

Step 1: Development Permit

Almost all development in the County requires a development permit.

Development that does not require a permit is listed in:

- Section 4.2 (No Development Permit Required) of the [Land Use Bylaw 15/15](#)
- "Exempt" uses in the districts

All other development requires a development permit.

"**Permitted Uses**" are uses or development that are approved, with or without conditions.

"**Discretionary Uses**" are uses or development that may be applied for, however may not receive approval.

- All development (exempt, permitted or discretionary) should meet the site/setback regulations of the district they are in.

- Any development (including exempt and permitted uses) that does not meet site/setback regulations will be considered a discretionary use.

Development Permit Approval Timelines:

Discretionary Uses:

- May take up to 40 days
- Approved by the Municipal Planning Commission (MPC) or the Administrative Subdivision and Development Approving Authority (ASDAA)
- Once approved, the decisions are advertised in two consecutive issues of the Mountain View Gazette for an appeal period; persons affected by the decision may appeal.

Permitted Uses:

- Usually issued in less than 40 days
- Approved by a Development Officer
- Does not require advertising and can only be appealed by the applicant and/or landowners.

Once the development permit is issued it is important that you review the conditions of your permit. The building permit can now be processed.

For more information call 403-335-3311 Ext 209.

Step 2: Building Permit

Building Permits are required for:

- new buildings over 10 sq m (108 sq ft);
- additions;
- renovations;
- alterations (enlarging windows, moving walls, etc.);

- relocation of structures;
- demolitions; or
- the change of use in an existing building

Building permits are not required for minor work such as painting, re-roofing, re-siding or building decks less than 24 inches in height.

Accessory buildings for agricultural purposes may not require a building permit. Check with the County Office to confirm if you require a permit.

Once a completed Building Permit Application is received, the building plans are review by a safety codes officer and the permit is issued. You will be required to contact the safety codes officer for all inspection(s).

For application information call 403-335-3311 Ext 175.

Step 3: Additional Permits (Gas, Electrical, Plumbing, Private Septic Systems)

Permits for all your gas, electrical, plumbing, building and development needs are now available at the County Office, Monday through Friday, 8 a.m. to 4 p.m. (excepting holidays).

A representative from Superior Safety Codes Inc. is available every Tuesday and Thursday (9 a.m. to 12 noon) to answer your permitting questions.

For application information call 403-335-3311 Ext 175.

Terms and Conditions

- All applications must be completed in their entirety.
- Please put "n/a" in spaces which are not applicable to the application.
- All applicant and landowner signatures within the file must be original signatures.
- If a corporation owns the parcel, the authorization must be signed by an authorized officer and witnessed.
- A legible site sketch or Real Property Report must be submitted with applications.
- A current copy (obtained within 30 days of application) of the Certificate of Title must be submitted. These can be obtained from your local registry office.
- Fees must be submitted with application. [Please refer to Schedule C, D and E of the fee schedule.](#)

If you have any questions or concerns about Development or Permitting please call 403-335-3311 Ext 209 or Ext 175.