Town of BASSANO

Residential Deck

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 Land Use Bylaw #921/21 that may impact your development.

DEFINITIONS

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 DEVEOPMENT 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 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 Guidelines

The Guidelines section provides you with an overview of the LUB sections that apply to residential decks. It is important to understand the requirements of a deck when you start to plan your project.

What is a deck?

A deck is a structure consisting of a paved, wooden, or other hard surfaced area generally adjoining a principal building. Most decks require a development permit, decks 0.6 (2ft) or more above the ground require both a development permit and a building permit from Superior Safety Codes.

Covered Decks

All covered decks, no matter if they meet the 0.6 (2ft) height requirement, require a development permit and a building permit.

Freestanding Decks

A freestanding deck is considered an accessory structure. Freestanding decks have to be adjoined to the principal building. In most instances, freestanding decks require a development permit. Check with the Development Officer as part of your planning process.

What is permitted?

- A permit is required for the construction of a deck if it will be greater than 0.6m (2ft) above the ground.
- Uncovered decks less than 0.6m (2ft) in height **do not require a permit** provided they meet the minimum setback requirements for a principal or accessory structure.
- All covered decks require a development permit.
- When calculating site coverage requirements, where a deck is attached to the principal building, it is considered part of the principal building and subject to principal building requirements.
- Decks must be in a manner that preserves the privacy of adjacent properties.

A Permit is Required When:

- A deck is 0.6m (2ft) above the ground.
- A deck is covered.
- Doing maintenance or repairs to a deck that includes structural alterations or additions.

A Permit is NOT Required When:

- A deck is less than 0.6m (2ft) above the ground and is uncovered pending it meets the setback requirements.
- Doing maintenance or minor repairs that do not include structural alterations or additions.

Unsure whether you require a permit?

Call the Development Officer for personalized guidance on your development!

STEP 2— Prepare Your Draft Permit

SITE PLAN—Standards

The Site Plan section provides you with specific requirements from the LUB that apply to residential decks regarding specific site standards.

01

Begin by preparing a site plan. A site plan is a simple sketch of your property. It is a one-dimensional drawing that shows where all the current structures are located, and where you plan to locate your deck.

02

As you prepare your site plan, it is important to ensure you are following the minimum setback requirements. If you live on a corner lot, please follow the secondary front minimum setback requirements—this means you have two front yards. Refer to the minimum setback table below:

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use Type	**m**	**ft**	**m**	**ft**	**m**	**ft**	**m**	**ft**
Land Use District: R1, R2								
Single Unit Dwelling	7.6	25	3.8	12.5	1.5	5	4.5	15
Two Unit Dwelling	7.6	25	3.8	12.5	1.5	5	4.5	15
Land Use District: R3								
Single Unit Dwelling	12.2	40	7.6	25	1.5	5	7.6	25
Land Use District: RM								
Single Unit Dwelling	7.6	25	3.8	12.5	1.5	5	4.5	5

03

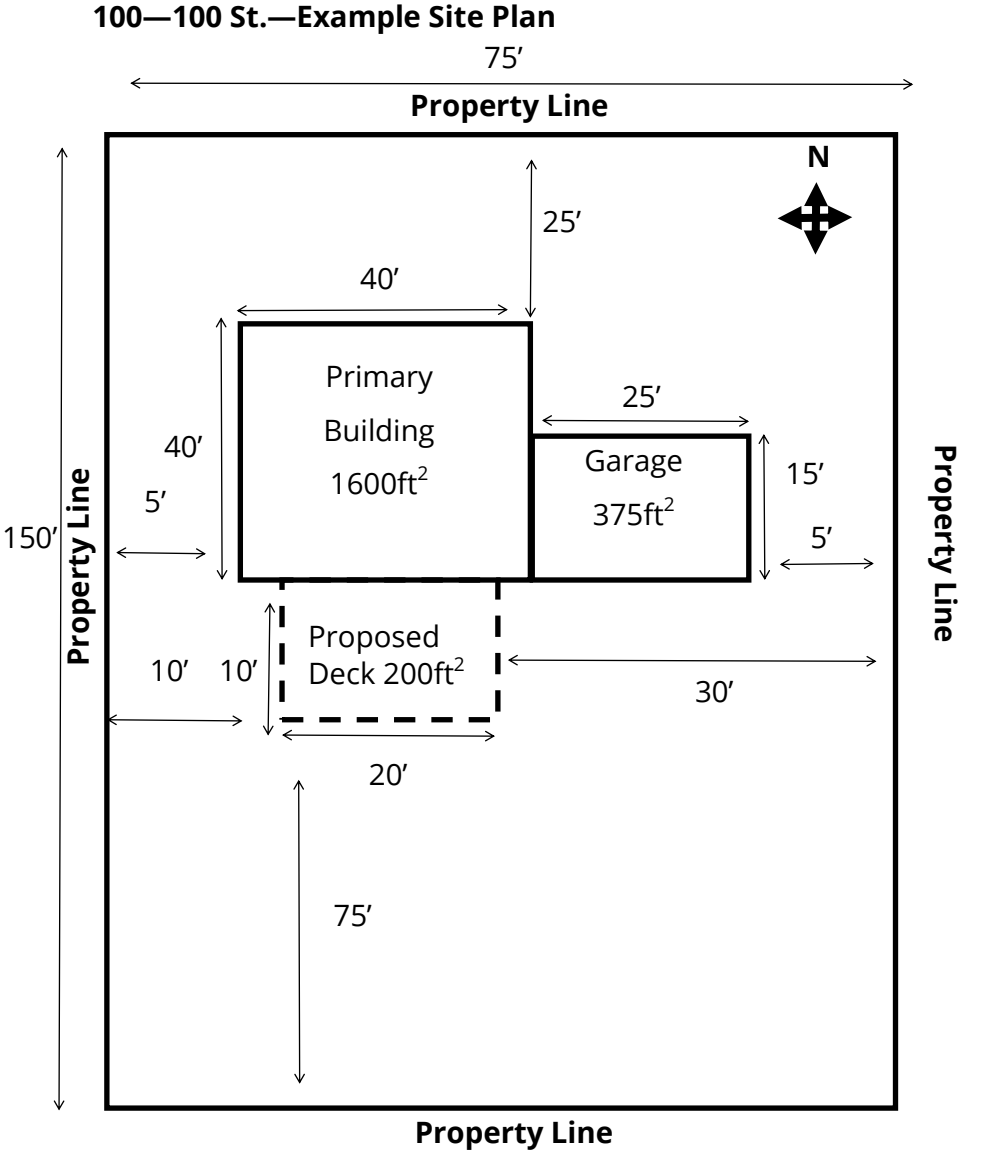
As you prepare your site plan, it is important to ensure you remain within the maximum allowable site coverage and that you do not exceed the maximum allowable height of the structure. Refer to the site coverage and structure height table below.

