

Obtaining a Development Permit in Lethbridge County



Do I Need a Permit?

Development permits and approvals need to be obtained **prior** to new construction, renovations, and changes to how a building or land is being used. The Development Officer must review the application to ensure it complies with the County's Land Use Bylaw. The Land Use Bylaw outlines the types of development allowed in each land use district and the rules and regulations governing those areas.

When a use is not permitted or is discretionary in a land use district, an applicant will have to apply for a redesignation (rezoning) prior to making a Development Permit application.

When You Need a Permit

Some projects requiring a permit include:

- New buildings (i.e. residences, garages/shops, commercial/industrial buildings, some agricultural buildings)
- Additions
- Replacement or repair of existing buildings
- Change in use, or intensity of use of land or buildings
- Most signage



When a Permit is Not Required

Development permits are not required for some types of construction if they comply with all the rules of the Land Use Bylaw. However, these projects may require a building permit prior to construction.

Some of the projects that do not require a development permit include:

- Agricultural buildings under 1000 sq. ft. (i.e. grain bins, barns, pole barns) on agricultural lands
- Fences, walls, gates, parking pads, sheds under 100 sq. ft. (if it meets the regulation of the Land Use Bylaw, i.e. height requirements and setbacks)
- Interior alterations, unless it increases the square footage or increases the number of dwelling units (i.e. secondary suites, mezzanine, etc.).

To confirm whether or not a project requires a Development Permit, contact the Planning and Development department

- **Call: 403-328-5525**
- **E-mail: development@lethcounty.ca**



How to Apply

Permit applications are accepted at the Lethbridge County Administration Office (#100, 905 4th Avenue South, Lethbridge AB, T1J 4E4), Monday to Friday, 8:30 am to 4:30 pm, on a first-come, first-served basis. Appointments are recommended.

Permitting Process

- 1. Pre-application consultation:** Applicants are recommended to discuss their proposal with the County's Development Officer prior to submitting an application.
- 2. Consult Land Use Bylaw:** Applicants must consult the County's Land Use Bylaw prior to making a Development Permit application. If the proposed use of the land aligns with its current designation and discretionary uses, an application may be submitted.
- 3. Changes to existing land use:** If the proposed use of the land does not conform to the current land use designation or regulations, an application for re-designation must be submitted and approved prior to the Development Permit application being made. This process (if required) can take several months.
- 4. Application submitted:** The application is submitted with the necessary forms, fees, and supporting information which varies depending on the project.
- 5. Evaluation of application:** The Development Authority has 20 days to review the application and determine if it is complete. If the application is incomplete, the applicant will be notified of the deficiencies. The Development Authority evaluates the impact on adjacent properties, considers comments made from circulation to other County departments and external agencies, and assesses the project's compliance with the County's Land Use Bylaw. If during the review process it is determined that additional information is required (for example if drainage is a concern) the applicant will be notified of what they need to provide. If the application is considered a discretionary use, the adjacent/impacted landowners are notified of the application.
- 6. Decision:** A decision is made by the Development Authority either approving or refusing the application. The Development Authority has 40 days to review and make a decision on the application. The applicant will be mailed a Notice of Decision.
- 7. Approval and public appeal period:** If a Development Permit is approved, it is advertised and there is a 21-day period to allow for public appeals. The receipt of a public appeal process is heard by the Subdivision and Development Appeal Board (SDAB).
- 8. Permit issuance:** Provided that appeals (if any) are resolved, the issued Development Permit becomes effective. If the development proposal entails erecting any building or structures, then Building Permits must be obtained prior to beginning construction. Please note that Building Permits are issued in Lethbridge County by Park Enterprises (403) 329-3747.
- 9. Completion:** A Development Completion Inspection may be required to ensure all the requirements of the Development Permit have been met and the construction reflects the approved plans.

Applications take approximately 5-8 weeks to move through the approval process. It is advised to plan accordingly and apply well in advance.

Building Permits

To comply with the requirements of the Alberta Safety Codes, it is the responsibility of the developer to secure any necessary permits. Park Enterprises is the exclusive Safety Codes permitting agency for all development within Lethbridge County.

Park Enterprises

Phone: 403-329-3747

Fax: 403-329-851

#10, 491 W.T. Hill Blvd. S., Lethbridge, AB