Other Permits

In addition to the development and building permits, you may also require:

- Electrical permit
- Plumbing permit
- Gas permit
- Sign permit

Get started today

The staff at Planning and Development Services are pleased to explain the various requirements and how they relate to your business.

Please feel free to contact us anytime.

Contact us

Strathcona County
Planning and Development Services

Main Floor, County Hall
2001 Sherwood Drive
Sherwood Park, Alberta T8A 3W7
www.strathcona.ca
Phone: 780-464-8080
Fax: 780-464-8142

Office Hours:
Monday to Friday 8:30 a.m. - 4:30 p.m.

Please note this brochure has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. Users are advised to contact Planning and Development Services for more information. Strathcona County accepts no responsibility for persons relying solely on this information.
When to apply

Development and/or building permits may be required for new businesses, tenants, existing tenant expansion and/or renovations.

Definitions

Permitted Use - A permitted use is a use listed in a specific district, as a permitted use. A development officer will approve a development permit for a permitted use provided it complies with the Land Use Bylaw.

Discretionary Uses - A discretionary use is a use listed in a specific district, as a discretionary use. A development officer has the discretion to approve or refuse a development permit for the discretionary use, depending on the interpretation and circumstances of the application. The intent is to provide flexibility to expand the range of uses where, in some circumstances, a discretionary use would be appropriate. The procedures for discretionary uses provide some opportunity for community input into decision making.

What to submit:

✓ A completed development permit application
✓ A completed building permit application
✓ A site plan showing:
  - All structures and parking stalls on the property
  - Unit number and location of proposed business/tenant improvement space within building complex
✓ Three complete sets of floor plans that include:
  - Proposed layout of tenant space, providing dimensions and labels of tenant space and rooms
  - Public seating arrangement if applicable (e.g. food service use)
  - If you are doing any structural work, additional details may be required (e.g. a cross section of wall construction)
  - Two copies in size A1, one 11x17 and one electronic copy are all required.
✓ A letter providing the following information:
  - A description of the proposed business (for example: type of business, activities on-site, products offered, etc.)
  - Number of employees (total and on duty at any time)
  - Hours and days of operation
  - Name of business
✓ Current copy of title
✓ Application fee

Additional information may be requested during the review of your application.

Did you know?

- Strathcona County does not have business licensing, however, an approved development permit is required to operate a business.
- Development permits are not required for temporary developments such as tree lots, garden centers, and kiosks, provided it is located within a commercial zoning and there is a principal building.
- For all commercial, industrial and institutional properties, the installation and permit applications for any electrical, plumbing, or gas work must be completed by an accredited professional (e.g. Master/Journeyman).
- Landowner signature is required on the development permit application form.
- Contact us to find out what your zoning is and what the listed uses are.
- When constructing a new commercial, industrial, or institutional building, there are different regulations that apply.