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

**T 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 #860 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 Permits and Fence Permits can also be found on the Town of Killam website, at [www.town.killam.ab.ca](http://www.town.killam.ab.ca) (under the “**Permits,** **Forms & Maps**” tab). Development within the Town of Killam is facilitated through ***Scheffer Andrew Ltd.*** To ensure buildings and structures comply with todays regulations and safety standards, ***Superior Safety Codes*** ***Inc.*** provides the Town’s building inspections services.

**When do you need to complete a Development Permit?**

A Development permit is required for all new building projects. This includes houses, garages, decks and sheds. Structural changes to a building, that alters the outside size of that building or the current purpose of the building, would also require a Development permit to be completed. Fence Permits are required if you are building a new fence on your property, or if you are removing an old fence that is being replaced with a new one. If unsure, please feel free to call the Killam Town Office.

**Projects that DON’T require a Development Permit for residential properties include:**

- 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 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.
 - Landscaping where proposed grades will not adversely affect the subject or adjacent

 properties.
- Placing of flagpoles and other poles not exceeding 14.8ft (4.5m)



**What is the next step?**

When your development permit has been completed, please forward the information to TOK Project Planner **Kyle Miller** *(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, Building 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 if there are any additional questions and to notify you of the cost of the permit. Please ensure your contact information and phone number is correct!

**The fee for a Development permit is as follows and is dependent on the value of your project:**

**Deck Permit**………………………………………..……………………………………………....$25.00
 **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

Dwelling, 3 or more units $300.00

**Commercial Development**

Change of Use $75.00

Addition $100.00

Accessory Building\* $100.00

Commercial Building less than 10,000 ft2 (929 m2) $350.00

Commercial Building 10,000 ft2 (929 m2) or greater $500.00

**Industrial Development**

Change of Use $75.00

Addition $100.00

Accessory Building\* $100.00

Industrial Building less than 10,000 ft2 (929 m2) $350.00

Industrial Building 10,000 ft2 (929 m2) or greater $500.00

**When your Development Permit is Approved…**

Once your TOK 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. The next step is to ensure your project complies to the provincial regulations and standards. The regulatory organization used in our area is **Superior Safety Codes Inc.**

Permits required by Superior Safety Codes Inc. include: Building, Electrical, Plumbing, Gas and a number of others. Only permits that apply to your project need to be completed. Packages from Superior Safety Codes Inc. that include the permit forms as well as an information booklet 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](http://www.superiorsafetycodes.com)

Contact Information:


 **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. 860 can be viewed on the Town website at [www.town.killam.ab.ca](http://www.town.killam.ab.ca) or a copy can be obtained from the Town Office.