

# BUILDING A SHED?



Then you should know . . .

Building and Development Permits are required for sheds that are 110 square feet in area or larger. Sheds less than 110 square feet in area are exempt from requiring Permits

1. The following are the setback requirements that must be met, in order for your application to be approved:
  - a. The shed must be situated at least 1.0 metre (3.28 feet) from the rear property line.
  - b. The shed must be at least 1.0 metre from the side property lines.
  - c. The shed must be a minimum of 3.0 metres (9.84 feet) from the principal building (house) if there is no lane/alley access to the property.
  - d. The shed shall not be located in a front yard.
  - e. No shed shall be located between a main building and a flanking street or lane.
2. The “Building Permit Application” and “Application for Development Permit” forms must be completed and submitted to the Town of Drayton Valley. Samples, as well as blank copies, of these documents are attached for your reference and completion.
3. A Site Plan, similar to sample attached, is required to be submitted with your application.
4. The attached “Standard Shed Details” form is required to be complete and submitted with your application. This form must be signed and dated by the Applicant.

**WHERE TO APPLY**

Town of Drayton Valley  
Box 6837, 5120 – 52 Street  
Drayton Valley, Alberta T7A 1A1  
Attention: Planning & Development Officer

**HOURS OF OPERATION**

Monday to Friday  
8:30 a.m. to 4:30 p.m.

Saturday & Sunday  
Closed

**PHONE & FAX**

Telephone: 514-2200  
Facsimile: 542-5753

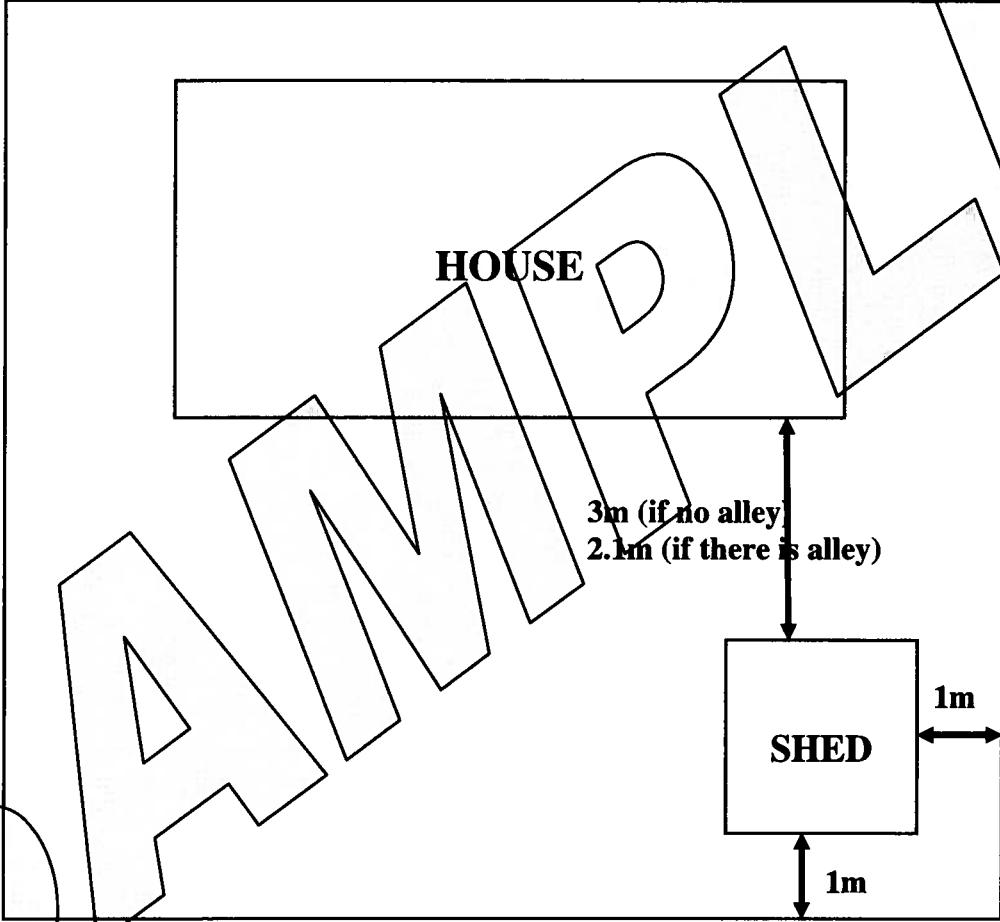
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The Town of Drayton Valley is proud of its appearance and enthusiastically greets all those who wish to develop and contribute to the growth of the community. The Town encourages a high degree of participation to best accommodate the interest of both the private landowners and the public interest.



