

 <p style="text-align: center;"><b>VILLAGE OF RYCROFT POLICY AND PROCEDURES MANUAL</b></p> <p style="text-align: center;"><b>Permits</b></p>	<p><b>Function:</b></p> <p><b>Policy No.</b></p> <p><b>Effective Date:</b></p> <p><b>Supersedes:</b></p> <p><b>Amends:</b></p>	<p><b>Planning</b></p> <p><b>P.02</b></p> <p><b>October 2009</b></p> <p><b>2-8,2-8a,2-8b,2-9,2-9a</b></p>
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**Purpose:**

To provide Standard operating procedures to be used by all applicants under the Village of Rycroft’s Land Use Bylaws concerning various permits.

**Policy:**

**BUILDING PERMITS**

1. A building permit shall be required for the construction, demolition, relocation, alteration or structural repair and for the excavation of land for the purpose of locating any building.
  - o The primary purpose of requiring a Building Permit is to protect the Public in matters of safety, fire protection and structural deficiencies and for compliance with the Land Use Bylaw of the Village of Rycroft and Provincial regulations.
2. The applicant shall request a prescribed Building Permit application form from an accredited agency authorized by Alberta municipal Affairs to issue permits and provide compliance monitoring in non-accredited Municipalities.
  - o Superior Safety Codes Inc. – 1-877-882-8777
  - o The Inspections Group Inc. – 780-454-5048 or 1-866-554-5048 (are available to assist the public in such matters)

**DEVELOPMENT PERMITS**

1. Development Permits shall be required whenever a resident intends to change the use or intensity of use of any land, buildings or premises located within the Village of Rycroft.
  - o Applicant must obtain and complete the prescribed application form from the Village of Rycroft.
  - o Once completed, the application shall be submitted, accompanied by all pertinent and required information plus the appropriate application fee as set by the Council of the Village of Rycroft to the office of the Village’s Development Officer.
  - o A Development Permit Application is deemed incomplete until all information requested by the Development Officer has been received.
  - o The Development Officer shall review the application, send to agencies for comment (14 days required) and either approve or deny the application, with or without conditions.
  - o Once the Development Permit has been approved it must be advertised in the local paper for 14 days.
  - o After the Development Permit is granted other permits may be required before proceeding (i.e. Building Permit, Electrical Permit, and Gas Permit).

2. Should an appeal me made against the approval of the Development Permit to the

Subdivision & Development Appeal Board, the development permit shall be null and void pending the outcome of the appeal.

### **SIGN APPROVAL PERMITS**

1. No sign of an advertising, directional or informational nature shall be erected unless an application has been approved.
  - o Applicant must obtain and complete the prescribed application form from the Village of Rycroft.
  - o Once completed, the application shall be submitted, accompanied by all pertinent and required information plus the appropriate application fee as set by the Council of the Village of Rycroft to the office of the Village's Development Officer.
2. On industrial sites no sign shall project more than 1.5 meters (5 ft.) above the top of any main wall or parapet to which it is affixed, unless it has been designed as an integral part of the building.
3. On commercial sites signs shall not protrude out from the face of the building a distance exceeding 1.4 meters (5 ft.)

### **DEMOLITION NOTIFICATIONS**

1. No demolition of any building or mobile home shall take place unless a notification has been submitted to the Village Office.
  - o Applicants must obtain and complete the prescribed notification form from the Village of Rycroft.
  - o Once completed, the notification shall be submitted, accompanied by all pertinent and required information plus the appropriate application fee as set by Council of the Village of Rycroft to the office of the Village's Development Officer.