



Application Requirements – ACCESSORY STRUCTURE

For building an *Accessory Structure* on your property [*ie. a garage, shed, addition, deck...etc.*] you will need to acquire both a **DEVELOPMENT PERMIT** and a **BUILDING PERMIT**.

All other accessory Both these permits are applied for, processed and administered through the Town of Raymond - Development Office. You will need to fill out both of the attached *DEVELOPMENT* and *BUILDING* permit application forms.

Accompanying these two forms you will need the following:

- a) A *SITE PLAN* demonstrating where on the lot you are proposing to build your accessory building. A site plan is an overhead view of your lot, with the existing property lines, existing structures, and your new proposed structure illustrated in relation to everything else, with approx. distance measurements of the new structure and distance measurements to property lines.
- b) Some basic *BUILDING PLANS*, which contain some basic construction details and drawings, including a cross-section of the proposed structure "*See Standard Detached Garage Cross Section Detail Sheet attached to this package*"

NOTE: Both of these plans may be hand drawn

All of the above can be submitted to the Town of Raymond along with payment of both permits, which will be processed at the time of your complete application is submitted.

Any further questions, please don't hesitate to contact me.

Kind Regards,

A handwritten signature in blue ink, appearing to read 'Mark Boltezar', with a stylized flourish at the end.

Mark Boltezar
Development Officer
markboltezar@raymond.ca





DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Estimated Start Date: _____

Estimated Value of Construction: _____

Development Permit Application DA	
Date Application Deemed Complete	
Development Application Fee:	

IMPORTANT NOTICE: This application **does not** permit you to commence construction until such time as a permit has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____ Existing Use: _____

Describe Proposed Development:

APPLICANT INFORMATION

Applicant's Name: _____

Phone: _____

Mailing Address: _____

City/Town _____

Postal Code _____

Email: _____

☐ Check this box if you would like to receive documents through email.

Is the applicant the owner of the property? ☐ Yes

☐ No

If "NO" please complete the information below



Owner's Name: _____

Mailing Address: _____

Owner Signature: _____

Applicant's Interest in the property:

- ☐ Agent
☐ Contractor
☐ Tenant
☐ Other _____



DEVELOPMENT INFORMATION

The purpose of this application is to: (check all that apply)

- ☐ Construct a new
- ☐ Single Detached Dwelling
- ☐ 2-Unit Dwelling
- ☐ Multi-Unit – Please specify the number of dwelling units - ____
- ☐ Accessory Structure
- ☐ Other _____
- ☐ Alter/Renovate the existing building
- The renovation is a:
- ☐ Interior Renovation
- ☐ Addition
- ☐ Other: _____
- ☐ Basement Development
- ☐ Deck
- ☐ Demolish existing building
- ☐ Other _____

BUILDING REQUIREMENTS

	Principal Building	Accessory Building / Addition / Deck	Renovation / Basement Development	Office Use
Square Footage	ft ²	ft ²	ft ²	
Height	ft	ft		
Proposed Setbacks from Property Lines				
Front	ft	ft		
Secondary Front	ft	ft		
Rear	ft	ft		
Side	ft	ft		
Side	ft	ft		
Parcel Type: <input type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot				

Total Square Feet of Principal Structure: _____ Total Square Feet of Accessory Structures: _____
(all accessory structures combined)

Combined total % of lot occupied by buildings (Principal & Accessory Structures): _____

*I hereby understand that development of a principal building or dwelling I must apply for and receive a Construction Compliance Certificate **PRIOR** to occupancy (including moving in belongings). Failure to do so will result in a \$500.00 late application fee and possible order to vacate the home. _____ (please initial)*

I hereby certify that the information contained in this application, including any further information contained in attached materials, is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I further certify that the owner of the land described above is aware of this application and that I will not commence this development until a valid development permit is issued.

