

GENERAL BUILDING RESTRICTIONS

- ❖ Heating, ventilation and air conditioning will be required at the time of application and to the satisfaction of Alberta Permit Pro.
- ❖ Fire extinguishers are mandatory for commercial businesses. The number, type and location shall be determined upon review of application.
- ❖ All businesses must be barrier-free and have barrier-free bathrooms.
- ❖ The flame spread rating of the interior wall and ceiling finishes including glazing and skylight shall not exceed 150.
- ❖ Structural plans with the seal of a registered professional engineer and/or architect may be required for raised floor areas, mezzanines, etc.

APPLYING FOR A DEVELOPMENT PERMIT

- ❖ Consult the Planning Department regarding window lighting for the commercial unit, if required.
- ❖ It is the responsibility of the applicant to apply for a separate development permit for signage, where applicable.

NOTE: If development authorized by the Development Permit is not commenced within 12 months from the date of issue, and completed within 24 months of issuance, the Permit is deemed void unless an extension has been granted.

OTHER PERMITS

It is the property owner's responsibility to ensure all required permits (i.e. electrical, gas, plumbing, etc.) are obtained prior to commencement of the work.

APPLICATION FEES

Up to date development and building permit application fees can be found:

Online: www.chestermere.ca

By phone: 403-207-7075

In person: Mon - Fri 9AM - 4PM

WARNING! It is the responsibility of the applicant to ensure that the work being carried out does not contravene the requirements of restrictive covenants, caveats, or any other restrictions that are registered against the property.

The Town of Chestermere

Planning and Development Department
105 Marina Road
Chestermere, AB, T1X 1V7
Telephone: 403-207-7075
Facsimile: 403-207-2817

June 2005

Reference: City of Edmonton

NOTE: Submitting insufficient or incomplete information results in more visits to the Town offices and delays the review of your permit

NEW COMMERCIAL RETAIL UNITS OR CHANGE OF BUILDING USE

DEVELOPMENT AND BUILDING PERMIT REQUIREMENTS



Town of Chestermere

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

NEW COMMERCIAL RETAIL UNITS OR CHANGE OF BUILDING USE

As a Commercial Retail Unit (CRU) is generally part of an existing building for which building and development permits have already been approved, the permit application requirements for a change of use are usually less involved.

When a new business moves into a vacant retail space or CRU, the Town must review the application for conformity with *Land Use Bylaw 99-600*, as amended.

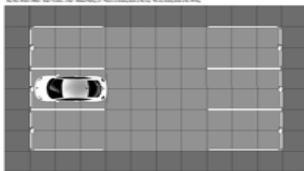
Development permits for permitted uses are typically granted within a few days of receiving a complete application.

However, if the proposed use is found to be discretionary, the application is analyzed by the Town for its impact on the surrounding area. Further, under *Land Use Bylaw 99-600*, as amended, the Town is required to advertise the proposed use in the local newspaper for one (1) week to inform surrounding property owners.

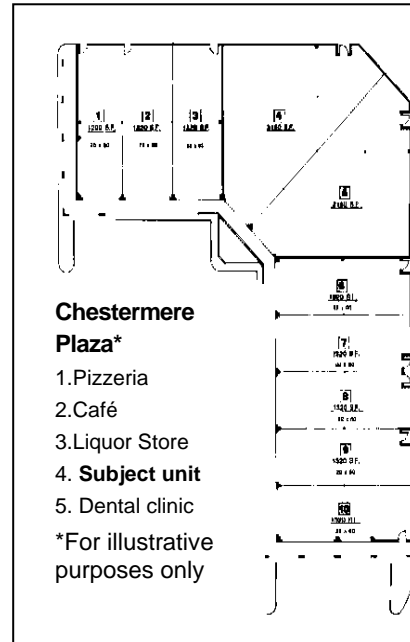
DEVELOPMENT PERMIT

The Town of Chestermere requires **three (3) complete sets of plans** to be included in your development permit application, indicating the following information:

- Loading and parking provisions
- Access to and from the site



- A site plan, indicating where the subject unit is in relation to the entire commercial complex and the occupancy to either side of the unit, and above and below the unit, where applicable



- Outdoor seating details, where applicable (e.g. number of tables and chairs, distance from curb)



- Garbage and storage areas





- Signage and lighting details

NOTE: Special occupancy types, such as a restaurant, may need to meet additional requirements, for example, Alberta Gaming and Liquor Commission, Calgary Health Region, M.D. of Rocky View Fire Dept., etc.

BUILDING PERMIT

The Town of Chestermere requires **three (3) complete sets of Construction Plans**, indicating:

- ❖ Exits (the doors must open in the direction of exit) 
- ❖ Adjacent tenants and previous tenants of the CRU
- ❖ Type of construction (concrete/steel/wood, etc.)
- ❖ Number of storeys
- ❖ Overall building area w/ dimensions
- ❖ Building fire safety systems, (if applicable). For example: Sprinkler, Fire alarm, Stand pipe/hose, etc.
- ❖ Emergency lighting locations
- ❖ Location and type of fire extinguishers 
- ❖ Dimensions and use of new rooms created (e.g. bathroom, office, storage)
- ❖ Heating, ventilation and air conditioning details
- ❖ Size and location of all doors and windows
- ❖ Walls that are to be constructed, walls to be removed and existing walls to remain
- ❖ Stairwells