



# TOWN OF REDCLIFF

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## Development Permit Application Requirement List For Relocated Building

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

1. Completed Development Permit Application Form
2. Completed Building Permit Application Form
3. Site plan showing:
  - legal land description (e.g. lot, block, registered plan number)
  - property address
  - property lines
  - dimensions of building
  - adjacent streets, public pathways, utility rights-of-ways, easements, if any
  - set-backs to property lines (front, rear and side yard dimensions)
  - north arrow
4. A complete set of floor plans which include:
  - Floor plan with the total area indicated
5. Professional Engineer Building Inspection Report
6. Photographs of each side of the house
7. Fees:
  - Development Permit as per current fee schedule
  - Security deposit to be established by Municipal Planning Commission.

Notes:

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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.
  - 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's 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.**