Signature of Applicant: _____ Date: _____





210 N 200 W | Box 629, Raymond T0K 2S0
Phone: 403-752-3322 | Fax: 403-752-4379 | www.raymond.ca



File Number: _____
Date Received: _____
Tax Roll No.: _____

BUILDING PERMIT APPLICATION FORM

Development Permit No.: _____ Estimated Project Completion Date (mm/dd/yyyy): _____
New Home Warranty No. (if applicable): _____ Value of Installation (labour and material): \$ _____
Permit Applicant: ☐ Owner ☐ Contractor ☐ Work has not started ☐ Work is in progress ☐ Work is complete

Owner / Applicant: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Email: _____ Fax: _____

Contractor: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Contractor Name: _____ Cell: _____ Email: _____ Fax: _____

Project Location: Municipality: Town of Raymond Subdivision Name: _____
Street/Rural Address: _____ Postal Code: _____
Lot: _____ Block: _____ Plan: _____ Legal Subdivision: _____ Section: _____ Township: _____ Range: _____ West of: _____

Directions: _____

Please Provide a Detailed Description of Work:

TYPE OF OCCUPANCY	TYPE OF WORK	BUILDING AREA
<input type="checkbox"/> Single Residential <input type="checkbox"/> Multi-family <input type="checkbox"/> Farm/Ranch <input type="checkbox"/> Commercial <input type="checkbox"/> Manufactured/Mobile Home <input type="checkbox"/> Other: _____	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Relocation/Ready to Move <input type="checkbox"/> Change of Occupancy/Use <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Other: _____ <input type="checkbox"/> Garage <input type="checkbox"/> Detached <input type="checkbox"/> Attached <input type="checkbox"/> Foundation Type: _____ <input type="checkbox"/> Manufactured/Mobile Home CSA No.: _____ AMA No.: _____	<div style="text-align: right;"><input type="checkbox"/> ft² <input type="checkbox"/> m²</div> Main Area: _____ 2 nd Floor Area: _____ Basement Area: _____ Developed: <input type="checkbox"/> Yes <input type="checkbox"/> No Garage: _____ Deck: _____ Total Developed Area: _____

FOI/PP Notification: The personal information required by the Town of Raymond application forms is collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act and section 63 of the Safety Codes Act. It will be used for processing permit applications, issuing permits, safety codes compliance monitoring and verification. The name of the permit holder and nature of the permit may be included on reports provided to the municipality or made available to the public as required or allowed by legislation. Please direct any questions about this collection to the Town of Raymond at 403-752-3322 or 210 N 200 W | Box 629, Raymond T0K 2S0.

Permit Applicant's Name (print) _____ Permit Applicant's Signature _____ Homeowner's Signature (homeowner permit only) **Homeowner Declaration:** By signing this I hereby certify that I own/will own and occupy this dwelling.

Office Use Only		
Permit Fee: \$ _____	SCC Levy: _____	Issuing Officer's Name: _____
Total Cost: \$ _____	(\$4.50 or 4% of the permit fee maximum \$560.00)	Issuing Officer's Signature: _____
Receipt No.: _____		Designation No.: _____
<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque	Invoiced _____	Permit Issue Date (mm/dd/yyyy): _____

Contact Park Enterprises Ltd. for inspections & inquiries.
Phone: 1-800-621-5440 Fax: 1-866-406-8484

Accessory Buildings



Detached Garages & Sheds Construction Detail Sheet

1. Please complete items (MARKED IN RED BELOW) :

- A. Roof Pitch
- B. Maximum Building Height
- C. Eave Projection
- D. Overhead Garage Door Size
- E. Garage Length
- F. Garage Width
- G. Wall Height

PLEASE NOTE:

