VILLAGE OF ST. LOUIS

DEVELOPMENT & BUILDING PERMIT REQUIREMENTS

The Village of St. Louis requires property owners or contractors to obtain a Development Permit and a separate Building Permit when considering any type of development or construction on any residential, commercial/industrial or agricultural lot within the Village of St. Louis municipal limits.

The **Development Permit** ensures that all regulations contained within the Village of St. Louis Zoning Bylaw and Amendments are met before any development or construction can occur.

The **Building Permit** ensures that all construction is carried out in accordance with the Village of St. Louis Building Bylaw and all applicable current National Building Codes and Provincial Legislation.

A Development Permit & Building Permit ARE required for:

1. Residential Dwellings - single or multi-family;
2. Commercial/Industrial or Agricultural Buildings;
3. Additions to Residential Dwellings;
4. Additions to Commercial/Industrial or Agricultural Buildings;
5. Residential Basement Development - rec. rooms, bedrooms, bathrooms, etc.;
6. Any Structural Modification to a Residential Dwelling - single or multi-family; or any Structural Modifications to a Commercial/Industrial or Agricultural building;
7. Attached Garages or Carports;
8. Detached Garages or Carports;
9. Storage Sheds in excess of 100 square feet in area;
10. Decks, Exterior Stairs and Landings, Wheelchair Ramps;
11. Fireplaces
12. Fences – restrictions on height and location do apply

A Development Permit & Building Permit ARE NOT required for the following uses, provided all other provisions and regulations of the Village of St. Louis Zoning Bylaw and Amendments & Building Bylaw are complied with:

1. Storage or Accessory buildings under 100 square feet in area;
2. Sidewalks – on private property only;
3. 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;

4. The maintenance of a public work;
5. The construction of a public work by the Village of St. Louis;
6. The installation of public works on any street or other public right-of-way.

NOTE:

* For sewer and water installations, replacements, a separate Plumbing Permit may be required.

Development Permit / Building Permit Process is as follows:

1. When undertaking any type of development or construction, residents must first complete an application for a Development Permit, 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 for a Development Permit to Development Officer, where applicable, 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 Development 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. Development 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.
9. Once an approved Development Permit has been obtained, residents must now apply for a Building Permit, which is also available from the Village Office and return it complete with required sketches, drawings and information, along with required fee, to Village Administrator;
10. If the work described in the application for a Building Permit complies with the requirements of the Village of St. Louis Building Bylaw, the municipal official, upon receipt of the prescribed fee, shall issue a Building Permit.
11. The Village of St. Louis may, at its discretion, have plan review, inspection and other services provided by a person, firm or corporation employed under contract to the Village.

12. The fees for plan review, inspection and other services will be paid by the applicant in accordance with the Village Building Bylaw at the time application for a Building Permit is made.

INFORMATION REQUIRED WHEN APPLYING FOR A DEVELOPMENT PERMIT

A Development 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 Development 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 ¼" =1' or to suit) and the scale should be noted;
3. Be blackline or blueline 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; vehicles access to the property; parking; site drainage; locations of utility lines or easements within the lot.

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

An administration fee of $15.00 is required for the issuance of any Development Permit.

Notice of decision on a Development Permit application is typically within 7 – 10 business days of application for permitted use and 30 days for discretionary uses.

INFORMATION REQUIRED WHEN APPLYING FOR A BUILDING PERMIT

A 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)
6. Contractor's name, address, telephone number;
7. Heating, plumbing & electrical information;
8. Estimated value of construction (excluding site)

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 ¼" =1' or to suit) and the scale should be noted;
3. Be blackline or blueline 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; vehicles 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 $65.00, plus any applicable plan review, inspection or other service fees is required for the issuance of any Building Permit.

Plan review, inspection or other service fees are based on type of construction being built (dwelling, addition, garage, storage shed, deck, etc.) and are tied to the value of construction.

Notice of decision on a Building Permit application is typically within 10 – 12 business days of application.

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.

2. Village of St. Louis Building Bylaw Number One of 2017.