



# Non-Residential Accessory Structures

Permit Guide



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## Disclaimer

The information presented in this package is subject to change. The information provides a general overview and may not address every development matter. It is intended to be used as a guideline. There are other aspects of the Land Use Bylaw #921/21 that may impact your development.

# DEFINITIONS

## Accessory Structure

An additional structure or building on the same lot as the principal building but not attached to it.

## Land Use Bylaw (LUB) #921/21

A Town bylaw that regulates the use, conservation and development of land, habitat, buildings, and signs in pursuit of the objectives of the Town's statutory plans.

## Max Site Coverage

The maximum area of the lot that is permitted to be covered by structures and hard surfaces per the applicable zoning district.

## Notice of Commencement

Receiving a notice of commencement means you may now start your development.

## Notice of Completeness (NOC)

Receiving a NOC means your permit application is complete and will be processed.

## Notice of Decision (NOD)

Receiving a NOD means your permit has been approved.

## Notice of Deficiencies

Receiving a notice of deficiencies means your permit application was not complete and cannot be processed.

## Permitted Use

Allowed activities defined by the LUB.

## Principal Building

A building which is the primary use of the lot.

## Secondary Front

The street frontage on a corner lot, which is not the yard the entrance to the primary building is on.

## Variance Use

Activities that deviate from allowed activities outlined in the LUB.



# WELCOME

Lets Get Started on Your Permit!

This guide will help you prepare your permit application. Keep in mind, this is a general permit guide – additional information may be required based on your specific needs.

## WHY DO I NEED A DEVELOPMENT PERMIT?

The permit process focuses on making certain that developments align with the rules and regulations set out in the LUB. The permit process is implemented to ensure the **safety and health** of our community, as well as to aid in creating **meaningful and highly valued spaces**.

All land in Bassano is divided into districts (also referred to as zones). Each district has its own set of development rules. The LUB lists these rules, which were established in part to ensure that everyone has an opportunity to seek approval for a development project or to express concerns about a project.

## IMPORTANT FACTS



Permits are valid for 12-months from the date of issue. Please plan your development accordingly to prevent the need to reapply for your permit and to save on additional permit fees.

# STEPS

## STEP 1

Review the Permit Guide.

## STEP 2

Prepare your draft permit application (fill out the application form and explain in writing all the facts about your development). Know your land use district. This package is for the non-residential district only.

## STEP 3

Set up a meeting with the Development Officer to review your draft application. We invite you to contact the Town Office if you have questions while you are working through your draft application (403-641-3788).

## STEP 4

After the Development Officer reviews your draft application, they will provide a checklist if additional information is required. If everything is complete, you will pay the permit fee and the Development Officer will process your application.

## STEP 5

Depending on the type of accessory structure permit you are applying for, you may be a required to obtain discipline (building, plumbing, gas, electrical) permits.

## STEP 6

Once you have your permits, you can begin your development.

# STEP 1

## Review the Guidelines

The Guidelines section provides you with an overview of the LUB sections that apply to non-residential accessory structures. It is important to understand the requirements of an accessory structure when you start to plan your project.



### What is an Accessory Structure?

- A garage, shed, shop, or building that is separate from the primary building. A development permit is required for accessory structures greater than 100 ft<sup>2</sup>.
- A development permit is not required for an accessory structure under 100 ft<sup>2</sup>. You must however, meet the setback and lot coverage requirements below.

### Parking and Barrier-Free Parking Requirements

Parking requirements may be applicable dependent on your specific parking needs (i.e., if you require a loading dock). Designated parking stalls must be entirely on private property. Please contact the Development Officer with all questions regarding parking requirements.



