

Non-Residential Accessory Building Permits
2020



Town of Bassano



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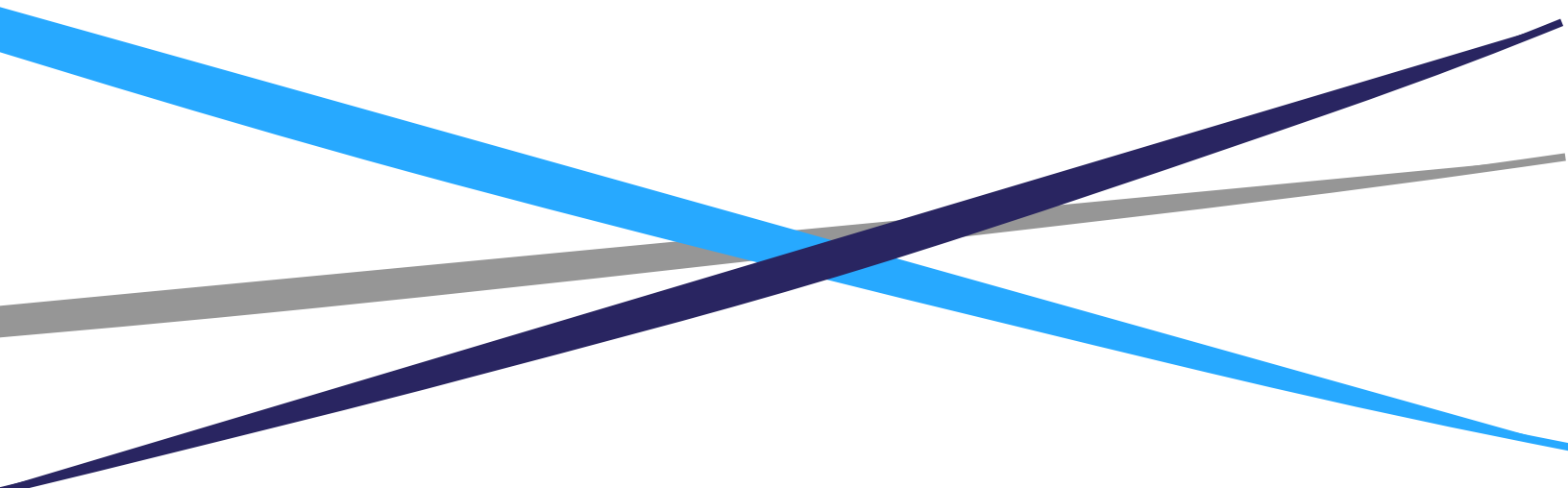
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Definitions

Accessory Building means any structure that is physically separate from the principal building on the lot on which both are located and which is subordinate and incidental to that of the principal building. The use is subordinate and incidental to that of the principal use of the site on which it is located and examples of a typical accessory building is a private garage or shed. No accessory building shall be used for human habitation.

Accessory Structure means a building that is detached from the principal building. It is ancillary, incidental, and subordinate to the principal building or use. Typical accessory structures include flagpoles, swimming pools, storage tanks, garages and sheds. When a structure is attached to the principal building by a roof, a floor, a wall, or a foundation, either above or below grade, it is considered part of the principal building. No accessory structure shall be used for human habitation.



Do I Require a Development Permit?



When is an Accessory Building Permit required?

A development permit is required for accessory buildings in the non-residential district if:

- The structure is on a permanent foundation.
- The structure is greater than 100 ft² in area.

When is an Accessory Building Permit NOT required?

A development permit is not required for accessory buildings in the non-residential district if:

- The structure is 100 ft² or less in area and is not on a permanent foundation.



General Information About Accessory Buildings and Structures

- Accessory buildings and structures shall be located at least 10 feet from the principal building.
- Accessory buildings and structures shall be located at least 3.28 feet from any other accessory building or structure, measured from the outermost extent of the accessory buildings (s) and structure (s).
- Accessory buildings and structures are not permitted in any front or secondary front yard in relation to the primary building.
- Accessory buildings shall be constructed such that eaves shall be no closer than 5 feet 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. In other words, the applicant may not direct drainage on to the neighboring property.
- Accessory buildings or accessory structures must meet the minimum setbacks, maximum lot coverage, and height restrictions outlined in the Land Use Bylaw.