Thank you

Front



HOUSE

3m (if no alley)  
2.1m (if there is alley)

SHED

1m

1m

# Standard Garage/Shed Details

Please check off garage/shed construction details as listed below:

**Roofing Material**

- Asphalt Shingles
- Cedar, Pine Shakes/Shingles
- Metal Roofing
- Other Specify: \_\_\_\_\_

**Walls – Exterior Finish**

- Vinyl Siding
- Stucco
- Metal Siding
- Other Specify: \_\_\_\_\_

**Roof Sheathing**

- 3/8" OSB
- 3/8" Plywood
- 1/2" Plywood
- 1/2" OSB
- Other Specify: \_\_\_\_\_

**Wall Sheathing**

- 3/8" OSB
- 3/8" Plywood
- 1/2" Plywood
- 1/2" OSB
- Other Specify: \_\_\_\_\_

**Roof Framing**

- Pre-manufactured Engineered Trusses
- Stick Built Rafters  
2 x 4 @ 16 or 24" o.c.  
2 x 6 @ 16 or 24
- Other Specify: \_\_\_\_\_
- Developed Attic/Second Floor  
Must provide floor joist layout

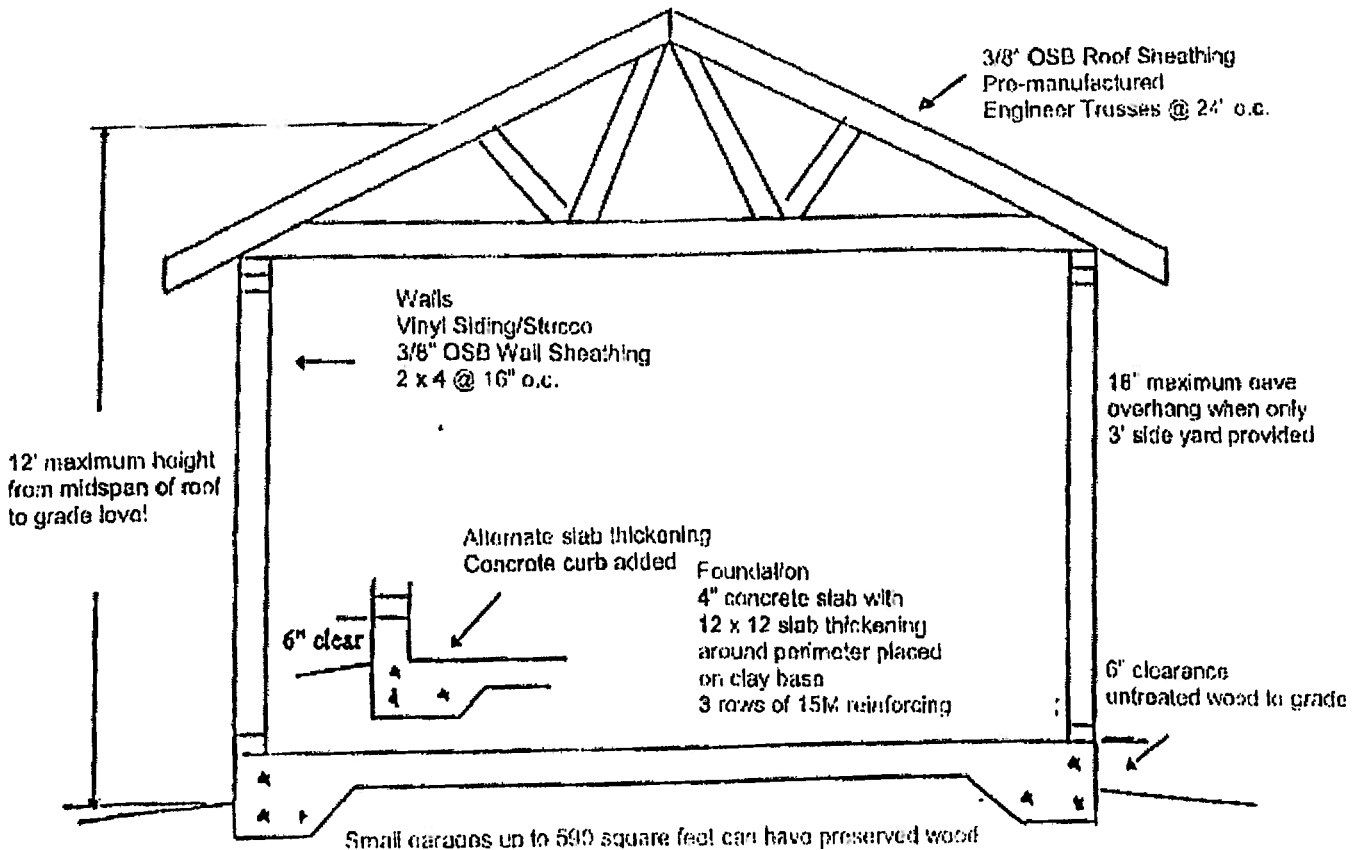
**Wall Framing**

- 2 x 4 @ 16 o.c.
- 2 x 6 @ 24 o.c.
- 2 x 6 @ 16"/24" o.c.
- Insulated Walls & Ceiling
- Interior Finish Drywall or Paneling

**Size of Shed/Garage:** \_\_\_\_\_ x \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date





**4. SECTION 4 – REQUIRED MATERIALS**

The following documentation must be attached to your Development Permit Application prior to submission of your Development Permit; otherwise the application will not be accepted. Every application for a Development Permit shall, unless otherwise directed by the Development Officer, be accompanied by the following:

- **SITE PLAN** showing the following information: Property boundary and lot dimensions, scale of plan, legal description, location and dimensions of buildings or structures, required side yards and setbacks shown, abutting streets, avenues, and lanes shown, all easements shown, dimensioned layout of parking areas, entrances, and exits, fencing, screening and garbage areas, one site plan copy 8.5” x 11”, distance of proposed building(s) from road and closest side property line.
- **DETAILED CONSTRUCTION PLANS** containing the following: Floor plans, elevations (views of each side of the building), building, cross section, wall sections, specifications, any other pertinent details of construction.
