



The first step is for the **Applicant to check their Eligibility Criteria** using the Interactive maps on [www.lethbridge.ca](http://www.lethbridge.ca). If the property is not zoned as R-L they should **contact planning** at 403-320-3920.

The **Development Permit Application** can be submitted by the applicant at City Hall by completing an application form. The permit fees are assessed and collected during the application process based on the project details provided by the applicant. The applicant must also provide proof of existence prior to September 2, 2007 satisfactory to the D.O.

The **Permit Technician Review** ensures that all of the required documentation has been submitted as part of a complete application. The Permit Technicians will also review the eligibility of the suite as a pre-existing application (date of existence and zoning requirements).

The **Development Officer Review** is completed to ensure that the proposed development is consistent with the Land-Use Bylaw.

A **Preliminary Inspection by a Safety Code Officer (SCO)** will be conducted to identify the items that must be addressed to bring the suite into compliance with the Building Code.

The **Decision Result** from the Development Officer must be completed within 40 days after the application package is determined complete.

If the permit is approved, and when required, the City of Lethbridge will **Advertise the Decision**. An applicant has 28 days to file an appeal from the date of decision and the public is given 21 days to appeal the decision from the date of advertising through written notice to the Subdivision and Development Appeal Board.

The Secretary to the Subdivision and Development Appeal Board will review any **Appeal Received** and determine its validity. This may also include an appeal from the applicant should the development application be refused. If the appeal is determined to be valid, the matter will be referred to the Subdivision and Appeal Board (SDAB).

The purpose of the **Subdivision and Development Appeal Board (SDAB)** is to hear appeals regarding decisions made by the Development Officer on development applications. This will be scheduled up to 30 days after the receipt of notice of appeal.

The **Subdivision and Development Appeal Board (SDAB) Decision** is issued within 15 days of the public hearing's conclusion.

The **Building and Subtrade Permit Applications** can be submitted by the applicant online through eApply or in person at City Hall (using internal eApply to ensure consistency among all applications). The permit fees are assessed and collected during the application process based on the construction details provided by the applicant. Electrical, plumbing, and gas applications are considered in-and-out permits and are automatically issued by the system.

The **Permit Technician Review** ensures that all of the required documentation has been submitted as part of a complete application package and act as the point of contact for the customer should revisions be required.

The **Plans Examinations** are completed by Safety Codes Officers to ensure that the proposed development is compliant with the Safety Codes Act and Permit Regulations. Based on the scope and nature of the work, the Safety Code Officer will determine which conditions to apply to the permit and are responsible for issuing the permit.

The **Final Inspection** are completed by a Safety Codes Officers for the building, plumbing, gas, electrical, and HVAC permits. Once the Final Inspections are completed the dwelling may be occupied.

The **Permit Service Report** is the final stage of the Building Permit process. The reports are sent either electronically or by mail to the property owner(s) to notify them that the work has been completed and is compliant with the Safety Codes Act.