	Maximum Site Coverage
Use Type	**%**
Land Use Distrcit: R1	
Single Unit Dwelling	45[2]
Two Unit Dwelling	45[2]
Land Use District: R2	
Single Unit Dwelling	45[2]
Two Unit Dwelling	45[2]
Land Use District: R3	
Single Unit Dwelling	55[2]
Land Use District: RM	
Single Unity Dwelling	45[2]
[2]Combined site coverage of a principal and accessory structure	

Example Breakdown: A single unit dwelling site coverage of 45% means:

- Total lot coverage of the principal structure cannot exceed 30%, a deck that is attached to a principal structure is considered apart of the principal structure and is included in the 30%
- Total lot coverage of all accessory structures cannot exceed 15%

Example Site Plan



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 deck looks like, the exterior materials (i.e., wooden or composite), the proposed size of the structure, if it has walls or railings, etc.

There is a small section on the permit application labelled *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.

What Happens if I Cannot Meet the Guidelines and Setbacks?

There are times when you may need to apply for a 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.

STEP 3—Meet With The Development Officer

To set you up for success, after you fill in your draft development permit application for the deck, 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 deck you are applying for and verify the LUB requirements with the Development Officer (i.e., covered, uncovered). Once verified, complete a residential permit application. Include a site plan of the proposed development and a written description. The site plan must be one-dimensional and include:

- A civic address and north arrow
- All building and structures (existing and proposed) on the property. The size of the buildings and structures must be listed (i.e. 10' x 20' garage)
- The distance between all buildings and structures from the front, side and rear property line
- The proposed location of the deck, dimensions, and exterior finish

PERMITTED USE

DOCUMENT CHECKLIST

	Fill out a permit application
	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 application regarding the proposed deck 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 to construct a deck. 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' garage)
- The distance between all buildings and structures from the front, side, and rear property lines
- The proposed location of the deck, dimensions, and exterior finish
- The variance being sought

VARIANCE USE

Document Checklist

	Fill out a permit application
	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 application regarding the deck 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 shall submit the **necessary discipline permit application(s) to Superior Safety Codes (where applicable:**

- Building Permit Application
- Electrical Permit Application
- Plumbing Permit Application
- Gas Permit Application
- Sewer Permit Application

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
Decks	$50.00	$150.00
Please note that additional fees for commencement of a development without a permit are applicable		

STEP 6

Once your permits are approved you may begin your development.

KEY FACTS

You Need to Know!

- Residential developments may be affected by other statutory plans because of their proposed location including (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 per the Town's Fire Bylaw. A civic address is also required on the side of a corner lot.
- A fire permit must be obtained from the Town per the Fire Bylaw (#885/19) if a firepit is planned for the development.

KEEP IT LOCAL

Do you need help financing your home improvement plans? Have you considered the use of local tradespeople and suppliers? Our local banks, building stores, and tradespeople are here to help. We have everything you need.

Check out the business directory at www.bassano.ca or the Contacts page for more information.

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 deck.

3

Collaborate

Meet with the Development Officer and discuss your deck plans.

4

Gather

Gather documents requested in the meeting by the Development Officer.

5

Complete & Submit

Complete and submit a permit application along with fees owing.

6

Receive Notice of Completeness (NOC)

The Development Officer 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.

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.

8

Application Processed

The application will be processed by the Development Officer for approval. We aim to do this within 14 days.

9

Receive Notice of Decision

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

10

Superior Safety Codes Permit

Apply to Superior Safety Codes for a building permit.

11

14 Day Appeal Period Begins

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

12

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.

13

Permit Expiry Date

Your Permit will expire 12 months after the approval date.

14

CONTACTS

Town of Bassano
Amanda Davis
Development Officer
403-641-3788
cao@bassano.ca

Superior Safety Codes
1-888-717-2344
www.superiorsafetycodes.ab.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

ELECTRICAL, GAS, PLUMBING & HEAT

Bassano Plumbing and Heating
403-641-3602

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

RETAIL SALES

Creaky Floor Hardware Store
403-641-3783