



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 Dwelling Unit (ADU)

An additional residential building that is on the same lot as the principal building but is not attached to it. ADU's are intended for occupancy.

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 Town's statutory plans.

Max Site Coverage

The maximum area of lot that is permitted to be covered by structures and hard surfaces in accordance with 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 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, draw your site plan, 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

Once your permit has been processed, you can apply to Superior Safety Codes for your discipline (building, plumbing, gas, electrical) permits. Discipline permits are required to ensure your development meets Alberta Building Code requirements.

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 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, or building that is separate from your home. A development permit is required for accessory structures greater than 100 ft².

A development permit is not required for an accessory structure under 100 ft². You must however, meet setback and lot coverage requirements below.



A maximum of two (2) accessory structures over 100ft² and a maximum of one (1) accessory structure under 100ft² are allowed per lot in a residential land district.

Parking Requirements

Recreational vehicles in residential districts shall be parked entirely on private property. Parking spaces for recreational vehicles must be clearly defined to ensure orderly parking. Recreational vehicles include motor homes, boats, snowmobiles, and similar vehicles.



What is permitted?

- An accessory structure is allowed on a lot with an approved principal building
- Accessory structures must be located at least 3m (10ft) from the principal building
- Accessory structures must be located at least 1m (3.28ft) from any other accessory structure, measured from the outermost extent of the accessory structure
- Accessory structures must be constructed such that eaves shall 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 property
- Accessory structures must not be in the front yard in relation to the principal building
- Quonsets, Quonset -style buildings, or semicircular metal structures shall not be permitted as an accessory building in any residential land use district

Carpports

Carpports attached to an accessory structure must comply with the provisions for an accessory structure.

Garages or carports attached to a principal building must comply with the provisions for a principal building.

Greenhouses

A greenhouse in a residential land use district may be allowed as an accessory structure. Any outdoor storage associated with residential greenhouses shall be contained within a building or screened from view of the street and lane if applicable.

STEP 2—Prepare our Draft Permit SITE PLAN—Standards

The Site Plan section provides you with specific requirements from the LUB that apply to residential accessory structures 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 structures on your property are located, and where you plan to locate your accessory structure (show your designated parking stalls).

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 setback requirements—this means you have two front yards. Setback 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: R1, R2, & RM								
Accessory Structure	7.6	25	3.8	12.5	1.5	5	4.5	15
Land Use District: R3								
Accessory Structure	12.2	40	7.6	25	1.5	5	7.6	25

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

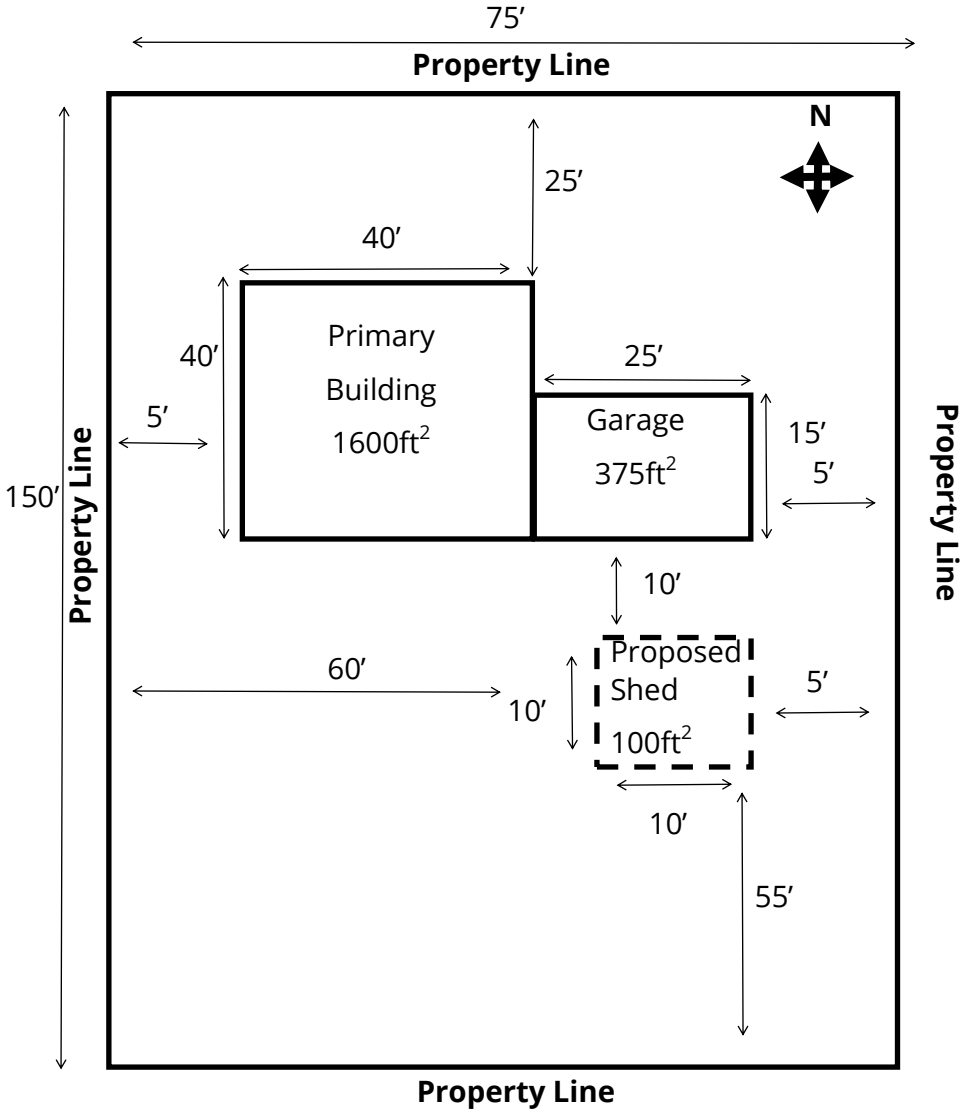
Use	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
	m	ft	%	m	ft
Land Use District: R1 & R2					
Single Unit Dwelling	74.3	800	45*	8.5	27
Accessory Structure	N/A		15	4.6	15
Land Use District: R3					
Single Unit Dwelling	167.2	1800	55*	9.1	30
Accessory Structure	N/A		20	9.1	30
Land Use District: RM					
Single Unit Dwelling	46.5	500	45*	8.5	27
Accessory Structure	N/A		10	4.6	15
<i>*Combined site coverage of principal and accessory building</i>					