## What is permitted?

- An accessory structure is allowed on a lot with an approved principal building or an approved use
- Accessory structures must be located at least 3.0m (10ft) from the principal building
- Accessory structures must be located at least 1.0m (3.28ft) from any other accessory structure, measured from the outmost extent of the accessory structure
- Accessory structures must be constructed such that eaves must be no closer than 1.5m (5ft) from a side lot line or rear lot line and all drainage is conducted to the appropriate storm drain via the applicant's own property
- Accessory structures must not be in the front yard in relation to the principal building
- Quonset, Quonset style buildings or semicircular metal structures are permitted in non-residential land use districts
- Accessory structures in commercial and industrial land use districts may be constructed with the use of alternate materials and design at the discretion of the Development Authority



02

As you prepare your site plan, it is important to ensure you are following the minimum setback requirements. If your property is a corner lot, follow the secondary front setback requirements—this means you have two front yards. Setbacks can be shown in feet or meters. Refer to the setback table below.

Use Type	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
	m	ft	m	ft	m	ft	m	ft
Land Use District: C1								
Accessory Structure	0	0	0	0	0	0	7.6	25
Land Use District: C2, I								
Accessory Structure	7.6	25	3.8	12.5	3	10	7.6	25

## What Happens if I Cannot Meet the Guidelines and Setbacks?

There are times when you may need to apply for variance because you have a building that is too close to the property line or for a variety of other reasons. If this is the case, you must describe the variance request in the written description section on the permit application form. You must also indicate the variance request on the site plan.

As you prepare your site plan, it is important to ensure you remain within the maximum allowable site coverage and that you do not exceed the maximum allowable height of the structure. Refer to the site coverage and structure height table below:

03

	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
	m	ft	%	m	ft
<b>Land Use Type: C1, C2 &amp; I</b>					
Accessory Structure	N/A		50 <sup>1</sup>	10.7	35

**(1) Breakdown:** A single unit dwelling site coverage of 50% means:

- Total lot coverage of all principal and accessory structures combined cannot exceed 50%

# WRITTEN DESCRIPTION— Standards

In addition to the site plan, you must explain in writing your development plans. More specifically, you need to describe what the structure looks like, the exterior materials (i.e., siding and roof), the propped size of the structure, if you will include parking stalls, and what the structure will be used for.



There is a small section on the permit application labeled Description. If you do not have enough space to explain your development plans, add a separate sheet. Fill in all the blanks on the development permit application form that you know.

## STEP 3

### Draft Application

To set you up for success, after you fill in your draft development permit application for an accessory structure, contact the Town Office to set up a meeting with the Development Officer to review the application.

The Development Officer will complete a preliminary review of your draft application to ensure it meets the minimum bylaw requirements and advise of any required changes. If no changes are needed, you can submit the final submission with the applicable permit fee.

# STEP 4

## Final Submission

### PERMITTED USE

Define the type of accessory structure you are applying for and verify the LUB requirements with the Development Officer (i.e., shed, garage). Once verified, complete a non-residential permit application. Include a site plan of the proposed development and written description. The site plan must be one-dimensional and include:

- A civic address and north arrow.
- All buildings and structures (existing and proposed) on the property. The size of the buildings and structures must be listed (i.e., 40' x 20' shed).
- The distance between all buildings and structures from the front, side, and rear property line.

### PERMITTED USE

### DOCUMENT CHECKLIST

	Fill out a permit application for an accessory structure
	Complete a site plan that addresses the principal building and accessory structures (including the distance from the front, side and rear property lines plus distance between structures).
	Provide details on the site plan regarding the accessory structure in the written description section (i.e. exterior finish, location and height)
	Submit your permit application with the applicable fee to the Town's Development Officer for processing

# VARIANCE USE

A variance application differs from the permitted use applications as the applicant must request a variance. Complete a permit application and include a written description and a detailed site plan of the proposed development clearly outlining the requested variance. The site plan must be one-dimensional and include:

- A civic address and north arrow
- All buildings and structures (existing and proposed) on the property. The size of the buildings must be listed (i.e. 40'x 20' shop)
- The distance between all buildings and structures from the front, side, and rear property lines
- The proposed location of the accessory structure, dimensions, and exterior finish of the accessory structure
- The variance being sought

