

## Next steps

After your completed development and building permit applications are received, your plans will be reviewed to ensure the application complies with the current Land Use Bylaw and Alberta Building Code.

In addition to the development and/or building permit, you may also require:

- an electrical permit
- a plumbing permit
- a gas permit
- a sign permit

## Need More Assistance?

Strathcona County Economic Development and Tourism can provide information on market research, site selection, lease space inventory, business inventory and other aspects of starting a small business. Contact them at:

**Phone:** 780-464-8095

**E-mail:** [scedt@strathcona.ca](mailto:scedt@strathcona.ca)

For more information on obtaining a development permit, please contact Planning and Development Services.

## 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](http://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.



# New Business & Tenant Improvements



## Do I need a permit?

Both a development and a building permit may be required for new businesses, tenants, existing tenant expansions and/or renovations.

Uses are categorized as permitted or discretionary within each zoning district of the Land Use Bylaw.

### Permitted uses

A development officer will approve a development permit for a **permitted use**, provided it complies with the Land Use Bylaw regulations.

### Discretionary uses

A development officer has the discretion to approve or refuse a development permit for a **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 the decision making.

**Contact us to find out the zoning of property and the permitted and discretionary uses.**

## What do I need to submit?

To apply for a development and building permit, please submit the following information to Planning and Development Services:

- The completed development and building permit application forms **with landowner signature**;
- A current copy of title, obtained within the last 30 days;
- A professionally drawn site plan which includes:
  - ✓ 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);
- 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; and
  - ✓ Name of business
- Application fees (see current fee schedule)

### In addition to the above, more information may be required, such as:

- Energy efficiency checklist/requirements for buildings being heated;
- Engineer sealed drawings/schedules;
- Alberta Transportation approval; and
- A construction site fire safety plan (comprehensive).

## 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 centres and kiosks, provided it is located within a commercial zoning area 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).
- When constructing a new commercial, industrial or institutional building, there are different regulations that apply. Please contact us for this information.
- Not all submitted drawings have to be professionally drawn, but must include all required information and be legible to the satisfaction of the Development/Safety Codes Officer. The Development/Safety Codes Officer may require additional information or professional drawings to be completed, based on your specific application. Please contact us for more information.
- If you have your sign information and can provide an elevation drawing, including the sign details, it can be approved with your new tenant development permit.

**Please note: there is a more detailed checklist for retail cannabis.**