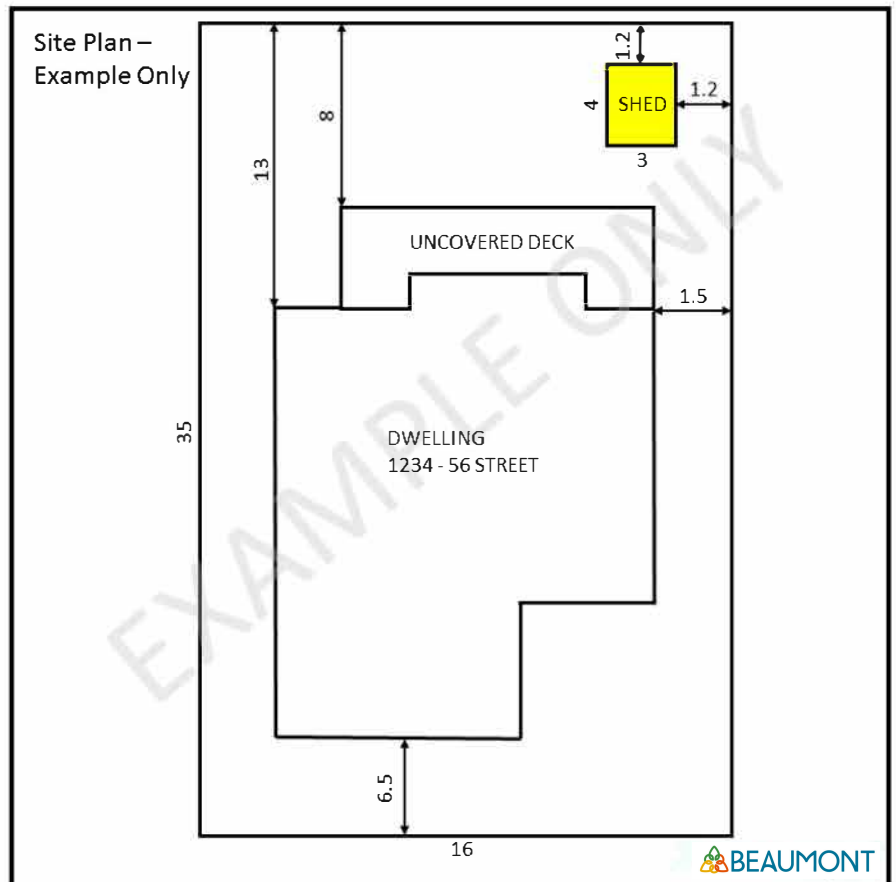
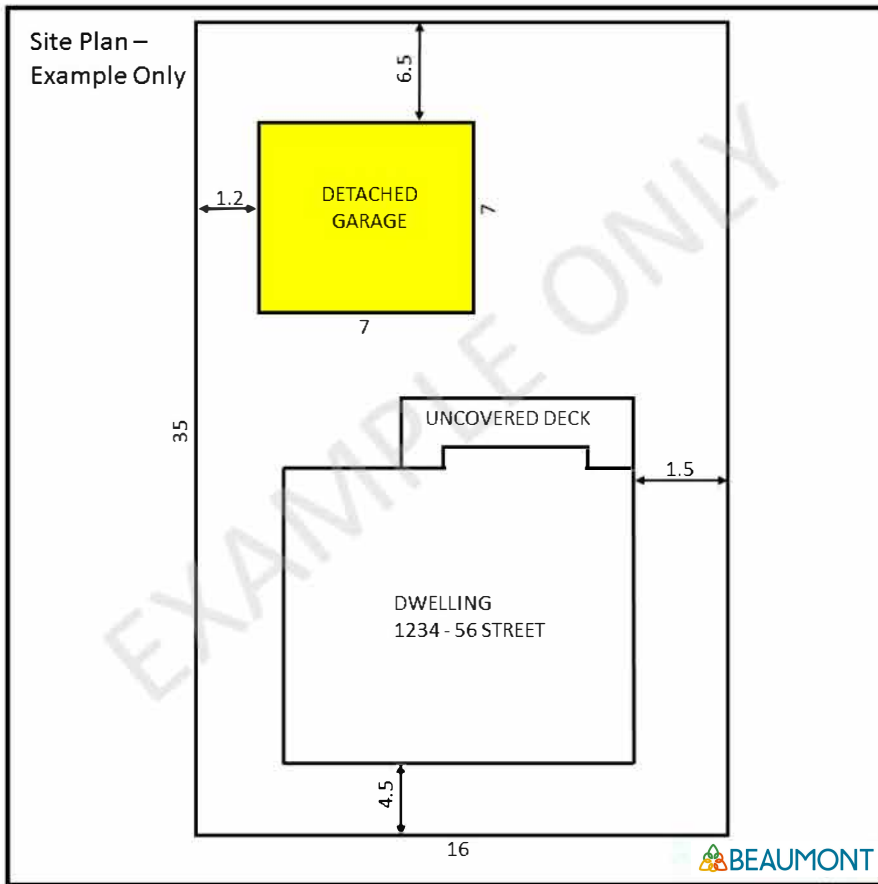


STANDARD ELEVATIONS

You may complete your elevations here if your structure resembles these drawings.