# VARIANCE USE

## Document Checklist

	Fill out a permit application for an accessory structure
	Complete a site plan that addresses the principal building and accessory structures (including the distance from the front, side and rear property lines plus distance between structures)
	Provide details on the site plan regarding the accessory structure in the written description section (i.e. exterior finish, location and height)
	State the variance being sought
	Submit your permit application with the applicable fee to the Town's Development Officer for processing

# STEP 5—Discipline Permits



## Superior Safety Codes

Once you have received an approved development permit from the Town, you are required to submit the **discipline permit application(s) to Superior Safety Codes that you require:**

- Building Permit Application
- Electrical Permit Application (if applicable)
- Plumbing Permit Application (if applicable)
- Gas Permit Application (if applicable)
- Sewer Permit Application (if applicable)

Superior Safety Codes enforces the Alberta Building Code on behalf of the Town. All discipline permits have associated fees. A copy of the Superior Safety Codes building permit application will be provided to you by the Development Officer in your pre-application meeting. The building permit and fee must be sent by the applicant to Superior Safety Codes.

## Development Permit Fees

	Permitted Use	Discretionary Use or Use Requesting Waivers
<b>Land Use Type: C1, C2, &amp; I</b>		
All Development	\$300.00	\$400.00
<i>Please Note: Additional fees for commencement of a development without a permit are applicable</i>		

# STEP 6

Once your permits are approved you may begin your development.



## KEY FACTS



### You Need to Know!

- Non-residential developments may be affected by other statutory plans as a result of their proposed location to include (but not limited to) Municipal Development Plan, and the Inter-Municipal Development Plan.
- Your development may also be impacted by other legislation governed by provincial or federal regulators such as Alberta Transportation or Alberta Environment and Parks.

- All construction sites must be secured. Excavation must be fenced, and precaution signs posted. Unauthorized personnel are not permitted on construction sites. Contractors are reminded that members of the public do not represent municipal employees and are not permitted to be onsite.
- A civic address is required on the front and rear of all properties in accordance with the Town's Fire Bylaw. A civic address is also required on the side of a corner lot.



# KEEP IT LOCAL

Do you need help financing your development plans? Our Local Banks are here to help!

Our local banking institutions are happy to assist with financing options related to your development plans. Contact the local ATB Financial or Connect First Credit Union to get started on your development plans today!