- **DRAINAGE SITE PLANS** showing the following information: Property boundary and the direction and flow of storm water from the property into the municipal system.
- **SERVICING PLAN (COMMERCIAL DEVELOPMENTS)** showing the following information: Property boundary and the locations of and connections to municipal services.
- **LANDSCAPING PLAN (COMMERCIAL DEVELOPMENTS)** showing the following information: Property boundary and the landscaping of the lands. Details such as types of foliage, trees and ground cover are required.
- **FOR COMMERCIAL DEVELOPMENTS, ALL PLANS SHOULD BE SUBMITTED IN ELECTRONIC FORMAT, IN ADDITION TO THE PAPER COPIES PROVIDED TO THE TOWN.**

In addition to the above, and pursuant to the Town of Drayton Valley Land Use Bylaw, the Development Authority may require further information, drawings or documents as may be needed to determine any aspect to the proposed development, or such other material as may be required for presentation to the Municipal Planning Commission. Applicants are advised that failure to provide all of the required information will result in the application **NOT BEING PROCESSED UNTIL** all required information and fees are submitted.

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**NOTES:**

- **This is not a Building Permit (must be obtained separately).**
- **Any development carried out prior to obtaining a Development Permit Decision signed by an authorized Development Officer of the Town of Drayton Valley and prior to the appeal expiry date is at the applicant’s own risk.**
- **Any development carried out prior to issuance of a valid Development Permit shall be charged at double the cost had the application been made prior to commencement of construction.**
- **The information on this form is collected under the authority of Paragraph 32c of The Alberta Freedom of Information and Protection of Privacy Act, RSA, 2000, Ch. F-18.5, and shall only be used for the purpose for which it was collected.**

The Applicant has read and acknowledged the above information, as indicated by his/her initials below.

