

## ABOUT THIS GUIDE:

This Guide has been prepared for residents within the County of Vermilion River who are interested in new development, change of use or intensity of buildings and land, home occupation permits, signs, etc. This Guide will provide information to answer some common questions.

1. When do I need a Development Permit?
2. How do I apply for a Development Permit?
3. Do I have to pay a fee for a Development Permit?
4. What is the difference between Permitted and Discretionary?
5. How long does approval take?
6. How long is my permit valid for? Can I get an extension?
7. Can I appeal a decision made regarding my proposed development?
8. What are Safety Codes Permits and how do I obtain them?
9. What is a Certificate of Completion and why do I need it?

## MAKING AN APPLICATION FOR DEVELOPMENT:

Applications for development can be submitted to the Planning & Community Services Department by emailing [planning@county24.com](mailto:planning@county24.com) or by dropping them off at the County Administration Office.

County of Vermilion River Administration Office  
4912-50 Ave  
Kitscoty, AB

Further information can be obtained by contacting Planning & Community Services:

Phone: (780) 846-2244

Email: [planning@county24.com](mailto:planning@county24.com)

Online: <https://www.vermilion-river.com/departments/planning-and-community-services/development-permits>

## PLANNING & COMMUNITY SERVICES CONTACTS:

Roger Garnett, *Director*  
[rgarnett@county24.com](mailto:rgarnett@county24.com)

Michelle Harvey, *Development Officer*  
[mharvey@county24.com](mailto:mharvey@county24.com)

# DEVELOPMENT PERMIT APPLICATION GUIDE

Current As Of: April 2024

## When do I need a Development Permit?

An approved Development Permit is required for any development within the County of Vermilion River **prior** to the commencement of any construction, alterations, changes of use of structures, etc.

Projects that require a Development Permit include:

- New Buildings (i.e., Dwelling, garage, commercial/industrial)
- Agricultural Buildings (contact Planning & Community Services to determine if a permit is required)
- Additions to Buildings (including Decks over 1m (3.3 ft) in height above grade)
- Replacement or repair of existing Buildings
- Changes in the Use or intensity of Use of land or a Building
- Home Occupations

## How do I apply for a Development Permit?

A pre-application meeting is strongly encouraged with the County's Development Officer to review the proposed development. Each development is unique, and this meeting provides an opportunity for the developer and the Development Officer to discuss and address any potential development concerns prior to the submission of the application. The pre-application meeting will also address any questions or concerns regarding the application requirements. To set up a pre-application meeting you may call the Planning & Community Services Department at 780-846-2244 or email [planning@county24.com](mailto:planning@county24.com).

Development Permit Application forms are available on the County of Vermilion River website: <https://www.vermilion-river.com/departments/planning-and-community-services/development-permits>

Fill out the **Development Permit Application**. *Print or Save the form before moving on to the supplemental form required for your specific type of development.*

Depending on the type of development you are proposing, a supplemental form is required in addition to the Development Permit Application. *Print or Save the form*

**Form A** – New Dwelling, Secondary Suite, Garage, Farm Building, Addition, Deck, Signs, etc.

**Form B** – Manufactured/Modular/RTM

**Form C** – Certificate of Completion (**required**)

**Form D** – Home Occupation (Minor or Major)

**Form E** – Variance

**Form F** – Rural Address

**Form G** – Approach

**Form H** – Demolition

**Form I** – Permit Revision

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Email completed application forms & all required documentation (i.e., building plans, site plan, etc.) to [planning@county24.com](mailto:planning@county24.com). Applications missing documents and/or information and payment of fee(s) are deemed to be incomplete and may result in processing delays.

As per the *Municipal Government Act (MGA)*, the Development Officer has up to 40 days to make a decision based on your complete application. Actual processing times may vary based on the complexity of your application, the volume of applications in the queue and unforeseen circumstances that may arise during the review process.

## Do I have to pay a fee for a Development Permit?

Yes. The fees for Development Permits vary and are based on the nature of your proposed development.

<b>Permitted Use:</b>	\$150
<b>Discretionary Use:</b>	\$350
<b>Decks/Demolition:</b>	\$50
<b>Agricultural Building:</b>	\$50
<b>Time Extension:</b>	\$100 (max. 2 per permit)
<b>Certificate of Title:</b>	\$10 + GST
<b>Approach Application &amp; Inspection:</b>	\$300 + GST
<b>Rural Address Sign:</b>	\$280 + GST
<b>Certificate of Completion – Residential:</b>	\$50
<b>Certificate of Completion – Non-Residential:</b>	\$75

The full schedule of fees can be found on the County of Vermilion River website:

<https://www.vermilion-river.com/public/download/files/233175>

The County accepts debit, cheque, cash, OR you can pay by credit card via our website (3<sup>rd</sup> party charges apply): <https://payment.optionpay.ca/county-of-vermilion-river/index.php>

## What is the difference between Permitted Use and Discretionary Use?

**Permitted Use:** a development that is allowed under a Land Use District (or Zone). Permitted Use(s) vary between each Land Use District.

**Discretionary Use:** a development that may be allowed by the Development Authority. Discretionary Use(s) vary between each Land Use District. Discretionary Use permits will be referred to Council and/or adjacent landowners/municipalities for consideration.

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## How long does approval take?

As per the *Municipal Government Act* (MGA), the Development Officer has up to 40 days to make a decision based on your **complete** application. Actual processing times may vary based on the complexity of your application, the volume of applications in the queue and unforeseen circumstances that may arise during the review process.

## How long is my permit valid for? Can I get an extension?

Development authorized by an approved Development Permit must be commenced within twelve (12) months from the date of issuance and carried out with reasonable diligence within two (2) years of the date of issuance. When a Development Permit expires prior to the completion of the development and extension has not been granted, an application for a new Development Permit is required. *The Development Authority shall not be obligated to approve a Development Permit based on a previous approval.*

A maximum of two (2) extensions may be granted, for a period of no more than twelve (12) months each.

## Can I appeal a decision made regarding my proposed development?

Appeals can be made within twenty-one (21) days after receipt of written notice to the Subdivision and Development Appeal Board.

## What are Safety Codes? Why do I need a Safety Codes Permit? And how do I obtain the appropriate Safety Codes Permits?

Any new construction, additions or renovations, changes in the Use or intensity of a Building, demolitions, etc. may require one or all of the following permits *in addition to a Development Permit*:

1. Building
2. Electrical
3. Gas
4. Plumbing
5. Septic

Safety Codes permits ensure that your project confirms to the safety standards that have been adopted under the *Safety Codes Act*.

It is the responsibility of the permit holder to apply for and ensure that all work on a development has obtained the applicable Safety Codes permits.

The County of Vermilion River is accredited to administer the *Safety Codes Act* and has contracted Superior Safety Codes Inc. and The Inspections Group Inc. as its agents.



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**Superior Safety Codes Inc.**

<https://www.superiorsafetycodes.com/>

780-870-9020

**The Inspections Group Inc.**

<https://www.inspectionsgroup.com/>

1-866-554-5048

## **What is a Certificate of Completion and why do I need it?**

This is the final permit required from the County before any Development may be utilized; as a means of assuring that all work has been completed in accordance with the approved plans, and all permit conditions have been fulfilled and that all work has been inspected and conforms to the requirements of all applicable regulations, and indicates that it is in a condition suitable for use or occupancy.