Land Use Districts	Specific Use	Minimum Setbacks							
		Front		Secondary Front		Side		Rear	
C1									
	All uses	0	0	0	0	0	0	7.6	25
	Where adjacent to R1,R2,RMH,P	0	0	0	0	6.1	20	7.6	25
C2									
	All uses	7.6	25	3.8	12.5	3.0	10	7.6	25
	Where adjacent to R1,R2,RMH,P	7.6	25	3.8	12.5	6.1	20	7.6	25
IC									
	All uses	7.6	25	7.6	25	3.0	10	7.6	25
	Where adjacent to R1,R2,PL	7.6	25	7.6	25	6.1	20	7.6	25

Land Use District	Specific Use	*Maximum Site Coverage (percent)	**Maximum Height (feet)
C1	Accessory building	50	35
C2	Accessory building	50	35
IC	Accessory building	50	35

*The maximum site coverage includes all buildings/structures (principal and accessory).

**The maximum height of the accessory building is measured perpendicular from the finished floor level to the underside of the truss.

How to Apply for an Accessory Building or Accessory Structure Permit

Permitted Use Application

The applicant must define the type of accessory building or accessory structure it is applying for and verify the Land Use Bylaw requirements with the development officer (e.g. shed, storage garage). Once verified, the applicant must complete a Non-Residential Development Permit for an Accessory Building application and include a detailed site plan of the proposed development. The site plan must be one dimensional and include:

- A civic address and north arrow.
- All building and structures on the property. The size of the buildings must be listed (e.g. 40' x 20' shop).
- The distances between all buildings and structures from the front, side, and rear property lines.
- The proposed location of the accessory building, height, dimension, and exterior finish of the accessory building or structure.

Variance Application

In some cases, an applicant may request a variance to construct an accessory building or accessory structure. For example, the applicant may not meet the minimum setback requirements outlined in the bylaw (general provisions listed above). If so, an applicant must complete a Non-Residential Development Permit for an Accessory Building application and include 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 building and structures on the property. The size of the buildings must be listed (e.g. 40' x 20' shop).
- The distances between all buildings and structures from the front, side, and rear property lines.
- The proposed location of the accessory building, dimensions and exterior finish of accessory building or structure
- Variance being sought.
- All variance requests are referred to the Municipal Planning Commission for consideration. Variances are never guaranteed.

Submission Checklist

Use the checklist provided to confirm that you have met the minimum requirements to submit your development permit application for an accessory building or structure.

Permitted Use Application

	Fill out the non-residential development permit application for an accessory building in its entirety.
	Complete a site plan that addresses all principal and accessory structures (including the distance front the front, side and rear property lines plus distance between structures).
	Provide details on the site plan regarding the accessory building or accessory structure (e.g. exterior finish, location, height).
	Submit your development permit application with the applicable fee to the Town of Bassano's development officer for processing.

Variance Application

	Fill out the non-residential development permit application for an accessory building in its entirety.
	Complete a site plan that addresses all principal and accessory structures (including the distance front the front, side and rear property lines plus distance between structures).
	Provide details on the site plan regarding the accessory building or accessory structure (e.g. exterior finish, location, height).
	State the variance being sought.
	Submit your development permit application with the applicable fee to the Town of Bassano's development officer for processing.

Additional Information

- 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 LUB that may impact your development. Always remember to request a preliminary meeting with the development officer prior to submitting a development permit application.
- Non-Residential developments could be impacted by other statutory plans as a result of their proposed location to include (but not limited to), the 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. It is your responsibility to ensure that any other legislation is reviewed in advance to prevent delays in your development. Obtaining a development permit from the Town is once step in the overall process.
- All construction sites must be secured. Excavations must be fenced, and precaution signs posted. Unauthorized personnel are not permitted on construction sites. Contractors are reminded that members of the general 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 fire permit must be obtained from the Town in accordance with the Town’s Fire Bylaw is planned for at the development.