If it does not resemble these drawings, please submit separate detailed drawings.





DECLARATION - ABSENCE OF ABANDONED WELLS ON PARCEL

I, _____, have reviewed information from the Energy Resource and Conservation Board ("ERCB") and can advise that the information shows the absence of any abandoned wells on the parcel that is the subject of the attached application for Subdivision Application.

Subdivision Name: _____

Lot: _____ Block: _____ Plan: _____

Municipal Address: _____

Certificate of Title: _____

Signature

Printed Name

Date

DECLARATION - ABSENCE OF ABANDONED WELLS ON PARCEL

Why do I need to disclose information about abandoned wells on my parcel?

New Requirements

Effective November 1, 2012, the Subdivision and Development Regulation (Alberta Regulation 160/2012) has changed. The changes relate to the Subdivision and Development requirements around abandoned well sites. The new provisions require some changes to our business practices.

In addition to our current application submission requirements, all new Development Permit and Subdivision Applications must include the following:

Development Permit Application

An application for a development permit for **a new building that will be larger than 47 square meters, or an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters**, must include:

- Information provided by the Energy Resources Conservation Board (ERCB) identifying the location or confirming the absence of any abandoned wells within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.
- This information can be obtained by either contacting the Energy Resources Customer Care Centre at 1-855-297-8311 (toll free) or using the GeoDiscover Alberta Map at:
https://maps.srd.alberta.ca/GDA_View/Viewer/Viewer.aspx?Viewer=GDA to confirm whether an abandoned well is located on your property.

If you **do not have an abandoned well site on your property**, you will be required to fill out the "Declaration - Absence of Abandoned Wells on Parcel" form and include it with your development application.

If you **do have an abandoned well on your property**, you will be required to meet the requirements as set out in ERCB's Directive 079.

The information is not required if it was submitted to the same development authority within the last year.

The following links provide further information on the added provision.

Information Bulletin, Alberta Municipal Affairs:

http://www.municipalaffairs.alberta.ca/documents/msb/information_Bulletin_05_12.pdf

ERCB Directive:

<http://www.ercb.ca/directives/Directive079.pdf>



Building an Accessory Building? (eg. Detached Garage, Shed, Playhouse)



The City of Beaumont Land Use Bylaw establishes the requirements for accessory buildings on a residential property within the City of Beaumont.

DO I REQUIRE A PERMIT?

- Accessory buildings over 10 square metres (107.64 sq. ft) require a development and building permit. (Measurements are from the outside of the walls)
- A development permit is a document permitting a specific type of development on a specific parcel of land in the City of Beaumont 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 ensures the building is safely constructed with respect to life safety, structural integrity, property protection, use and occupancy.

LOCATING THE ACCESSORY BUILDING ON THE PROPERTY

The accessory building shall:

- be a minimum of 1.2m (4 ft.) from the side property boundary.
- be a minimum of 1.2m (4 ft.) from the rear property boundary.
- not be placed within Utility Rights of Way or drainage swales.
- not be attached to the principal dwelling.



BUILDING REQUIREMENTS

- The total construction time to start and complete the building shall not exceed one (1) year from the date at which the building permit was issued.
- The maximum height of the accessory building shall not exceed two (2) storeys (max 4.5m per storey) but in any event, no taller than the principal building

WHAT DO I NEED TO BRING WITH ME WHEN I APPLY FOR A PERMIT?

- A site plan is required to show where the accessory building is to be located on the lot. On the site plan you must also include the setbacks to other structures and to the property boundaries.
- A list of materials being used and a drawing or blueprint of the proposed structure.

INSPECTIONS:

Please contact the Building and Inspections Department (780-929-1363) at least 72 hours in advance to schedule your inspection. Before calling for an inspection, ensure that the work is ready to be inspected. If the Building Inspector identifies any problems, it is your responsibility to have them corrected and to schedule a re-inspection. An additional fee may be assessed when a re-inspection is needed.

APPLICATION FORMS AND FEES:

Application forms and fee schedules are available on our website:

If you require assistance in applying for any permit or have further questions, please email development@beaumont.ab.ca or call 780-929-8782.

This pamphlet is published as a public information services. It has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect.