

# Planning a project in Lethbridge County?

## You may need a permit!

Before you build, renovate, or change how you use your property, connect with our Planning & Development team. We'll help ensure your plans meet Lethbridge County's Land Use Bylaw. If your proposed use isn't allowed, you may need to apply for a redesignation (rezoning) before submitting a permit application.

### When development permits are required:

- New buildings (homes, shops, commercial/ industrial spaces, certain agricultural structures)
- Additions or expansions
- Most signage
- Repair or replacement of existing buildings
- Change in the use or intensity of use (land or buildings)

### Next steps

Contact us to confirm what permits your project needs. For more information on how to apply or to learn about our regulations, visit our website or call our office (403.328.5525).



# What to expect when you apply for a permit



## 1. Pre-application consultation

We recommend you discuss your proposal with the County's Planning & Development Team prior to submitting an application.

## 2. Application submission

Submit your application with the necessary forms, fees, and supporting information. This may include: certificate of title, site plan, elevation drawings, floor plans.

## 3. Application evaluation

The Planning & Development Team reviews your application to determine if it is complete. They may contact you for additional items or clarifications. This may take up to 20 days.

## 4. Application decision

Once the application is complete, the Planning & Development Team has 40 days to review and make a decision on the application.

## 5. Approval & public appeal period

If a development permit is approved, it is advertised and there is a 21-day period to allow for public appeals.

## 6. Acquisition of safety codes permits

This is your responsibility and may include building, plumbing, gas, electrical and private septic permits.

### The application process typically takes 4-8 weeks.

We encourage you to plan accordingly and submit your application as early as possible.