Fees

Non-Residential Accessory Building or Structure

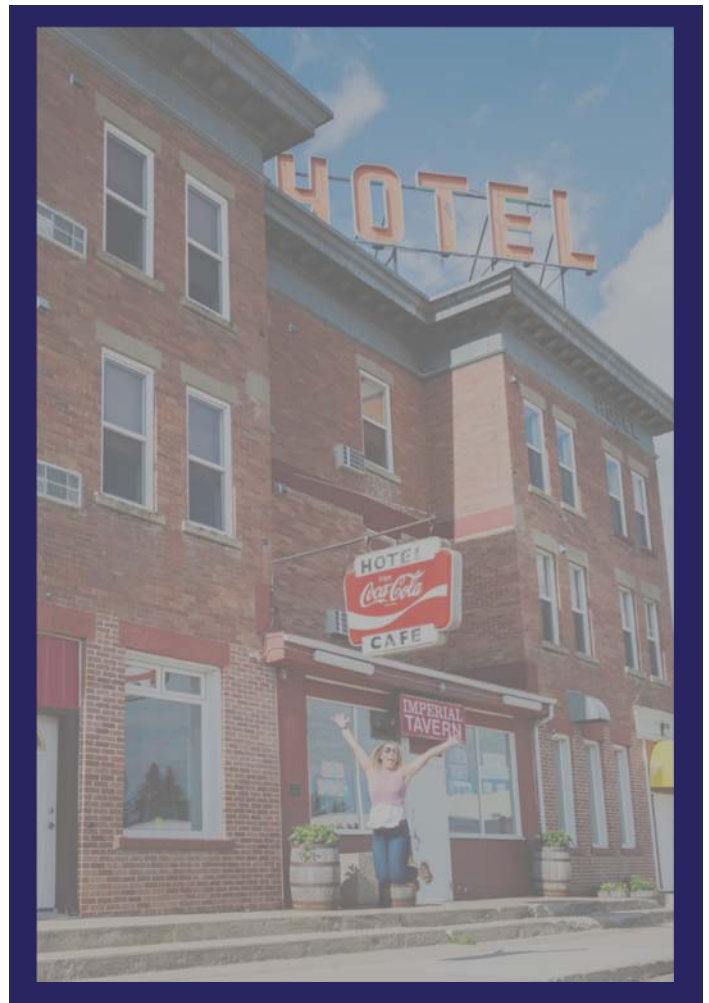
Permitted Use Application	\$300.00
Requesting a Variance	\$400.00

Additional fees for commencement of a development without a permit are applicable.

The turnaround time on development permit applications is dependent upon the completeness of your application. Therefore, all applicants are encouraged to set up a preliminary meeting with the development officer prior to submitting a development permit application so that any questions may be answered in advance – this saves us all time, money and energy.

Business License

- If you are operating a business in the Town of Bassano, you must obtain a business license from the Town and pay the applicable fee to operate. Business licences are valid for one-year (January 1 – December 31) regardless of when you purchase the license.
- Business license fees \$70.00 for in-town/local businesses and \$120.00 for out of town businesses.
- All contractors and subcontractors are required to obtain a business licence from the Town prior to the commencement of any work.



Other Permits

Once you have received an approved **Development Permit** you are required to submit discipline permits to Superior Safety Codes:

- 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 of Bassano. All discipline permits have associated fees. For information on the Alberta Building Code, or to apply for discipline permits:

P: 1-866-999-4777

E: info@superiorsafetycodes.com

W: superiorsafetycodes.com

Development takes time. The Town of Bassano is committed to working with all investors to ensure the development process is as seamless as possible. This requires open communications from the start of the process until the end of the process.

Development Officer Contact Information

Town of Bassano

Attention: Amanda Davis

502 – 2nd Avenue

P.O. Box 299

Bassano, AB T0J 0B0

P. 403-641-3788

E. cao@bassano.ca

W. www.bassano.ca

R. Land Use Bylaw (LUB) 845/ 13

“Our vision is to be the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work and play.”