PLANNING, BUILDING AND DEVELOPMENT SERVICES
580 First Street S.E.
Medicine Hat, Alberta T1A 8E6
Telephone 529-8374 Fax 502-8038

RESIDENTIAL: Uncovered, Covered and Enclosed Decks

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT APPLICATION

Office	Applicant	Required Items
☐	☐	**1. CURRENT COPY OF THE CERTIFICATE OF TITLE** (Within 3 months)
☐	☐	**2. OWNER AUTHORIZATION** (if the applicant is not the Owner)
☐	☐	**3. APPLICATION FEE**
☐	☐	**4. UTILITY LOCATES**
☐	☐	• Locate slips for gas, electric, telus, shaw, water/sewer gas / electric / telus: 1-800-242-3447, shaw 1-866-DIG-SHAW, water/sewer (403) 529-8176
☐	☐	• **Gas Agreement** - If the gas line is within 1m of the proposed structure you must contact gas utility at 529-8294 to enter into a gas agreement. Copy of the Gas Agreement needs to accompany your development permit application.
☐	☐	**5. SITE PLAN** (1 set) – dimensioned showing:
☐	☐	• North Arrow
☐	☐	• Municipal Address
☐	☐	• Legal Description (Lot, Block, Plan)
☐	☐	• Property Lines
☐	☐	• Adjacent city streets and lanes
☐	☐	• Easements and utility rights-of-way
☐	☐	• Location and dimensions of all existing and proposed structures
☐	☐	• Foundation outline of the dwelling and the outline of eaves and any other projections
☐	☐	• Setback distances for ALL EXISTING structures to the front, side and rear property lines
☐	☐	• Setback distances from the deck to the property lines and accessory structures (garage, shed etc)
☐	☐	• Location of existing utility services, ie) gas line, electric line, meters, etc **(If the gas line will be within 1m of the proposed structure contact Gas Utility to enter into a Gas Agreement 529-8294)**

For your information:

- If your intent is to cover the deck in the future, please speak with Building Services (403)529-8205 to ensure that the deck will be able to support the future additional load.
- Uncovered and covered decks that project into a minimum rear setback are not permitted to be enclosed.

Note: In addition to a development permit, a building permit is also required.

Please identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines. Attach a separate sheet if necessary.

All of the information identified above is necessary to facilitate a thorough evaluation and timely decision on your application. All materials submitted must be clear, legible and precise (rough sketches are not acceptable). **Staff are instructed to accept only complete applications which include plans/drawings prepared to professional drafting standards.**

If any of the required information is not provided, your application will not be accepted. If an application is accepted, and upon review is found to be missing required information, you will be contacted. The processing of your application will not proceed until the necessary information is submitted.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development. Normally an application will be complete if the material outlined above is provided

Applicant's Signature_____ Date _____
(Confirming that all required information has been provided and is correct.)