



BUILDING A NEW HOUSE, DECK OR FENCE IN THE TOWN OF KILLAM

The Town of Killam (TOK) requires that all new buildings (houses, garages, sheds, etc.), decks and/or fences to be constructed within Town limits comply with the guidelines set forth by TOK Land Use Bylaw #880 and therefore require a Development Permit.

An information package containing all the necessary forms and information can be obtained at the Killam Town Office. If you have access to a computer and the internet, the Development Permit application can also be found on the Town of Killam website, at www.town.killam.ab.ca (under the “Permits, Forms & Maps” tab). Development within the Town of Killam is facilitated through **Scheffer Andrew Ltd.**

1. When do you need to complete a Development Permit?

A Development permit is required for all **new** building projects. This includes houses, garages, as well as some decks or sheds. Structural changes to a building, altering the outside size of that building, or changes the current purpose of the building, would also require a Town of Killam Development permit to be completed.

Projects that DON'T require a Development Permit for Residential properties:

- Building a fence in a residential district with a maximum height of 1 meter (3.3 feet) in the front yard or 2 meters (6.6 feet) in the rear or side yard (all relevant provisions in Section 40 of the Land Use Bylaw 880 *must be followed*)
- Maintaining or repairing the exterior of any building, shed, or deck.
If you are making changes that involve the interior structure of your home/garage (altering your existing electrical or plumbing) permits will be required from **Superior Safety Codes Inc.**
- The temporary erection, installation or use of machinery, structures or buildings (such as a construction trailer) that is incidental to the erection or alteration of a permanent permitted development.
- Minor Landscaping - where proposed grades will not adversely affect drainage of the subject or neighboring properties.
- Placement of flagpoles and other poles under 14.8ft (4.5m)



2. What is the next step?

When you have completed your development permit, please forward the information to TOK Development Officer **Kyle Miller** (*with Scheffer Andrew Ltd.*) at:

MAIL: ***Scheffer Andrew Ltd.*** **OR** **E-MAIL:** k.miller@schefferandrew.com
#310, 4803 – 87 Street NW **FAX:** 780-732-7878
Commerce South Office Park, Bldg E **PHONE:** 587-442-7340
Edmonton, AB T6E 0V3

Once your permit has been received, ***Scheffer Andrew Inc.*** will ensure that your project complies with the guidelines of the Land Use Bylaw. Our representative will be in contact with you for any additional questions and to notify you of the cost of the permit.

Please ensure your contact information and phone number is correct

A partial listing of common fees for a Development permit is as follows:

Minor Development

Decks, Signage, Sea Cans (temporary)	\$25.00
Demolition, Residential.....	\$50.00
Sea Cans (permanent)	\$100.00
Solar Power – Personal	\$100.00

Residential Development

Change of Use	\$75.00
Addition	\$100.00
Accessory Building*	\$100.00
Mobile Home.....	\$100.00
Dwelling, Detached	\$200.00
Dwelling, Duplex.....	\$200.00

Commercial Development

Change of Use	\$75.00
Addition	\$100.00
Accessory Building*	\$100.00
Commercial Building less than 10,000 ft ² (929 m ²).....	\$350.00
Commercial Building 10,000 ft ² (929 m ²) or greater.....	\$500.00

Industrial Development

Change of Use	\$75.00
Addition	\$100.00
Accessory Building*	\$100.00
Industrial Building less than 10,000 ft ² (929 m ²).....	\$350.00
Industrial Building 10,000 ft ² (929 m ²) or greater.....	\$500.00

3. When your Development Permit is Approved...

Once you have been notified that your Town of Killam Development Permit is approved there are still a number of steps that must be taken. The Development Permit ensures that your project is within the boundaries required by the Town of Killam. The next step is to ensure your project complies with provincial regulations and standards. Our Flagstaff County area uses **Superior Safety Codes Inc.**

Permits required by Superior Safety Codes Inc. may include Building, Electrical, Plumbing, and Gas. Only permits that apply to your project need to be completed. Typically, the permits you require from Superior Safety Codes will be listed in your approved Development Permit information. Superior Safety Codes Inc. booklets, that include their permit forms, can be picked up at the Killam Town Office. Alternately, if you prefer to get the forms from their website, the address is: www.superiorsafetycodes.com

Superior Safety Codes Inc.

#3, 6264 – 67A Street

Red Deer, AB T4P 3E8

Area Representative: Schelby Kennedy

Phone: 403.358.5545 or 1.888.358.5545



A full copy of the Town of Killam Land Use Bylaw No. 880 can be viewed on the Town website at www.town.killam.ab.ca or a copy can be obtained from the Town Office. Additionally, a complete list of Development Permit Fees can be found in the Master Rates Bylaw #841E.