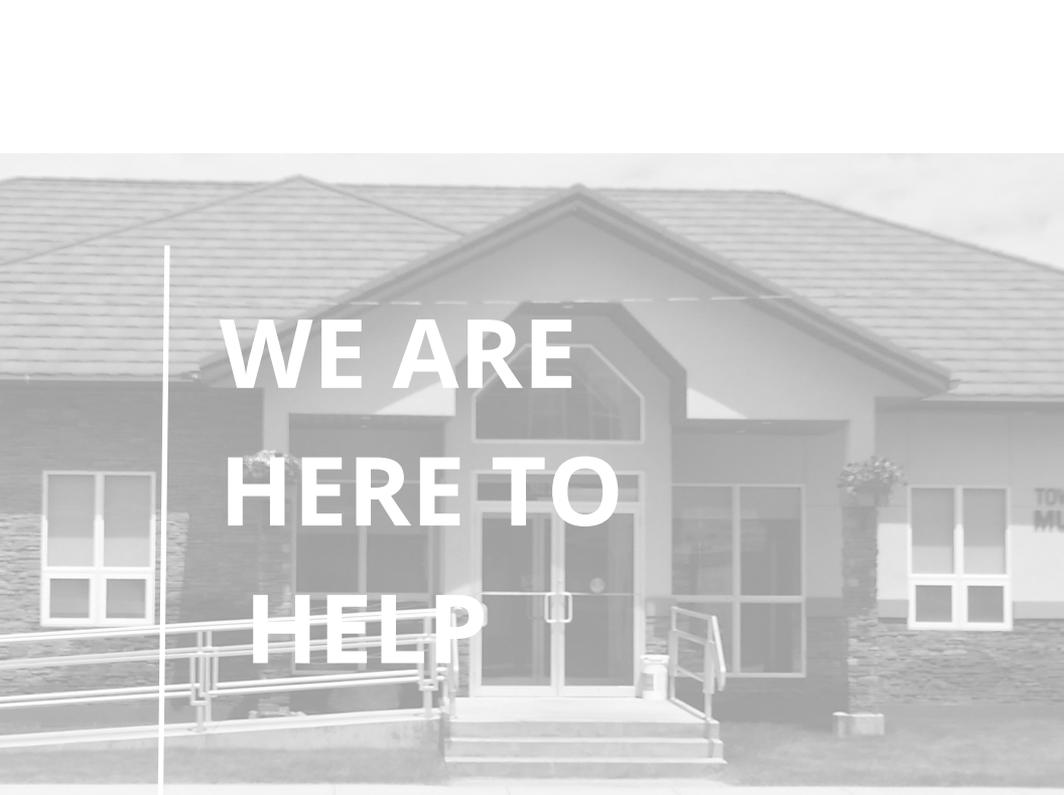
## BUSINESS LICENCES



A business license is required to operate a business in Bassano.

- In-town \$70/annum
- Out-of-town \$120/annum

All contractors and subcontractors are required to obtain a business license from the Town prior to the commencement of any work



**WE ARE  
HERE TO  
HELP**

**Call or visit the Town of Bassano  
Today!**



# TIMELINE

## START

Get your ideas on paper!

1

## Plan

Set a meeting with the Development Officer.

2

## Prepare

Prepare for your meeting with the Development Officer by gathering questions, concerns, and details about your development.

3

## Collaborate

Meet with the Development Officer and discuss your development plans.

4

## Gather

Gather documents requested in the meeting by the Development Officer.

5

## Receive Notice of Completeness (NOC)

The Development Office shall send the NOC within 20 days of receiving the application. If you receive a Notice of Deficiencies your application was not complete and cannot be processed.

6

## Complete & Submit

Complete and submit a permit application along with fees owing.

7

## Variance and Discretionary Use Applications ONLY

Some discretionary use applications are referred to the Municipal Planning Commission (MPC) for consideration. The MPC may approve a development permit with or without conditions, or it may refuse to approve the development permit, stating reasons.

## Receive Notice of Decision

A Notice of Decision indicates that the permit has been approved and will include an outline of any permit conditions.

## 14 Day Appeal Period Begins

Residents of the Town may appeal the Notice of Decision within 14 days of it being publicly posted

## Permit Expiry Date

Your Permit will expire 12 months after the approval date.

8

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## Application Processed

The application will be processed by the Development Officer for approval.

## Discipline Permits

Prepare discipline permits and submit to Superior Safety Codes.

## Notice of Commencement

21 days after the Notice of Decision is publicly posted the applicant will receive a Notice of Commencement indicating the development may commence.

# CONTACTS



Town of Bassano



Superior Safety Codes



Amanda Davis



1-888-717-2344



Development Officer



[www.superiorsafetycodes.ab.ca](http://www.superiorsafetycodes.ab.ca)



[cao@bassano.ca](mailto:cao@bassano.ca)

## CONTRACTORS & CONSTRUCTION

Bassano Building Centre Ltd.  
403-641-4000

Chance Built Ltd.  
403-376-0765

Hillside Excavating Inc.  
403-641-2198

Rob Woodstock  
403-835-2924

RyBar Contracting  
403-501-9265

Matrix Electric  
403-641-4645

Ric's Electric  
403-641-3563

SSM Heating and Air  
Conditioning Ltd.  
403-641-3179

## FINANCE

ATB Financial  
403-641-3041

Connect First Credit  
Union  
403-641-0002

## ELECTRICAL, GAS, PLUMBING & HEAT

Bassano Plumbing and  
Heating  
403-641-3602

## RETAIL SALES

Creaky Floor Hardware  
Store  
403-641-3783