\_\_\_\_\_  
Applicant Initials



**DRAYTON VALLEY**  
*'Pulling Together'*

# BUILDING PERMIT APPLICATION

Town of Drayton Valley  
Planning & Development Dep't.  
5120 – 52<sup>nd</sup> Street, Box 6837  
Drayton Valley, AB T7A 1A1  
Phone: (780) 514-2200 Fax: (780) 542-5753  
www.town.draytonvalley.ab.ca

PERMIT #:	_____
TAX ROLL #:	_____
ZONING:	_____
APP FEE:	_____
RECEIPT #:	_____

**OFFICE USE ONLY**

**All Sections Must Be Completed In FULL ~PLEASE PRINT~**

Applicant's Name : \_\_\_\_\_ Date: \_\_\_\_\_

Street Address of Project: \_\_\_\_\_

Plan: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ or \_\_\_ 1/4 Sec \_\_\_ Twp \_\_\_ Rge \_\_\_ W5th

Proposed Use: \_\_\_\_\_ Project Building Cost: \$ \_\_\_\_\_

New Construction  Addition  Renovation  Demolition  Mobile Home  Other \_\_\_\_\_

**Applicant's Full Name:** \_\_\_\_\_

Contact No.: \_\_\_\_\_  
(Home) (Cell) (Work) (Fax)

Mailing Address: \_\_\_\_\_

**Landowner's Full Name (if different from Applicant):** \_\_\_\_\_

Contact No.: \_\_\_\_\_  
(Home) (Fax)

Mailing Address: \_\_\_\_\_

**Contractor's Full Name:** \_\_\_\_\_

Contact No.: \_\_\_\_\_  
(Home) (Cell) (Work) (Fax)

Mailing Address: \_\_\_\_\_

**Engineer's Full Name:** \_\_\_\_\_

Contact No.: \_\_\_\_\_  
(Home) (Cell) (Work) (Fax)

Mailing Address: \_\_\_\_\_

Supporting Documents Attached  Blueprints/Drawings (3 Paper Copies or Electronic Copy (ie. PDF, autocad))

Subject to this application being approved, the undersigned acknowledges responsibility for all work associated with the project, including any damage to any Public Utilities or local improvements including but not limited to curb stops, water shut off valves, curbs, sidewalks, road ways, lanes, etc. The applicant shall be responsible for the prevention and/or clean up of any spillage, littering or garbage associated with the development. No ground water of any kind including weeping tile, roof down spouts, or site drainage shall be allowed to enter the sanitary sewer system. I agree to conform to the Safety Codes Act of Alberta, Applicable Codes, Municipal Bylaws, and Regulations. I/We hereby make this application under the provisions of the current Building Permit Bylaw for the Town of Drayton Valley for a Building Permit in accordance with the plans and supporting information submitted herewith and which forms part of this application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Drayton Valley, AB T7A 1A1  
Phone: (780) 514-2200 Fax: (780) 542-5753  
www.town.draytonvalley.ab.ca

**BUILDING PERMIT  
(OFFICE USE ONLY)**

**SPECIFICATIONS:** Lot Size: \_\_\_\_\_ Building Area: \_\_\_\_\_ Classification: \_\_\_\_\_  
No. of Storeys: \_\_\_\_\_ Frame: \_\_\_\_\_ Foundation: \_\_\_\_\_  
Walls: \_\_\_\_\_ Floors: \_\_\_\_\_ Roof: \_\_\_\_\_

Approved subject to the following conditions: \_\_\_\_\_  
\_\_\_\_\_

Refused for the following reasons: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Safety Codes Officer  
(Print Name)

\_\_\_\_\_  
Safety Codes Officer  
(Signature)

\_\_\_\_\_  
Safety Codes Officer  
Designation Number

\_\_\_\_\_  
Date Issued

**PLEASE NOTE:**

1. All buildings shall comply with the Alberta Building Code.
2. The applicant may appeal the conditions of this permit within 15 days of the date of issuance of the Building Permit.
3. This Building Permit expires by limitation and becomes null and void if the work authorized by such permit is not commenced within sixty (60) days from the date of issuance of said permit or if the work authorized by such permit is suspended or abandoned for a period of one hundred and twenty (120) days at any time after work is commenced.
4. No building shall be used or occupied until an Occupancy Permit has been issued.

The information on this form is collected under the authority of Paragraph 33c. of the *Alberta Freedom of Information and Protection of Privacy Act, RSA, 2000, Ch. F-25*, and shall only be used for the purpose for which it is collected.