

## **VILLAGE OF ST. LOUIS**

### **DEVELOPMENT / BUILDING PERMIT REQUIREMENTS**

**A Development / Building permit is NOT required for the following uses, provided all other provisions and regulations of the Village of St. Louis Zoning Bylaw are complied with:**

1. Fences – restrictions on height and location do apply. Please check with the Village office for restrictions;
2. Storage or Accessory buildings under 100 square feet in area;
3. Sidewalks – on private property only;
4. Replacement of most existing building components, that do not include structural alterations, including:
  - a) shingles
  - b) doors and windows, if sizes remain as original
  - c) siding, stucco, brick veneer
  - d) kitchen cabinets
  - e) gyproc wall finishes
  - f) painting, wallpapering
  - g) carpet, linoleum;
5. The maintenance of a public work;
6. The construction of a public work by the Village of St. Louis;
7. The installation of public works on any street or other public right-of-way.

**A Development / Building Permit IS required for:**

1. Residential Dwellings - single or multi-family;
2. Additions to Residential Dwellings;
3. Residential Basement Development - rec. rooms, bedrooms, bathrooms, etc.;
4. Any Structural Modification to a Residential Dwelling - single or multi-family;
5. Attached Garages or Carports;
6. Detached Garages or Carports;
7. Storage Sheds in excess of 100 square feet (10m<sup>2</sup>) in area;
8. Decks, Exterior Stairs and Landings, Wheelchair Ramps;
9. Fireplaces

#### **NOTE:**

\* For sewer and water installations, replacements, a separate sewer & water permit is required.

\* A Development / Building permit will be required for all multi-unit buildings and for any residential building which is listed as a discretionary use in any zoning district.

## **INFORMATION REQUIRED WHEN APPLYING FOR A DEVELOPMENT / BUILDING PERMIT**

A Development / Building permit application form must be completed by the owner or an agent of the owner. Information required on the application form includes:

1. Owner's name, address, telephone number;
2. Address and legal description of building location;
3. Use and size of building;
4. Type of work being done (new addition, alteration, renovation, repair, etc.);
5. Construction information (materials)

Drawings must be submitted with the completed building permit application to show what will be built. All drawings should:

1. Show the owner's name, project name, and date;
2. Be drawn to scale (1:50 or 1/4" = 1' or to suit) and the scale should be noted;
3. Be blackline or blue-line prints on good quality paper;
4. Have legible letters and dimensions which can be read from the bottom or right-hand side of the page;
5. Be marked with the architect's or engineer's stamp and signature (if professional design is required);
6. Clearly show the locations of existing and new construction for additions, alterations, and renovations

The drawings which will be required are listed below. Information typically shown on these drawings is listed, but other information must be added if necessary to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

**LOT PLAN** – boundary lines; building address; street names; size of the site; size of the building(s); location of the building(s) in relationship to the property lines; north arrow; vehicle access to the property; parking; site drainage; locations of utility lines or easements within the lot.

**FOUNDATION PLAN** - overall size of the foundation; size and location of footings; piles; foundation walls; size and location of openings for doors; windows; foundation drainage.

**FLOOR PLAN** - size and location of: interior and exterior walls; exits; fire separations; doors (include door swings and hardware); stairs; windows; barrier-free entrances; barrier-free washrooms; other barrier-free facilities; built-in furnishings.

**OTHER INFORMATION** – What are the uses of the adjoining lots? What is the number of anticipated employees? (if applicable) What is the proposed date of commencement? What is the proposed date of completion?

## **FEES**

A fee of \$15.00 is required for the issuance of any Development / Building Permit.

### **Development / Building Permit Process is as follows:**

1. When undertaking a development, resident must complete an application, which is available from the Village Office and return it complete with required sketches, drawings and information, along with required fee, to Village Administrator;
2. Administrator passes on application to Development Officer or to Council, if necessary, for a discretionary use;
3. If it is for a permitted development and conforms to provisions of the Village Zoning Bylaw, it is approved by the Development Officer or the Administrator;
4. If it is for a discretionary use, Council must review it before approving or disapproving the proposed development;
5. If a discretionary use is approved, a Permit is issued outlining any special standards prescribed by Council, which must be followed, for the proposed development;
6. If a discretionary use is not approved, Council will inform the applicant, in writing, citing the reasons for refusal;
7. Permits can be revoked if provisions are not followed;
8. Decisions can be appealed by the applicant if so desired, but only for permitted use refusals. If a discretionary use is refused, it cannot be appealed. The Village of St. Louis has a Development Appeals Board to hear any appeals, which includes the members of Village Council.

### **These regulations are in accordance with the following documents:**

1. Village of St. Louis Zoning Bylaw and amendments 17/61, 1/76, 3/83, 4/86, 1/89 and 8/06.