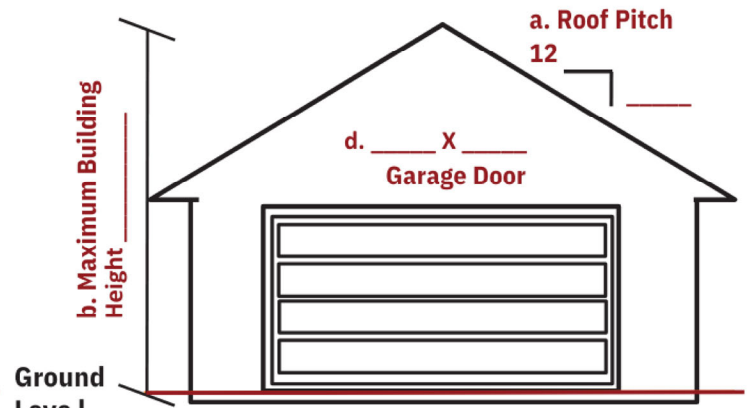
- Oversized garages larger than 592 sq ft will require review and approval by Safety Codes Officer.
- Walls to be secured to the slab with anchor bolts at 8 feet on center maximum.
- Cannot build over an underground line or within a registered easement.
- A separate permit is required for each of the following items, if applicable: Gas Permit, Plumbing Permit, and Electrical Permit
- All garages must have a man door.