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

- Total lot coverage of the principal structure cannot exceed 30%
- Total lot coverage of all accessory structures cannot exceed 15%

Example Site Plan

100—100 St.—Example Site Plan



WRITTEN DESCRIPTION— Standards

It is important that you 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 proposed 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 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

Final Submission

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 Office 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

After you meet with the Development Officer (Step 3), you can put together your final development permit for 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 residential permit for an accessory structure 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 buildings and structures (existing and proposed) on the property. The size of the buildings and structures must be listed (i.e., 40' x 20' garage).
- The distance between all buildings and structures from the front, side, and rear property line.

PERMITTED USE

DOCUMENT CHECKLIST

	Fill out the 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' garage)
- 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 the 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 Permits

Once you have received an approved 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
Accessory Structure	\$50.00	\$150.00

Please Note: 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) 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.

- 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.

Accessory Dwelling Unit (ADU)

Did you know that you can add living quarters to your accessory structure? We call this an ADU. This is a great way to earn rental revenue or to support multi-generational living in Bassano. An ADU can also accommodate a variety of home-based businesses. Interested in knowing more? Brainstorm with the Development Officer to learn more about this opportunity.

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.

The Town of Bassano is here
to help, call or visit us 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

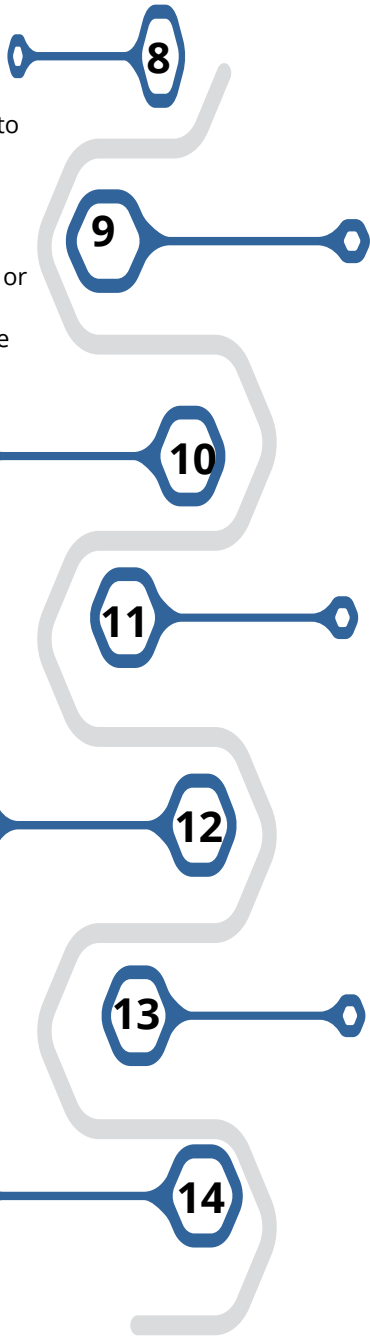
A Notice of Decision indicates that the permit has been approved and will include an outline of any permit conditions.

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.



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



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