

PERMIT FEES

Listed below are the fees for building and related permits:

Commercial Building Permits

- The Permit Fee is calculated by multiplying the Total construction value times 0.008 (\$8.00 per \$1,000 of construction value).
- There is a minimum Permit Fee of \$250.
- The Safety Code Fee is determined by multiplying the permit fee by 0.04 (4% of the permit fees). There is a minimum Safety Code Fee of \$4.50 and a maximum fee of \$560.00

Residential Building Permits

- The Permit Fee is calculated by multiplying the Total Construction Value times 0.00325 (\$3.25 per \$1,000 of construction value).
- There is a minimum Permit Fee of \$110.
- The Safety Code Fee is determined by multiplying the permit fee by 0.04 (4% of the permit fees). There is a minimum Safety Code Fee of \$4.50 and a maximum fee of \$560.00.

Demolition Permits

- Residential \$110.00
- Commercial \$250.00

Occupancy Permits

- \$250.00 base fee
- May be required for Commercial/ Industrial/ Multi-Family/ Institutional Buildings.
- Not required for Residential Buildings.

Building Permit Service Report

- \$75.00 base fee + \$50.00 per additional hour of research

All contractors and subcontractors working within the City limits are required to hold a valid City of Lethbridge Business License.

Building permits will only be issued for homes with appropriate warranty coverage. For more information please contact Alberta Municipal Affairs at 1-866-421-6929 or visit:

www.municipalaffairs.alberta.ca/NHBP

ADDITIONAL INFORMATION

Your property may have restrictive covenants, caveats, easement agreements for utility right-of-way, and/or architectural controls registered against the title that limits the size, location and/or design of your construction.



Apply for permits online whenever and wherever it is convenient for you. **eApply** is an efficient and paperless web application that is easy to use.

You can learn more about **eApply** and online permit applications by visiting:

lethbridge.ca/eapply

TO VERIFY THE LOCATION OF UNDERGROUND LINES

ON YOUR PROPERTY



CALL BEFORE YOU DIG.

1 800 242 3447

This brochure is intended to offer general guidance. Please refer to the Land Use Bylaw and the Alberta Building Code for a complete list of regulations or contact:

Planning & Design

1st Floor, City Hall
910 - 4 Avenue South
Lethbridge, Alberta T1J 0P6
403-320-3920

Note: This is a general guide only. Additional information may be required. When you apply, personal information may be collected under the authority of Section 33 of the Alberta Freedom of Information and Protection of Privacy Act (FOIPPA), Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions, please contact our office.



Building Permits

Frequently Asked

Questions



WHEN IS A BUILDING PERMIT REQUIRED?

Building Permits are required for the following:

- Construction or additions to a new building.
- Construction of retaining walls greater than **0.90 m (3' 0")** in height.
- Construction of all covered decks.
- Construction of uncovered decks over **0.6m (approx. 2'0")** in height from the standing platform to grade.
- Hot tubs and swimming pools.
- Demolition of an existing building or structure.
- Repair or alteration of an existing building or structure including damage from a fire, flood, earthquake or other cause.



WHEN IS A BUILDING PERMIT NOT REQUIRED?

Building Permits are not required for:

- Painting or decorating, window replacement (same size), re-roofing.
- Cabinet installations and floor covering replacement.
- Other repairs or maintenance to a building or structure under \$2,500.00 in value. Electrical or mechanical work not included.
- Accessory buildings less than 10 m² (107 sq. ft.) provided they do not create a hazard.
- Uncovered decks less than 0.6 m (2'0") in height from the standing platform to grade.

WHAT INFORMATION IS REQUIRED

ON THE PLANS?

The following information is to be included on the plans:

- One set of complete working drawings.
- A detailed site plan.
- Legal description of the property.
- Lot dimensions.
- Position, height and dimensions of existing and proposed buildings.
- Floor plans showing the proposed use of each room.
- Location, style and size of windows.
- Area of the building.
- Elevations of the building
- Details and descriptions of wall, roof, ceiling, and floor construction, including insulation.
- An architect and/or structural engineers' stamp and signature along with professional schedules as required by the National Building Code 2019- Alberta Edition.



WHAT OTHER PERMITS MIGHT I NEED?

Additional permits that may be required are:

- Development Permits.
- Heating and Ventilation Permits.
- Plumbing and Gas Permits.
- Electrical Permits.
- Demolition and Moving Permits

Call **(403) 320-3920** for more information on requirements.

An Occupancy Permit is required for commercial projects prior to the Business License being issued.



WHAT IS THE APPLICATION PROCEDURE?

- Complete Application form and permit application checklist.
- Apply for permits Online with eApply.
- Alternatively, Building Permit application may be completed between 8:00 a.m. and 4:30 p.m., Monday through Friday on the main floor of City Hall.
- All contractors and subcontractors working within the City limits are required to hold a valid City of Lethbridge Business License.



lethbridge.ca/eapply

eApply is an efficient and paperless online permit application system for homeowners and contractors.

(see back for more information)