2. Please indicate on all elevations the location of:

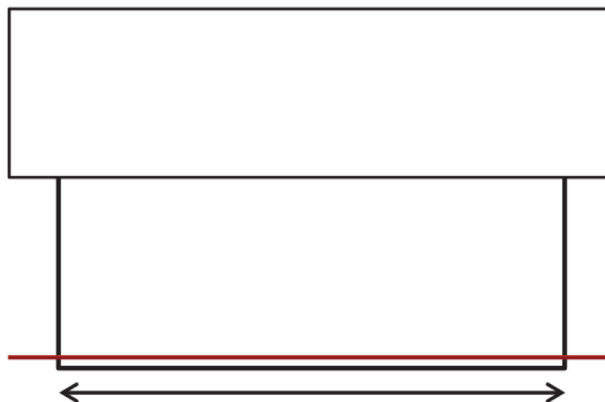
- A. Windows
- B. Doors



Right Elevation

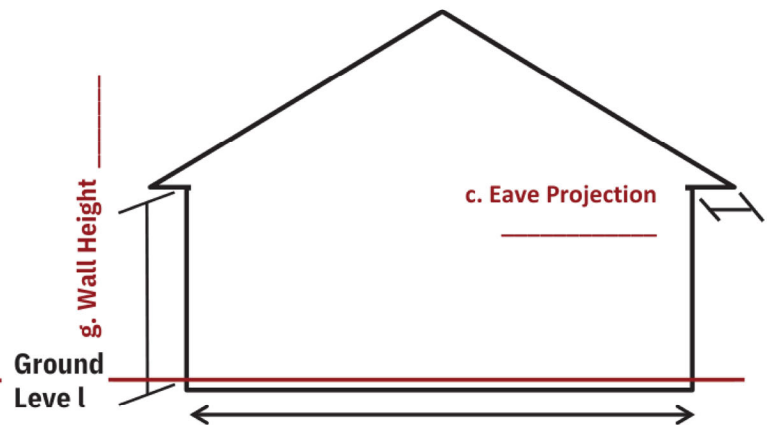


Front Elevation



e. Garage Length _____

Left Elevation



f. Garage Width _____

Rear Elevation

Accessory Buildings

Detached Garages & Sheds



Development Office

210N 200W

P.O. Box 629

Raymond, Alberta T0K 2S0

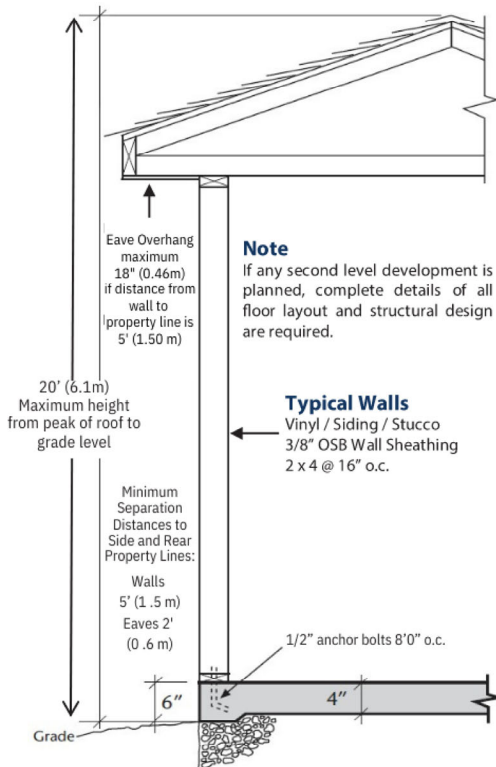
403-752-3322

Typical Roof

Asphalt Shingles

3/8" OSB Roof Sheathing

Pre-Manufactured Engineered Roof Trusses @ 24" o.c.



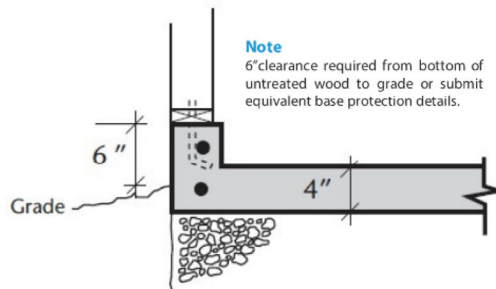
Note

If any second level development is planned, complete details of all floor layout and structural design are required.

Typical Walls

Vinyl / Siding / Stucco
3/8" OSB Wall Sheathing
2 x 4 @ 16" o.c.

Alternate Concrete Curb Detail



Note

6" clearance required from bottom of untreated wood to grade or submit equivalent base protection details.

Standard Detached Garage Details – Notes

- Windows cannot be placed in a wall that is less than 4'0" to the property line.
- If the roof framing members transfer roof loading to the overhead garage door beam, specify the size of the beam.
- Door opening width up to 9'5" – requires a minimum 2 ply – 2" x 10".

- Door opening up to 16'6" requires a minimum 4 ply – 2" x 12" on engineered beams to be substituted if supplier letter and details are submitted.
- Garages up to 592 sq ft can have a minimum 4" concrete slab or the walls can be supported on a treated mud sill.
- Oversized garages will require engineer design or 4'0" foundation wall on strip footing.
- The property owner is responsible for contacting Alberta One Call and having all utility locations marked prior to construction. Permission to build over any utility must be approved by that utility provider.

Work Details

Please complete the following, indicating the extent of the work to be completed.

Roof

Roofing Materials

- ☐ Asphalt Shingles
- ☐ Cedar, Pine Shakes Shingles
- ☐ Metal Roofing
- ☐ Other _____

Roof Sheathing

- ☐ 3/8" OSB
- ☐ 3/8" plywood
- ☐ 1/2" plywood
- ☐ 1/2" OSB
- ☐ Other _____

Walls

Exterior Finish

- ☐ Vinyl Siding
- ☐ Stucco
- ☐ Fiber Cement Siding
- ☐ Metal Siding
- ☐ Other _____

Wall Sheathing

- ☐ 3/8" OSB
- ☐ 3/8" plywood
- ☐ 1/2" plywood
- ☐ 1/2" OSB
- ☐ Other _____

Roof Framing

- ☐ Pre-Manufactured Engineered Trusses
- ☐ Stick Built Roof Framing
- ☐ 2 x 4 @ 16" or 24" o.c.
- ☐ 2 x 6 @ 16" or 24" o.c.
- ☐ Other _____

Garage Door Beam

- ☐ Built up Beam
- ☐ Engineered Beam
- ☐ Length _____
- ☐ Depth _____
- ☐ Number of Plys _____

Wall Framing

- ☐ 2 x 4 @ 16" o.c.
- ☐ 2 x 4 @ 24" o.c.
- ☐ 2 x 6 @ 16" or 24" o.c.
- ☐ Insulated Walls + Ceiling
- ☐ Interior Finish (drywall, etc.)

Direction of Trusses

- ☐ Parallel to overhead door
- ☐ Perpendicular to overhead door

Date _____

Dev. Permit No. _____

Applicant Name (Please Print) _____

Signature _____