



TOWN OF REDCLIFF

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Requirement List for a Deck

The following is a checklist of information and supporting materials that is required in order to properly review the subject application.

1. o Approved Development Permit Application form
2. o Surveyors site plan showing:
 - legal land description (e.g. lot, block, registered plan number)
 - property address
 - property lines
 - adjacent streets, public pathways, utility rights-of-ways, easements
 - set-backs to property lines (front, rear and sides)
 - dimensions of proposed deck
 - outline of any existing building
 - north arrow
3. o Elevation drawings showing:
 - height of deck from ground to floor of deck
 - height of railing
 - overall height
4. o Submit utility locate records, and if the deck is proposed to be located on or over an easement, a consent letter from:
 - Medicine Hat Gas Utility
 - Telus
 - Medicine Hat Electric Utility
 - Shaw Cable
5. o Fees:
 - Development Permit as per current fee schedule

Please note:

- The clarity, legibility, precision and neatness of the plans submitted help us to process your application efficiently. Any incomplete plans, material or unprofessional drafting standards will not be accepted.
 - A Development Permit is not required for the erection, construction, or maintenance of patios less than 0.6 m and decks less than 1.8 m in height in residential districts, which are not covered by roofs and meet the appropriate setback requirements.
 - In addition to the above, a Development Officer may require additional material to properly evaluate the subject application.
 - Any changes to plans after submission will result in "Re-examination/Resubmission of plans."
 - If you have any questions or require assistance, please contact the Town of Redcliff Planning and Development Department.
 - It is the responsibility of the Applicant to ensure that the work being carried out does not contravene the requirement of restrictive covenants, easements, caveats or any other restriction that may be registered against the property.
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➤ **To obtain a Building Permit, please contact one of the Accredited Agencies from the attached list.**