



A Guide for Development and Building within the City of Lloydminster

WHAT IS A DEVELOPMENT PERMIT?

A Development Permit is the authorization from the City of Lloydminster to construct specific buildings on a property. These permits deal with the impact of the development on the surrounding properties. Development permits may be issued with conditions, depending on the type of development applied for. The conditions of the permit are to ensure that the applicant knows what land use regulations need to be maintained within the area of development and to control the impact the development has on the surrounding areas.

WHAT IS A BUILDING PERMIT?

Building Permits deal with the structural stability of the development. Plumbing and Drainage Permits ensure that proper standards with regards to installation and disposal are maintained in the development.

WHAT REQUIRES A PERMIT?

Permits are required for all new construction, additions to existing structures and for changes in use of a property. The Development Officer will issue a Development Permit, Building Permits, and Plumbing and Drainage Permits for the City of Lloydminster.

The types of developments that may require permits are garages, decks, home occupations/office-in-the-home, single detached dwellings, semi-detached dwellings, duplex dwellings, medium density residential, high density residential, mobile home residential, mobile home parks, residential additions, new commercial, commercial (direct control), commercial residential, commercial change in use, new industrial, industrial additions, industrial change in use.

All development must comply with the relevant zoning district regulations and the City of Lloydminster Zoning Bylaw. All construction must also comply with the building codes as adopted by the City of Lloydminster from the National Building Codes of Canada.

HOW TO APPLY:

Please submit the following information to the Planning and Development Department for review and processing:

- ❑ A ***Development Permit application*** completed with the applicants name, address and phone number; property owner's name, address and phone number; property information such as lot, block and plan number as well as street address; description of proposed development. The following should also be included with the application:
 - Elevation drawings;
 - Detailed *site plans* at a minimum scale of 1:200 including:
 - ❑ Maximum building footprint and ground levels;
 - ❑ Adjacent streets, properties and buildings;
 - ❑ North arrow;
 - ❑ Lot area in m²;
 - ❑ Lot coverage (%);

- ❑ Gross floor area in m²;
 - ❑ Setback and yard dimensions in metres;
 - ❑ Property elevations and lot drainage;
 - ❑ Height of buildings in metres;
 - ❑ Number of storeys;
 - ❑ Landscaping details including outlined parking areas (if applicable) and the extents of lawns, planted areas and fencing;
- ❑ A ***Plumbing and Drainage Permit application*** completed with the applicant information and construction information with regards to the numbers and type of fixtures.
- ❑ A ***Building Permit application*** form completed with owner, engineer and contractor information; and construction information regarding the proposed development. The following should also be submitted with the building permit application:
 - Detailed *construction drawings* including the following:
 - ❑ foundation information (wood foundations require an engineer's stamp);
 - ❑ structural information (truss drawings must have an engineer's stamp);
 - ❑ mechanical information;
 - ❑ electrical information;
 - ❑ plumbing fixture locations.

Please note that all new developments will require three (3) copies of the plans to be submitted.

Each application shall be accompanied by the appropriate fee, as set out in the fee schedule of the Zoning Bylaw.

PROCESSING YOUR APPLICATION:

Your application will be reviewed by the Development Officer and may also be reviewed by other City departments. Should any concerns be identified, you will be advised and may be asked to contact another department for clarification of the issue. Depending on the type of development being applied for, approval times will vary. Normally, it is a one to two week period for new development permits to be processed.

All applications for discretionary uses are referred to Council for approval, which will require an additional two weeks to process.

Once the above information has been reviewed and the application has been deemed complete, permits may be issued or refused. Applicant may appeal a conditional permit or refusal to the Development Appeals Board within thirty (30) days of the date of issuance or refusal.

EXPIRY OF PERMITS:

Development must be commenced within 12 months of the date of issuance or within such extended period that may be granted.